



Empress Theatre, Vallejo California  
Managed by Vallejo Community Arts Foundation, Inc.  
A Nonprofit Public Benefit Corporation

## Labor & Rental Rate Sheets

Revision Date  
October 15, 2009

**GENERAL LABOR RULES:**

Most Empress Theatre crew and staff are non-union employees. However, many of the same basic labor rules apply as those you'd find in a union theater. This is for the protection of our crew, who must do this work day in and day out, and for the protection & professionalism of your event and of the historic Empress Theatre itself.

Staff time and their rates are based on the work they are doing "per call." A call is each time the staff member is required to be at the theater—for instance, to load-in in the morning and again for the performance that night. Each time they are "called" to the theater is a call.

Empress Theatre technical and crew staff may cross departmental lines as needed, however all labor charges during a call will be calculated at the highest applicable rate for the duration of that employee's work call. For instance, if a crew member acted as a general stage hand, helping move props or sets, but also took care of mic changes, that crew members' time would all be charged at the higher Sound A2 rate. Or if a stage crew member helps unload a truck as well as change sets backstage, their time would be billed at the higher Loader's rate.

**Empress staff are required to be present whenever applicant or applicant's staff, crew, volunteers or performers are present. No load-in, load-out, rehearsal or performance may commence without Empress Staff present.**

**STAFFING REQUIREMENTS:**

Empress Theatre Staff are required to operate all Empress Theatre equipment and to act as crew heads. Other crew positions, except as listed below, can be supplemented with applicant's qualified crew and staff. Empress Staff alone will determine whether applicant's crew & staff are qualified for the work they are performing and all crew and staff, whether applicant's or the Empress's, must take direction from Empress crew head and lighting, sound, deck and front-of-house department heads. All of applicant's staff and volunteers must adhere to the Empress's professional standards or paid Empress staff will be asked to replace them.

The Empress's House Manager is always required for all events. All live performance events require an experienced Stage Manager. One will be provided unless applicant makes advance arrangements to provide an approved, experienced Stage Manager. Similarly, Empress Theatre-contacted security must be used for all events. The exact number of guards will depend on the nature, size and type of applicant's event.

**DRESS CODES:**

Everyone working in the theater must be dressed appropriately and safely—no high heels or open-toed shoes or loose and flowing clothing may be worn backstage or in any technical area except as a costume once technical work has ceased. All crew and backstage workers must secure all long hair. Safety over fashion is the rule backstage. Empress staff reserve the right to send anyone away who is not dressed appropriately for their safety or that of others.

All backstage and tech crew will be dressed in stage blacks for performances. If your event requires more formal attire, such as suits, advance notice is required and additional fees may apply. Any crew supplied by applicant must also be dressed appropriately.

Front of House Staff will be uniformed or dressed according to Empress Theatre standards. Any ushering staff supplied by applicant must also be dressed appropriately.

**MINIMUM CALL:**

All staff and crew labor is charged with a 4-hour minimum. If the time between calls is less than 2 hours, a crew member who is called back to the theater (say after lunch or between rehearsal and performance calls) may be called for a minimum of only 2 hours.

**BREAKS, MEALS, OVERTIME, HOLIDAYS:**

All staff must be given an hour break after 5 hours of work or overtime at double the base rate will apply until such break is given. Alternately, applicant may provide suitable and nutritious hot meals for all staff (special diets must be considered) and the break reduced to a paid ½ hour.

No work may commence, and no access to the stage or technical areas will be granted—whether by applicant's staff or that of the Empress—when Empress staff are on break.

All staff will receive overtime at 1 ½ the base rate for any hours worked above 8 in one day or 40 in one week (if applicant's rental lasts 7 days or more).

Hours worked above 12 hours in one day or over 60 hours in a week will be charged at double the base rate.

Work commencing earlier than 8am or lasting beyond 12 midnight will be charged at 1 ½ times the base rate.

If applicant's rental spans multiple days OR if the work hours required by applicant's rental are unusually early or late and adjoins another rental or event, please note that a minimum of 8 hours rest is required between work days or all hours will be charged at double the applicable rate until such rest is given. Applicant will be liable for these extra charges whether on their event or an adjoining event if caused by the hours of applicant's work calls.

The base rate and the rate to calculate overtime, above, will be 1 ½ times the base rate listed on this rate sheet on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

#### **AUDIO & VIDEO RECORDING AND BROADCAST:**

Audio or video recordings made for sale or commercial use or live or recorded broadcast, including via internet (other than for Vallejo Community Access broadcasts), require advance notice and all technical and crew staff rates will begin at double the otherwise applicable rate for all show calls that are recorded or broadcast. Applicant is responsible for obtaining rights to all copyrighted material prior to any such recording.

#### **PAYROLL TAXES, FEES AND LABOR ESTIMATES:**

Please note that the payroll rates below already include the employer's portion of payroll taxes and Workers Comp percentages (together currently roughly 21%) and a payroll processing fee of 10%.

A labor estimate based on the specifics you supplied in your Rental Questionnaire will be given to you with your Rental Contract. However, please be aware that unforeseen circumstances and on-site conditions will affect your labor bill and that the applicant is responsible for all labor incurred.

A final bill will be generated within 10 days of the event showing all labor, overtime or additional charges. If your event spans multiple days, a bill will be generated weekly. This bill is due and payable upon receipt. Amounts due will be deducted from the box office settlement, if any. If the funds generated by the box office are not enough to cover the expenses, if revenue has not yet been generated (for example during rehearsal weeks) or if the Empress Box Office was not used, payment must be received within 10 calendar days of invoice date. It is Empress Theatre policy to turn all accounts over to collection immediately following the 10-day payment window without exception. Nonpayment of labor is a serious violation of California and Federal law and carries severe penalties.

# Empress Theatre - Theater Rental Rates

As of October 15, 2009

BASE RENTAL RATE		
Monday-Thursday	Friday-Sunday & Holidays	Notes
\$800.00 Versus 20% of Box Office	\$970.00 Versus 20% of Box Office	For up to 8 hours of building use, all labor is extra* We take no additional money unless you're making money!
<b>Overtime:</b>	\$100/hr	For all hours above 8 in one day, plus all labor.
<b>Rehearsal Days:**</b>	\$100/hr	Plus all labor, labor minimum calls apply
<b>Cleaning</b>	\$150.00	Flat fee for normal event clean-up

\* Rental rates apply for any time used in the building, including set-up, tear-down and clean-up of your event.

\*\*Rehearsal Rates apply only to rehearsals held Monday-Thursday. Friday-Sunday or holidays charged full rate

## BOX OFFICE FEES (See Box Office Contract for details)

### Fees to Applicant:

- \$75.00** 1st Perform. Covers creation of your event in our system and staffing of box office at your event
- \$50.00** Adn'l Prform Per additional performance, if rates, seating maps and all other info same as above show
- \$25.00** Per Update Any changes once show is built in our system

<b>3.5%</b>	Per ticket	Deducted from Credit Card purchases to cover our CC transaction costs.
<b>\$2.00</b>	Per ticket	For each returned/exchanged ticket (includes Consignment Tickets)
<b>\$1.00</b>	Per ticket	For all tickets purchased using a Credit Card
<b>\$0.50</b>	Per ticket	For all tickets purchased using any other method of payment*
<b>\$1.00</b>	Per ticket	For Comp Ticket (comps limited by contract)**
<b>\$35.00</b>	Plus Costs	For any Customer Charge-Backs or Returned Checks.

\* Includes cash, check, voucher or other payment methods and applies to Consignment Tickets as well.

\*\* Applies to all "Free" tickets. Everyone must have a ticket, no one may be "walked in."

\*\*\* The Empress may also charge certain delivery, processing, service and facility fees to the patron.

All fees charged to the Patron are the property of the Empress Theatre or its ticketing provider.

\*\*\*\* If conflicts exist between the pricing contained herein and in other contract documents, contract superceeds.

### Fees to Ticket Purchaser:

- \$2.00** Per ticket Historic Preservation Surcharge, \$1.00 for ticket prices under \$10.00
- Varies** Per ticket Convenience Fee for website sales only. \$1.50-\$3.50 depending on ticket price.
- \$2.00** Per ticket Convenience Fee for phone sales only.
- \$0.00** Per ticket FREE to print tickets at home
- \$5.00** Per Order To have tickets held at Will-Call
- Varies** Per Order For other ticket delivery methods when available (mail, etc.)

## Empress Theatre - Labor Rates

As of October 15, 2009

Labor charges are over and above the Base Theater Rental Rate. Client will be billed for all hours, or portions thereof, worked by any Empress staff or employee.

### All Rates Below Are Per Person, Per Hour.

Base rate begins at 1 1/2 times the rates listed below on holidays, see "Breaks, Meals, Overtime, Holidays" earlier in this document.

#### STAGE / TECH STAFF

<b>Projectionist</b>	\$ 35.00	[Required for any use of Empress projection equipment]
<b>Lighting/Sound Ops</b>	\$ 35.00	[Heads of lighting and sound crews]
<b>Security</b>	\$ 25.00	[Required for all events, though the number required varies by event]
<b>Followspot Ops</b>	\$ 23.00	
<b>Loaders*</b>	\$ 23.00	[Loading/unloading trucks, loading gear into the theater]
<b>Deck electrician's</b>	\$ 23.00	
<b>Sound A2's</b>	\$ 23.00	[Assistant sound tech on/back stage for mic changes, etc]
<b>Stage Hands*</b>	\$ 23.00	[General stage crew]
<b>Stage Manager*</b>	\$ 23.00	[Required unless experienced, approved, SM provided by applicant]

#### FOH STAFF

<b>House Manager</b>	\$ 24.00	[Required for all events]
<b>Box Office</b>	\$ -	[Covered by Box Office Service Fees if using Empress Box Office]
<b>Concession Staff</b>	\$ -	[Covered by Concession Sales income for most events]
<b>Merchandise Sales</b>	\$ 17.00	[Only If Requested]
<b>Cloakroom Clerk*</b>	\$ 17.00	[Only If Requested]
<b>Doorman*</b>	\$ 17.00	[Only If Requested]
<b>Valet Parking</b>		Quoted on an individual basis

\*Marked positions may be supplemented with Applicant's own labor instead of our paid staff.

Doing so requires advanced agreement with the Empress Theatre and may require training of your staff.