

Guest Production Policy

I. Goals. In keeping with the Purpose (from “By-laws”) of the Parish Players, the Eclipse Grange shall be made available for use by community groups, schools, theatrical groups, and artists and performers in the Upper Valley. Rentals to guest productions are intended to encourage and support the performing arts, but are further intended to be a source of income for the maintenance and improvement of the Grange facilities, as well as subsidizing Parish Players productions and co-productions.

II. Applying for Rental. Requests for use of the Grange by guest producers (“GP”) must be made in writing and presented to a current board member, who by accepting the application becomes the “Sponsor” (see below). The application must be a written description of the proposed event, which includes:

- play title and author (or name of event and artist)
- play summary (or description of non-theatrical event)
- description of potential controversial or offensive content, if any

III. The Approval Process. When a board member agrees to accept a rental application, the member becomes the “Sponsor.” The Sponsor will be responsible for (1) communication between the board and the GP, until a “liaison” (see below) is assigned; (2) requesting the chair to place the application on the agenda of the next board meeting; (3) determination that the proposed rental dates do not conflict with already scheduled activities; and (4) notification to the GP of the board’s action, and delivery to the GP of the signed Agreement. The board, with the assistance of the Sponsor, will make every effort to respond to rental applications as quickly as possible.

IV. The Liaison. All guest productions must include a paid liaison, to be determined *prior* to entering into a rental agreement with a GP, and subject to the approval of the board of directors. The liaison must be either a board member, or an individual who has held production responsibilities in past PP productions and is familiar with Grange facilities and policies.

1. The liaison’s responsibilities include:

- a. verifying compliance with Parish Players policies and guidelines regarding use of the Grange and its resources, as well as the conditions of the Rental Agreement, including financial transactions, and final post-strike inspection;
- b. assisting GP in identifying, locating and making use of all appropriate resources available under the terms of the contract, such as lighting and sound equipment, house lighting, heat, and security, set building materials, telephone, and parking procedures;



- c. when appropriate, arranging rentals of costumes, set, or props, with conditions and rental rates to be determined at the discretion of the Liaison;
- d. communication between the Parish Players and the GP and be generally and reasonably available to the GP (including away-from-home contact information);
- e. verifying that GP's publicity is appropriate and provides clear indications of "adult" or highly controversial content;

2. The liaison is *not* responsible for personally carrying out production tasks, e.g., opening and closing the house, setting up lights, cleaning, parking management; nor is it necessary for the liaison to be present during rehearsals and performances; in general, the liaison is expected to be a consultant, an advisor, a facilitator, a delegator, and is not required to perform production or strike *work* on behalf of the GP.

V. Fee schedule (note: indicated fees are exclusive of various other costs which may arise, including but limited to costume or props rentals, long-distance telephone charges, liability for damage to facilities of equipment, etc.)

1. <u>day space</u>	\$20 per day or \$100/week	out by 4:00 PM; work lights only; no phone; downstairs only; clear stage, kitchen, fridge, etc., after each day's use.
2. <u>night space</u>	\$20 per night or \$100 /week	in after 4:00 PM; otherwise, same as "day space."
3. <u>full use</u>	\$30/day or \$180/week	full use of the theatre space, incl. stage lights, telephone, answering service; sets can stay; use by others at discretion of GP.
4. <u>performance</u>	\$75/day	same conditions as "full use"
5. <u>liaison fees</u>	\$50 / \$5	\$50 for the first day, thereafter \$5/day for every rehearsal day (half or full), performance days and strike days. (liaison fees paid directly by GP)