

SYNCHRONICITY

SMART. GUTSY. BOLD. THEATRE.

SYNCHROTHEATRE.COM

404.484.8636

SYNCHRONICITY THEATRE VENUE POLICIES & PROCEDURES

AS OF 10/23/17

We want your event, and all events at the Synchronicity Theatre to be successful and problem free.

As referenced in your contract, these policies are part of your Rental Agreement. They are necessary for the safety of all persons in the theatre and for the protection of the building and its facilities. Please read all policies carefully and contact theatre management immediately to discuss any questions or concerns.

RENTERS MUST AGREE TO AND ADHERE TO THE FOLLOWING:

GENERAL POLICIES:

- For non-profit rentals, a 501c3 letter must be provided with the license packet.
- Packages and fee structure for additional equipment, designer support or technicians available upon request.
- All set designs need to be built to fit through a 90 degree turn in the hallway for load in. Please see the groundplan for details.
- All load-in hours and building rules must be strictly followed, especially (but not limited to) all public areas.
- Event Insurance: We require a Certificate of Insurance (COI) listing Synchronicity Theatre as an additional insured. This must be received no less than 14 days prior to load-in. Please note that you will not be able to load in if we do not have your COI.
- *Note: For the purposes of our lease with our landlords, all rental companies will be referred to as our 'licensees.' All rates will be referred to as 'licensing rates.'*
- The LICENSEE is responsible for any damages that may occur as a result of a violation of our policies.
- The LICENSEE and all employees of the LICENSEE must at all times behave respectfully and courteously to SYNCHRONICITY patrons and staff.
- The LICENSEE may use the building wifi, which is not password-protected. The name of the network is UPTOWN.
- The LICENSEE is responsible for providing his/her own cast, crew and box office, marketing and ushering staff.

All set plots, lighting and/or effects must be approved by Facility Manager at least 2 weeks prior to load in, to confirm your technical plans are feasible. If you have not approved your plans with the Facility Manager ahead of time, you may not be able to load in or use all of your planned set, lighting or effects.

LABOR RATES & POLICIES

SYNCHRONICITY'S Facility Manager will be present at all times during the LICENSEE'S occupation.

Required Personnel

- All LICENSEES are required have at least one House Technician during the LICENSEE'S occupation at the rate of \$30/hour with a 4-hour minimum.
- All LICENSEES are required to pay a Facility Manager fee of \$35/hour for LICENSEE'S entire occupation.
- All LICENSEES are required to have a House Manager for each performance, provided by SYNCHRONICITY. The House Manager fee is \$40 per performance.
- LICENSEE is required to provide and designate one person to serve as Stage Manager, whose responsibilities will include interfacing with performers, controlling stage activities before and during the program, and communicating to the tech booth so that the program can begin on time and run smoothly. This person is responsible for all of the actions and activities of all artists and production staff from LICENSEE's company or companies. If SYNCHRONICITY is asked to provide this person, he/she will be paid at the technician rate.
- Any additional required technicians will be determined by SYNCHRONICITY's Facility Manager.

info@synchrotheatre.com

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Hours and Rates

SYNCHRONICITY'S house technician's call times are within the LICENSEE'S discretion, but must encompass any technical rehearsals and performance.

- All labor calls are for a minimum for four (4) hours. There is no difference between a load-in/out and a show call. A four (4) hour minimum is the flat rate.
- After five and a half (5.5) hours the client must give the laborer a one (1) hour food break or supply food and pay for a half hour of time unless agreed upon by the LICENSEE and SYNCHRONICITY'S employee. This does not apply for a show and strike-call back to back.
- All additional occupancy, personnel, and services not prepaid or covered by the deposit will be invoiced following the rental. Licensee agrees to pay charges within 30 days of invoice.

FACILITIES

Our theatre is located inside a Class A office building. Your rental contract is for the premises of Synchronicity Theatre only.

When you arrive for load-in, please contact Facility Manager Lisa Green at 404.594.6422 BEFORE you unload any items.

General

- Backstage includes:
 - Unisex dressing room with stations for up to 12 performers. With flexibility, the dressing room can house up to 16
 - Dressing room can be split into male/female with a curtain, with advance notice
 - One bathroom for performers/technicians and a utility sink
 - Refrigerator and microwave
- Public bathrooms are located one floor up in the main part of the building
- The entire facility is ADA accessible for performers and audience
- During the LICENSEE'S occupation of the space, the dressing rooms must be used for ALL costumes changes, unless an appropriately screened private area is established in the wing space for quick changes.

Access Hours

- LICENSEE usage of the theatre space begins at the start time listed on your contract.
- No artists, technicians or any other personnel from LICENSEE will be able to enter the space before this time. If LICENSEE exceeds the contracted period of time, an hourly rental rate will be charged at \$150 per hour.
- All LICENSEES must be out of the building by midnight on any rental day.
- During setup and rehearsals, only those persons involved with and necessary to the function are permitted in the theatre-no guests and no public access.

Load in/out Policies

- Performers/LICENSEES should enter the theatre through the MOTOR COURT DOOR which is located between Peachtree Pointe One and Two on the 2nd floor of the building. The atrium doors on the ground floor are often kept locked until time to admit the audience unless LICENSEE obtains theatre approval in advance and arranges for additional personnel to continuously monitor doors. No equipment, costumes, props, furniture or other items can be loaded in through these doors.
- Shows must be loaded in through the loading door. Nothing can be loaded in through the front doors, ever.
- There is a loading dock in building 2. There is a 20-minute standing window at this dock.
- When possible, schedule longer deliveries or load-ins/outs at the following times:
 - Weekdays: before 7am or after 7pm
 - Saturdays: before 11am
 - Sundays: any time
- To load/unload at the service door during business hours, please follow these steps:
 - Plan the load in during off-peak hours: 9:30-11:30am, 2-4pm or after 7pm.
 - Please contact Facility Manager Lisa Green to facilitate this.
 - When you arrive – stop at the motor court and let security know you are cleared to unload and the length of time you will be there.

- Immediately following the event, licensee must clean up and remove all materials which were brought into the building, including decorations, furniture, scenery, props, posters, programs, etc. All trash must be placed in provided containers or removed from the building by licensee. Any trash exceeding provided containers must be removed by licensee immediately. Additional charges apply for storing licensee's materials before or after rental period and for reopening the building at a later time or date to clean up or to remove materials.

Please note that any of the following infractions will result in a partial or full loss of your security deposit.

- Any physical damage done to the theatre, equipment, dressing rooms, Lobby, building or parking structure.
- Atrium use is not permitted for rehearsals or receptions through this rental agreement. However, you can obtain permission from the building at a separate rental rate.
- As stated in the contract, any usage beyond the scheduled time frame will result in an additional fee or be deducted from your deposit.
- Loading in or out without prior arrangement from our Facility Manager.
- Loading anything in or out of the building front doors at the motor court, or the atrium doors.
- Non-payment of any rental, technician, facility manager, house manager, and / or equipment rental fees, or any other fees.

Amenities

- A restaurant is located directly across the atrium.

DRUGS/ALCOHOL/FIREARMS/SMOKING POLICIES

- Alcohol: No alcohol is allowed on the premises without express permission from the Synchronicity Theatre Managing Director.
- Drugs: Illegal drugs are never permitted at Synchronicity Theatre or at any Synchronicity Theatre function.
- Firearms: Firearms are never permitted at the Theatre or at any Synchronicity functions with the exception of Board pre-approved use for a production.
- Smoking: Smoking of tobacco products within the Theatre is prohibited with the one exception of electric cigarettes during a performance.

There is a smoking area near the loading dock in Building Two, which is the building directly behind the theatre building. This is the only approved smoking area on the property for Actors and staff.

FRONT OF HOUSE

- Box office and ticketing are the sole responsibility of the LICENSEE. Box office staff may use the provided counter.
- All LICENSEES are required to have a House Manager for each production, provided by SYNCHRONICITY.
- Concessions and concessions staff are responsibility of SYNCHRONICITY. LICENSEE may be allowed to sell merchandise, and all merchandise sales staff are the responsibility of the LICENSEE.

PARKING

- West Peachtree Street (between the theatre and WSB-TV), which has metered spots. After 7pm and some weekend hours are free. Please obey any and all posted signs.
- Parking deck - \$5 with voucher (available at box office, but ONLY FOR PATRONS, not for artists, per the landlord's policies).

RENTING THE ATRIUM

The atrium of the building cannot be rented, per the landlord.

TECHNICAL SPECIFICATIONS & USAGE POLICIES

When renting the space it includes the full lighting that is hung in the space. Any additional changes to the existing plot must be approved by the Facility Manager prior to load-in day. Use of the Audio System is also included in the base package which includes the use of the Sound Console and the playback devices.

<p>Dimensions: Stage: 30' wide x 18' 6" deep (with soft goods), 21' 6" to the wall Stage to grid height: 11' 6" Stage height: 7" off floor Audience Seats 138</p>	<p>Links: Groundplan Lighting grid, ceiling & dimmer plot Lighting rep plot Lighting phase assignment grid Sound layout</p>
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General

- SYNCHRONICITY'S Facility Manager must approve anyone using SYNCHRONICITY equipment.
- No one is allowed in the booth without approval, and the Facility Manager reserves the right to refuse access to the booth to unqualified individuals.
- Any details or questions must be referred to the Facility Manager for clarification before load-in.
- All lighting and audio equipment must be restored to its original set up and place.
- Additional equipment may be available for rental and is negotiated on a case-by-case basis.
- All set designs need to be built to fit through a 90 degree turn in the hallway. Please see the groundplan for details.
- The use of confetti or glitter greatly increases the cost and difficulty of cleaning and both are strongly discouraged. If used, LICENSEE must pay all additional cleanup costs, including any extra time required in the building for LICENSEE to do their own cleaning.

Rules of construction

1. Absolutely no painting or sawing is permitted in the lobby, dressing room, hallways, or outside the theatre. All construction and painting must be done offsite.
2. When assembling the set onstage, only touch up painting or attaching of set pieces is allowed.
3. Before load in, please ensure that protective cover is put down on all carpet in lobby and in front of the stage.
4. **No oil based paints, stains, paint thinners, etc are allowed in our space.**
5. No spray paint is allowed at any time.
6. Note that in bathroom there is a "slop sink" for paint cleanup. Please ensure that all paint materials are clean after work calls.

Technical Inventory

Please note that we have a booth which is in the back of house left.

Soft Goods Inventory

- 6 matching black legs
- travelling red main drape
- mid-stage traveler track
- upstage:
 - black crossover drape (on a track)
 - seamless white cyclorama (dead hung)

Lighting Inventory:

- 14 - Source 4 Jr zoom 375W
- 6 - older LE 6x9 575W
- 1 - 3.5 x 6 575W
- 9 - Par 38 90W flood
- 20 - Par 56 300W Wide Flood
- 2 - Par 64 Wide Flood (note: no gel frames)
- 8 - Chauvet Slim Par 64 RGBA LED's
- 2 - Scoops 500W
- ETC Expressions 3 board

Sound Inventory:

- Lavalier mic packages (up to 8 mics) and one hand held wired mic, may be available upon request for a separate rental fee.
 - Mics available to rent at \$20 each per day + \$55 refundable deposit for each mic + \$300 refundable deposit for mic battery packs. (The \$300 deposit is the total mic battery pack deposit, regardless of the number of packs rented.)
- Mixer: Allen & Heath Qu-16 digital board: Digital Mixer with 16 Channels, USB 2.0 Audio Interface, Built-in Effects, Moving Faders, MIDI Control, iPad Controllability, and Touchscreen.
- Monitors: dressing room monitor (early 1980's era speaker and Yamaha amp), onstage monitors
- Audio snake: 12 channel input, 4 channel output XLR audio snake. Two outputs are currently used for the mains, one is used for the dressing room monitor. One input is used for the monitor mic. With proper turn arounds (we have a couple), channels can be converted to inputs or outputs
- Speakers:
 - 2 Yamaha SV15 speakers-Mains
 - 4 Yamaha S10e speakers-surrounds
 - 2 Behringer Eurolive stage monitors
 - 1 Behringer Subwoofer
 - 1 QSC GX5- Mains Amp, has two 250 W channels, cannot be bridged
 - 2 Alesis RA300- Surrounds
- Current comms setup-1 headset at booth, 1 headset at back SL, 1 headset at back SR (both are stationary)
- 6 mic stands (boom), 3 clips
- 1 wired handheld mic

Projections Inventory:

- 13' 8" long retractable projection screen
- Optoma 1080 HD
- Projector is available for rental for \$25 per day.

Additional information about Electrics:

We have 10 smartbar dimmer strips. Each dimmer strip needs to remain plugged into the circuit/breakers as installed. Each bar has a custom built 2-fer to power from two circuits on separate phases (each circuit is 1000 watts), and can handle a maximum of 4000 watts for each bar. See the phase chart below. All instruments are standard edison plugs. All cable is standard edison plugs.

See the following page for Electric phases.

Electric phases:

There are 3 phases coming into the building. On breaker panel Cir 1 is phase 1. Cir 2 is phase 2. Cir 3 is phase 3. This means that cir 4 is phase 1. cir 5 is phase 2. cir 6 is phase 3 and so on. See the chart below.

A	B	C
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40	41	42
43	44	45
46	47	48
49	50	51

IF CIRCUITS FALL UNDER THE SAME COLUMN
THEY ARE ON THE SAME PHASE.
TWO CIRCUITS THAT POWER A DIMMER
BAR CANNOT BE ON THE SAME PHASE.
Each bar requires two 20 amp circuits
on separate phases.

Please review the 'Synchro Grid Dimmers' document for the layout of the dimmers.