

Appendix A to Rental Agreement

ADDENDUM TO FACILITIES RENTAL AGREEMENT – TECHNICAL CREWS

The Citadel Theatre operates under a Collective Agreement with the International Alliance of Theatrical Stage Employees and Motion Picture Operations of the USA and Canada (IATSE) Local 210 (the “Agreement”). This Agreement prevails at all times. As such, all production work must be carried out by union personal and only IATSE certified personnel will be permitted to operate Citadel equipment or work in the Citadel spaces. Arrangement for hiring and payroll of all labour must be done by the Citadel. At any time during the rental period, while any persons are on stage, a minimum of one IATSE certified Stage Carpenter must be present and on an official “call”.

Rental clients (Licensee) are advised to discuss their requirements with our Production staff early in the planning process. Your base rental rate will include the cost of the basic 8 hour/day (or 4/hour/day if relevant) technical crew required by our Agreement attached to any usage of your particular rented space. However, any extra technical personnel requirements must be determined well ahead of time – at least 10 days prior to the event - per the Technical Estimate prepared by the Citadel and signed off and approved by the Renter or its authorized representative. Final changes can be agreed upon and approved no later than 3 days prior to the event. Overtime and hours between midnight and 8:00 a.m. are 1.5 times quoted rate. The Technical Quote may be invoiced with a pre-payment requirement of 50% depending on the size of the event and personnel required. The balance must be paid immediately upon receipt of the final invoice. **Please provide a cell contact number for whoever has the authority on the part of the Renter to change costs or to whom updates should be reported.**

Article 3.01 of our Agreement sets out Union Jurisdiction as follows:

The exclusive jurisdiction of the Union covered by this Agreement shall include all work of a kind or nature usually performed by stage Employees, who do such work as the handling, erecting, dressing and operating of sets, scenery, properties, costumes, lighting and technical equipment and machinery in connection with any and all on-stage entertainment, on-stage rehearsals, on-stage performances, on-stage displays and public entertainment or performances. Also all work of a nature or kind usually performed by stage Employees in connection with television productions, closed circuit television, teleprompters, filming, film production stills and film production work for both theatrical and television presentations which are produced or executed anywhere within the auspices of the Employer or any facility owned or leased by the Employer hereunder shall be the exclusive jurisdiction of the Union.

For further clarification this also includes work of any kind done by, audio, lighting, stage carpentry of any kind, projectionists, wardrobe (construction, running, dressing, maintenance), wigs, hair & makeup, scenic carpentry, scenic paint, props and building porters. (“technical personnel”)

Scheduling Notes:

1. Minimum 24 hour call to cancel any part of a scheduled union call failing which hourly rate will be charged per schedule set.
2. Minimum call is 4 hours therefore each crew member will be paid a minimum of 4 hours.
3. Any work performed exceeding 8 hours or between midnight and 8:00 a.m. will be charged back at time and a half (1.5) the current rate.

4. Within each 4 hour block of time crews must receive one 15 minute break, usually after 2 hours or at an appropriate time.
5. A 4 hour call can be extended to 5 hours and then the interval break must be 20 minutes.
6. Crews can work up to a maximum of 5 hours including 20 minute break before a meal break must be given. 1 hour meal breaks are unpaid. ½ hour meal breaks will be paid through. ½ hour meal breaks after 3 p.m. and up to midnight will be paid through and a satisfactory hot meal must be provided. Failure to comply with this rule means that all work done after 5 hours will be charged back to the renter at the regular hourly rate plus a per-hour meal penalty charge.
7. If the set up exceeds that which can be accomplished prior to the performance in the “show call” then the set up call will be a minimum of 4 hours earlier in the day separated from the show call by a meal break (paid or unpaid will be determined by the circumstances).
8. Operators for a performance must be called a minimum of one hour before the start of a performance/event.
9. The work includes all set up and strike time.
10. If Licensee requires its own technical personnel and such work falls within our Agreement, this must first be negotiated with and agreed to by the Citadel Theatre in the Citadel Theatre’s sole discretion. If an agreement is reached in this regard then Licensee must pay an IATSE member to accompany their personnel for exactly the same time their own personnel are on site and subject to all the same union rules set out above. “Hands on” operation of the Citadel Theatre’s equipment also requires prior negotiation and is at the discretion at the Citadel Theatre’s technical representative.
11. Licensee acknowledges that it has seen, approved and signed off on the technical estimate provided by the Citadel pursuant to the Rental Agreement.
12. Licensee agrees to provide a designated and authorized stage manager for the performance/event to liaise with the Citadel’s team. Licensee’s stage manager shall be authorized by the Licensee to increase the cost of the approved and signed off technical estimate and commit the Licensee to pay any such increases in costs including labour which will be invoiced by the Citadel to Licensee after the event.

13. Licensee’s administrative liaison is _____ (Name)

14. Licensee’s authorized Stage Manager is _____ (Name)

Agreed and Acknowledged

Date:

Name: _____

Title: _____

Who represents and warrants that I have the authority to bind the Licensee