



ENSEMBLE THEATRE COMPANY
AT THE NEW VIC

Thank you for your inquiry into renting the New Vic Theater. The following form is our **Scope of Work Form**. Please fill out this form with as much information as possible and return it to the Ensemble Theatre Company (ETC) Rental Manager. This form is to act as the written request for all technical and front of house needs for your rental. ***It is the responsibility of the RENTER to keep ETC up to date throughout the process until the day(s) of the rental.*** This **Scope of Work Form** will act as both parties' understanding of needs and requests on the day(s) of rental.

Any and all changes, additions, requests, or updates throughout the process leading up to the rental must be listed in written form using the change request on the last page of this **Scope of Work Form**. Please note that additional charges may apply to changes, additions, or requests. Changes, additions, or requests made within 48 hours of the day(s) of rental may incur additional rush charges or penalties on top of any normal charges.

Once this form has been received and reviewed, an initial meeting will be scheduled with the RENTER, any and all individuals associated with making decisions on behalf of the renter, and/or any coordinators, or departmental heads who will be assisting on the behalf of the Primary Renter, and the ETC Rental Manager. This meeting is to discuss the rental in as much detail as possible. Please be prepared with as much information as possible prior to this meeting. If more information is needed at the conclusion of the meeting, the Inquiry form will be re-shared to all associated parties listing question and/or clarification requests. If there are not questions that impede the process, an Estimate for Rental, and a Space Contract will be created and sent to the Primary and Secondary contacts listed in the **Scope of Work Form**. Subsequent meetings will be charged at a rate of \$75 per hour.

Please ensure that this **Scope of Work Form** is made available to all parties associated with your event in an effort for all parties to have the most up to date information.

Section 1: Administrative

Date:

Name of Producing Company or Individual:

Billing Address of Renting Company, Individual, or Organization:

Name of Event:

Name of Primary Event Contact:

E-mail:

Phone:

Name of Secondary Contact:

E-mail:

Phone:

Type of Rental:

For Profit/Commercial

Non-Profit

Lecture/Film

Corporate

Hourly

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please list all Staff/Organizers/Coordinators that will be assisting with event setup or organization:

(i.e. Technical Director, Lighting Designer, Sound Designer, Stage Manager, administrative assistant, etc.)

Name:

Title:

E-mail:

Phone:

Name:

Title:

E-mail:

Phone:

Name:

Title:

E-mail:

Phone:

Date(s) requested:

Times requested for each date: *Please see New Vic Policies for specific time restrictions.*

Load/Arrival in Time:

What time will the Lobby open to public on show day(s):

What time will the House Open to public on show day(s):

(Please see Daily Time-line Break Down listed on pages 11 & 12 of this form to outline specifics.)

Show Time:

Intermission: Yes No If Yes, length?

- *For multiple day rentals only: Please list rehearsal/tech days -vs- performance days and double performance days.*

- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____
- _____ - _____

Expected attendance[House Capacity 294]:

Performance/s:

Reception/s:

Section 2: Ticketing

Important- Please Note:

- New Vic Seating Information:
 - Total Seating 294
 - 272 House Seats
 - 12 High Stools (to be sold last or held for late seating)
 - 10 ADA compliant removable seats for special needs seating
- ETC reserves for itself 8 comp tickets to each ticketed and non-ticketed presentation at The New Vic Theatre
- RENTER is allocated 20 comp tickets. All comp tickets requested by RENTER will be charged to the RENTER at the ticket handling fee of \$4.00 per ticket.
- Ticket sales can take up two (2) weeks to go live once ETC has received the signed **Contract, Deposit, and Marketing Materials.**
- Once tickets are live to the public there will be no changes to seating configurations or price zones.
 - Up to three (3) promo codes may be implanted while tickets are live
- The ETC office phone number: 805-965-5400
- ETC does not split ticket sales. If ETC is requested for ticket sales it will be the sole vendor for such sales. If RENTER wishes to sell tickets on its own behalf or through a third party it may do so for an additional charge of \$500/performance.
- Please see New Vic Policies for more specifics.

Will the event be ticketed? Yes No

Will it be general or reserved seating? General Reserved N/A

If event is not ticketed will it be open to public, by private invitation, or a closed event?

Public Invitation Closed Event

Will use of Box Office staff and facilities be required the day of the event? Yes No

What time will Box Office staff and facilities be required the day of the event?

Box office opens one hour before any ticketed event unless specifically requested otherwise. Please see Box Office specifics in New Vic Policies.

Please list ticket prices:

- Please note there is a \$4 ticketing fee paid by the purchaser at the time of purchase. This is not charged to the Renter.

Listed as: (i.e. senior, adult, child, etc.)	Cost	Ticketing fee	Total Cost to Ticket Purchaser
<i>Example: Adult</i>	<i>\$12.00</i>	<i>\$4.00</i>	<i>\$16.00</i>
		\$4.00	
		\$4.00	
		\$4.00	
		\$4.00	
		\$4.00	

Section 3: Marketing

Marketing and Ticket Sales:

- *For ticket sales on our “Now Playing @ the New Vic” section of our website, ETC requires 4-6 lines of marketing copy, and a 250x250 image- 1:1 ratio, 300 dpi, JPEG format. Info should be submitted to: <https://fs2.formsite.com/zllfcb/uszcrc9jxz/index>*
- *Once signed contract, deposit, and marketing materials are received ticket sales may take **up to 10 business days** to go online.*
- *In the event Renter requests to have an advertisement poster displayed in one (1) New Vic front marquee display, ETC must approve any posters designated for the marquee boxes at the New Vic Theatre no less than 2 weeks prior to the date of the event. Posters must refer to the venue as the “New Vic,” and poster size must be 16”x 24”.*

Section 4: Technical Requirements

Scope (*General Description of the Event*):

Technical Needs:

Load-In (Please list equipment that will be loaded into the space and whether assistance is needed):

Stage (Please state any needed equipment for the production of presentation and any soft goods configuration requests. Also, please state if you wish to have a black or a white backdrop for your presentation.):

*If platforming is requested please describe stage configuration, or attach a ground plan with lay out drawn.

Lighting (Please state if stage lighting is required for the event, and if any changes would need to be made to the Rep plot. Also, state if there will be use of follow spots and/or any other special effects.):

Projection (Please state if any projections, slide shows, or movies will be presented as part of your event.):

Sound (Please describe any audio needs including microphones or playback.*):

**Audio files for playback must be received two weeks in advance of event.*

Connectivity (Please state if you will be streaming your event out of the building or if you will need to stream into the building for any part of your event and whether that will be Audio only, or Video and Audio. Please state the amount of Bandwidth that you will expect to need for these objectives.):

Ensemble Technicians (Please indicate if you will need ETC to supply crew for any part of your event and describe their purpose/duties.):

Your Team/Technicians (please list names of those you will be bringing):

Audio Engineer/Live Mix Technician:

Lighting Designer/Board Op:

Stage Manager/Assistant Stage Manager:

Front of House Set-Up/Strike Team:

Section 5: Front of House/Rear of House

Green Room:

Will the Green Room be needed? Yes No

If so, how many people will be utilizing the space?:

Dressing Rooms:

Will the Main Dressing Rooms be needed? Yes No

If so, how many people will be utilizing the space?

Will the Star Dressing Room (Stage Left) be needed? Yes No

If so, how many people will be utilizing the space?

Front of House:

- *Up to Four (4) ETC Volunteer Ushers can be called for all rental events.*
- *No decorations may be applied to the lobby walls without written permission.*
- *ETC does not supply any linens or table coverings.*

What time will you need to start setting up Front of House?

What time will you need Ushers to arrive?

What are your needs for front of house? Will there be a need for additional tables, chairs, decorative set ups, etc. If so, please describe.):

Courtyard:

- *Courtyard is only available on weekends and after 6pm on weekdays.*
- *Tables and/or a bar are available upon request.*
- *ETC does not provide linens.*
- Reception: Yes No, If Yes, pre- or post-show/event? Pre Post Both

If so, please describe:

Concessions:

Do you wish ETC to open concessions? Yes No

- *ETC concessions will be available to renter for a charge of \$150.00 per performance day, unless it is specifically requested that no concessions be sold.*
- *ETC staff conducts the sale of all concessions. If you would like to offer catered food or drink for a private or public reception free of charge, you are free to do at your own expense. Please state if alcohol will be served as any part of your reception.*
- *ETC concessions consists of beer, wine, liquor, mixed drinks, coffee and small snacks.*
- *ETC concessions accepts cash or card.*

Section 6:
Additional Notes

Additional Notes (Please describe any important information that has not already been covered thus far that would be needed for your performance/event to be a success.):

**Section 7: Change/Add
Request Form**

Date: _____

Name of Producing Company or Individual: _____

Name of Event: _____

Date(s) of Event: _____

Requested by: _____

E-mail: _____

Phone: _____

Change, addition, or Other Request/s: