

RENTAL GUIDELINES FOR THE MADRID THEATRE

Any use of the Madrid Theatre (MT) by an individual, organization, or group is granted based on four factors:

- 1) Completion of an Application for Use
- 2) Approval of an Application for Use
- 3) Provision of a 50% non-refundable deposit
- 4) Presentation of evidence of insurance by the renting party.

Use of the space without said requirements is prohibited.

Note: The Application for Use is a temporary agreement between the City of Los Angeles Department of Cultural Affairs and qualified Renters for periodic use of the facility. This infers neither legal claim to the facility nor any relationship other than one of temporary nature as detailed in the Application for Use.

Space Use Charges – Per Day For the purpose of rehearsals and set-up, a day is considered to be up to **8 consecutive hours**; for performance, a day is considered to be up to **12 consecutive hours**. Additional hours will be charged at the appropriate pro-rated hourly rate.

· ***Commercial/Professional Rates***

General Commercial Use	\$ 2000
(Performances, Meetings and/or Seminars, film shoots)	
Set & Strike Days	\$ 1000

· ***Non-Profit Organization Rates*** (Available to 501(c) 3 performing arts organizations who are not supported by City of Los Angeles Cultural Affairs Department) Does not include House Manager

Performance	\$ 875	Load-in and Set up	\$ 200
Technical Rehearsal	\$ 500	Meetings & Seminars	\$ 400
Worklight Rehearsal	\$ 300		

· ***Non-Profit/Community Organization Rates*** (Available to qualified 501(c) 3 performing arts organizations who are supported by City of Los Angeles Cultural Affairs Department, and whose mission is community or public service) Does not include House Manager

Performance	\$ 550	Load-in and Set up	\$ 150
Technical Rehearsal	\$ 275	Meetings & Seminars	\$ 350
Worklight Rehearsal	\$ 175		

PERFORMANCE FEES INCLUDE: Up to TWELVE (12) consecutive hours per day (subject to availability) in the facility; **use of house lighting and sound systems and equipment**; marquee; at least **one** display window; dressing room access; and utilities. All renters are **required** to use Madrid personnel to set up lights and sound and to supervise set installation. Should Renters wish to utilize their own staff to run their shows, that is certainly their choice, but Madrid personnel are required to be on hand at all times, and renters will be charged accordingly.

THE TECHNICAL RENTAL FEES INCLUDE: Up to eight (8) hours in the facility with use of lighting/sound system.

WORKLIGHT RENTAL FEES INCLUDE: Up to eight (8) hours in the facility utilizing rehearsal lighting only.

Labor Charges

Madrid Theatre personnel must be present during ALL production activities. During the production/technical meeting, MT's General Manager will work with Renter to estimate any additional labor needs for the production and will include them in the cost estimate. Please note this will be an estimate only; Renters will be responsible for actual charges.

Renter is responsible to provide all design staff (lighting, sound, sets, etc.), a Technical Production Coordinator and a Stage Manager. The MT General Manager will estimate the timeline for deliverables (e.g. set, sound & lighting plots), ensuring adequate technical staffing. Renter will be responsible for obtaining plots from designers and providing a technical schedule.

An additional four (4) ushers are to be provided by the producer for each performance.

Typical labor rates as of 09/01/2006:

Technical Director	\$37.00/hr.	Follow Spot Operator	\$25.00/hr.
Master Electrician	\$30.00/hr.	Stage Hand/Deck Crew	\$25.00/hr.
Master Sound	\$30.00/hr.	House Manager	\$25.00/hr.
Stage Manager	\$30.00/hr.	Custodian	\$15.00/hr.
Electrician	\$25.00/hr.	Security	\$15.00/hr.
Audio Technician	\$25.00/hr.		

All personnel are subject to the following restrictions:

- 4-hour minimum booking
- A day is considered to be 8 hours; a break must be taken within the first 5 hours of work
- 8-12 hours paid at time + ½
- Over 12 hours paid at double-time
- All scheduling must include a turn around of at least 8-hours
- Any changes to scheduling must be made within 72 hours, otherwise personnel will be considered to have been booked and Renter billed accordingly.