

STAGES

POLICIES

AND

PROCEDURES

2010

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1. VENUES OF PLANO STAGES

Courtyard Theater

1509 H. Avenue
Plano, Texas 75074
972-941-5600

- Stage 51' x 28', playing space 36' x 26'
- Lighting Pipe grid height 19'
- Occupancy capacity 308
- 3000 square foot lobby

Cox Building Playhouse

1517 H. Avenue
Plano, Texas 75074
972-941-5600

- Black Box Style 60' x 40'
- Occupancy capacity 102
- Three seating configurations ranging from 70 to 102 seats
- Lighting Pipe grid height 13'- 9"
- 900 square foot lobby

Amphitheater At Oak Point Park

2801 East Spring Creek Parkway
Plano, Texas 75074
972-941-5600

- 60' x 40' stage
- Tomcat stage roof
- Occupancy capacity 1500

2. BASE VENUE RENTAL

Courtyard Theater

The Courtyard Theater is rented in six (6) hour blocks. When renting the Courtyard Theater the base rental includes:

1. Sound system including mixing console, CD players, amps, and speakers. Please see attached inventory for detailed equipment list. Plano Stages does not supply batteries for microphones or any other equipment.
2. The lighting system with a stock light plot and Expression III lighting console. The light plot will include 15 areas that include a warm and a cool front light, down light, back light, two color high side washes, one static gobo wash, four color wash on cyc, six (6) user defined specials, and three (3) rotating gobos.
3. Staging includes the end-stage configuration, with 308 seats. Please see attached floor plan for stage dimensions, curtain placement, and seating chart. The curtain configuration may be changed within the limits of the inventory and with prior approval of the Plano Stages staff.
4. Manager on Duty (MoD) will be on site during all contracted scheduled times. The Manager on Duty does not operate consoles, or act as stage crew. The Manager on Duty is responsible for both the Courtyard Theater and the Cox Building Playhouse.

Cox Building Playhouse

The Cox Building Playhouse is rented in six (6) hour blocks. When renting the Cox Building Playhouse the base rental includes:

1. The lighting system with a stock light plot and Insight lighting console. The light plot will include 5 areas that include a warm and a cool front light, down light, and back light.
2. Sound system including mixing console, CD players, and speakers. Please see attached inventory for detailed equipment list. Plano Stages does not supply batteries for microphones or any other equipment.
3. Choice of one of three seating configurations (End Stage, 3/4, and Arena) is available, which will be set by Plano Stages staff.
4. Manager on Duty (MoD) will be on site during all contracted scheduled times. The Manager on Duty does not operate consoles, or act as stage crew. The Manager on Duty is responsible for both the Courtyard Theater and the Cox Building Playhouse.

Amphitheater At Oak Point Park

The Amphitheater at Oak Point Park (A@OPP) is rented daily (6am to 11:55pm). When renting the A@OPP, the base rental includes:

1. Access to all areas of A@OPP, including portable trailer if on site.
2. Sound system including all microphones in inventory. Please see attached inventory for detailed equipment list. Plano Stages does not supply batteries for microphones or any other equipment.
3. The lighting system with a stock light plot and ETC Smart Fade lighting console. The light plot will include 9 areas that include a warm and a cool front light, down light, and back light.
4. Eight (8) 20 amp, 110 volt circuits.
5. Manager on Duty (MoD) will be on site during all contracted scheduled times. The Manager on Duty does not operate consoles or act as stage crew.
6. Two 3'X 8' covered tables used as box office stations, one table for each entrance.

3. BOOKING

All rentals must be scheduled through the management of Plano Stages. No oral agreements for use of the facility shall be considered valid. No reservation will be regarded as binding unless a Facilities Use Agreement has been completed, signed, and notarized with the required deposit. Any lessee with an outstanding balance may not book additional dates until the balance is paid. Reservations will be accepted by Plano Stages management, and will be held for two weeks. During such time the contract must be fully executed. At the time of execution of the contract, a deposit will be required, with the balance to be paid.

The deposit will be 50% of the total rental fee based. If a contract for the event has not been executed within two weeks of the making of a reservation, said reservation will be removed, without written notification, from the calendar and the dates released.

Classification of Tenants:

Resident Not-For-Profit Tenant

This category is defined as a single not-for-profit 501(c)(3) organization that utilizes a minimum of twenty rental dates, including three weekend blocks, in Plano Stages venues during a single City of Plano fiscal year. The definition of a weekend block is a concurrent Thursday, Friday, Saturday, and Sunday. Should a tenant fail to utilize twenty dates and the required three weekend blocks during a given year, the organization shall cease to be classified as a “Resident” and shall be classified as a Not-for-Profit Tenant for the following fiscal year. Resident Not-for-Profit Tenants qualify to participate in the annual scheduling session and will pay the lowest available rental rate.

Resident Commercial Tenant

This category of tenant includes an organization without a 501(c)(3) that utilizes a minimum of twenty rental dates, including three weekend blocks, in Plano Stages venues during a single City of Plano fiscal year. The definition of a weekend block is a concurrent Thursday, Friday, Saturday, and Sunday. Should a tenant fail to utilize twenty dates and the required three weekend blocks during a given year, the organization shall cease to be classified as a “Resident” and shall be classified as a Commercial Tenant for the following fiscal year. Resident Commercial Tenants qualify to participate in the annual scheduling session and pay a reduced rental rate.

Not-for-Profit Tenant

This category of tenant includes all 501(c)(3) non-profit organizations that do not meet the qualifications of Resident Not-For-Profit Tenant. Not-for-Profit Tenants will pay the Not-for-Profit rental rate.

Commercial/Private Tenant

This category of tenant includes all other entities, all private individuals, and all religious entities utilizing a Plano Stages venue less than fifteen days during a given fiscal year.

Commercial/Private Tenants will pay the Commercial rental rate.

Booking Priority

Management Held Dates

The management of Plano Stages reserves the right to block out any date, or dates, it deems necessary for any reason including, but not limited to, maintenance, training, or venue sponsored events. Such blocking of dates may occur prior to the annual scheduling session or at any time during the fiscal year.

Scheduling Session

There will be an annual scheduling session in which all Resident Clients and the Plano Independent School District (PISD) shall participate. At this session, to be held in the fall of each year, participants will schedule their dates for the fiscal year that begins *following* the next fiscal year (e.g. the September '07 Session will be scheduling dates for the 08-09 fiscal year). After the scheduling session, bookings will be open to all other tenants. Resident Clients may book additional individual dates at this time.

Prior to the scheduling session, PISD will have the opportunity to book up to 10 dates in the Courtyard Theater before any other dates are booked. The Resident Clients will then have the opportunity to book dates. Plano Stages management will be the final arbiter of any conflicts in dates requested.

Open Reservation

Open Reservation consists of two types – Tentative Reservation and Confirmed Reservation.

- A Tentative Reservation shall be held for 15 days. If the booking is not changed within the 15 day time period to “Confirmed,” the dates will be released without notification. This category is subject to the Challenge process.
- A Confirmed Reservation is one in which Plano Stages has received a notarized copy of the contract and 50% of the total rental within two weeks of the original reservation.

Challenge Process

When a prospective Tenant (*Tenant B*) wants to reserve a date(s) that is tentatively booked, *Tenant B* may request a second hold be placed on that date thus reserving that date if *Tenant A* does not fulfill the requirements of the Tentative category. Also *Tenant B* may issue a challenge to *Tenant A* holding the date(s) in question. When a challenge is issued, the management of Plano Stages will contact *Tenant A* and announce that *Tenant B* is seeking the same date(s), and that *Tenant A* must enter into a contract within three business days from the announcement, or the date (s) will be given to *Tenant B*. If *Tenant A* does not meet the challenge requirement, *Tenant B* will be required to enter into a contract within three business days after notification. If a contract is not completed within three business days, the date (s) revert back to *Tenant A*.

Contracted Dates

All rentals must be scheduled through the management of Plano Stages. No oral agreements for use of the facility shall be considered valid. No reservation will be regarded as binding unless a Facilities Use Agreement has been completed, signed, and notarized with the required deposit. Any lessee with an outstanding balance may not book additional dates until the balance is paid.

Multiple Bookings

The management of Plano Stages reserves the right to schedule multiple bookings, when the second booking does not interfere with the primary client's booking. The primary lessee's scenery can be left in place providing a minimum amount of space is left on stage for multiple presenters. All props and small scenic elements will be stored in assigned locations. Due to the flexible nature of the theater, the stage configuration of the primary lessee will not be reconfigured, but additions may be made. The management of Plano Stages will coordinate the temporary strike, restoration, assign storage locations, and ensure that the primary lessee has a minimum two-hour window prior to doors.

Booking Cancellation

Any tenant desiring to cancel the Facilities Use Agreement will notify the management of Plano Stages in writing and forfeit their deposit. Management reserves the right to cancel event or activities, and close the building due to weather including but not limited to ice, severe storms, and extreme cold. In the event of closing due to weather, every effort will be made to reschedule the event.

4. APPLICATION OF RENTAL RATES & FEES

Off-Peak Period:

Off-Peak Period is booked in 6 or 12-hour blocks. This period refers to Monday- Wednesday, and Saturday and Sunday before noon. These times and days can be used however the client desires, i.e. load-in, rehearsal, performance.

Peak Period:

Peak Period is booked in 6 or 12-hour blocks. This period refers to Thursday- Saturday and Sunday after noon. These times and days can be used however the client desires, i.e. load-in, rehearsal, performance.

Additional Hours:

Additional hours will only be used to adjust the rental schedule after the contract has been signed. The additional hour fee does not include charges for additional labor. The labor fee will be for all staff affected by the schedule change including the Manager on Duty. When additional hours are agreed to the hour fee plus all labor charges will be listed on the Supplementary Fees & Service Agreement (see Appendix A).

Supplemental Fee and Service Agreement:

Any equipment or services used after the signing of the Facility Use Agreement (Agreement) and not included in the Agreement will be documented and lessee will be charged accordingly. The invoice will be conveyed to the lessee no later than 72 hours following the ending of the Facility Use Agreement as stated in Sec 2 Line c of the Agreement.

5. STAFFING

- a. A Manager on Duty (MoD) must be present at all times of occupancy. The MoD will not be part of any running crew. The cost of any additional staffing will be billed to the lessee.
- b. Plano Stages venues are non-union stage houses. The renting organization may contract with the IATSE Local 127. Any contract for IA labor is separate from any contract with Plano Stages. The lessee shall be responsible for the conduct and activity of IA Stage Employees. The MoD is the final authority over all technical concerns.
- c. All additional labor must be requested. Adjustments to staff schedules may be changed up to ten days prior to the start of the event.
- d. The MoD will be onsite thirty minutes before the established call time.
- e. Additional staffing will be on site a minimum of sixty minutes before the start of the event.
- f. All labor has a four-hour minimum for each individual.
- g. Meals and breaks must be scheduled into work calls. One fifteen-minute break must be given every three hours in a call longer than three hours. Meal breaks are thirty minutes, and one must be given every six hours in a calls six hours or longer.
- h. Ushers are the responsibility of the renting organization. If no ushers can be provided by the renting organization, the management of Plano Stages reserves the right to hire an appropriate number of ushers for a three-hour minimum per individual. The costs will be billed to the lessee.
- i. The management of Plano Stages reserves the right to hire security for any event. All charges for security will be billed to the lessee.
- j. The management of Plano Stages will be the sole arbiter for the amount of labor necessary for the rental of any Plano Stages venues.

6. LIGHTING

Courtyard Theater

- a. The Stock Light Plot will include
 - 15 areas that include a warm and cool front light
 - 1 down light per area
 - 2 back light per area
 - two color high side washes
 - one static gobo wash,
 - four color wash on cyc
 - six (6) user-defined specials
 - three (3) rotating gobos
- b. The lighting paper work provided by Plano Stages will include a magic sheet, and light plot.
- c. Plano Stages staff must approve any modifications to the light plot, and a fee may be applied to the modification.
- d. Plano Stages staff will perform all physical modifications to the light plot.
- e. All staging, electric and sound plots must be approved by the management of Plano Stages before load-in. Any set-up deemed unsafe by the management of Plano Stages will be modified to the satisfaction of all parties. The lessee shall pay the cost of any such modification.
- f. Six (6) user-defined specials will be provided in the base rental. Additional specials will be charged to the lessee in accordance with the Published Rate Sheet.

Cox Building Playhouse

- a. The Stock Light Plot will include
 - 5 areas that include a warm and a cool front light
 - 1 down light per area
 - back light wash
 - six (6) user-defined specials
- b. The lighting paper work provided by Plano Stages will include a magic sheet, and light plot.
- c. Plano Stages staff must approve any modifications to the light plot, and a fee may be applied to the modification.
- d. Plano Stages staff will perform all physical modifications to the light plot.
- e. All staging, electric, and sound plots must be approved by the management of Plano Stages before load-in. Any set-up deemed unsafe by the management of Plano Stages will be modified to the satisfaction of all parties. The lessee shall pay the cost of any such modification.
- f. Six (6) user-defined specials will be provided in the base rental. Additional specials will be charged to the lessee in accordance with the Published Rate Sheet.
- g. Resident Clients of the Cox Building Playhouse will not be charged for custom light plots.

Amphitheater At Oak Point Park

- a. The Stock Light Plot will include
 - 9 areas that include a warm and a cool front light
 - 1 down light per area
 - 6 back lights
 - 3 footlights (S4 pars with wide lens)
 - 1 static gobo wash,
- b. The lighting paper work provided by Plano Stages will include a magic sheet, and light plot.
- c. Plano Stages staff must approve any modifications to the light plot, and a fee may be applied to the modification.
- d. Plano Stages staff will perform all physical modifications to the light plot.
- e. All staging, electric, and sound plots must be approved by the management of Plano Stages before load-in. Any set-up deemed unsafe by the management of Plano Stages will be modified to the satisfaction of all parties. The lessee shall pay the cost of any such modification.
- f. If the lighting system provided by Plano Stages is not used
 - a. Any rigging must be approved by Plano Stages management prior to load-in
 - b. Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.
 - c. Plano Stages and its staff are not responsible for lessee provided equipment.

7. SOUND

Courtyard Theater

- a. The Sound system will include
 - One Soundcraft GB4 sound console
 - Two Marantz CD Players
 - One Marantz dual Cassette deck
 - Four Shure SM58
 - Four Shure ULX Diversity receiver Wireless microphones.
 - Four EAW JF200 speakers
 - Two EAW SM200ih monitor speakers
- b. Plano Stages staff must approve any modifications to the sound system, and a fee may be applied to the modification.
- c. Plano Stages staff will perform all physical modifications to the sound system.
- d. Plano Stages does not supply batteries for microphones or any other equipment.

Cox Building Playhouse

- a. The Stock Sound system will include
 - One Allen & Heath 16 X 2 mix wizard sound console
 - Two CD players
 - One Yamaha FX processor
 - Four Shure SM58
 - Two Mackie self-powered speakers
- b. Plano Stages staff must approve any modifications to the sound system, and a fee may be applied to the modification.
- c. Plano Stages staff will perform all physical modifications to the sound system.
- d. Plano Stages does not supply batteries for microphones or any other equipment.

Amphitheater At Oak Point Park

- a. The Sound system will include
 - One Allen & Heath 16 X 2 mix wizard sound console
 - Two CD players
 - One Yamaha FX processor
 - Six Meyer CQ1 self-powered speakers
 - Four Shure wireless microphones
- b. Plano Stages staff must approve any modifications to the sound system, and a fee may be applied to the modification.
- c. Plano Stages staff will perform all physical modifications to the sound system.
- d. Plano Stages does not supply batteries for microphones or any other equipment.
- e. If the sound system provided by Plano Stages is not used
 - Plano Stages staff will not operate any part of lessee provided system
 - Any rigging must be approved prior to load-in
 - Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.
 - Plano Stages and its staff are not responsible for lessee provided equipment.

8. STAGING & RIGGING

Staging -- Courtyard Theater

The Courtyard Theater has three stage configurations (End Stage, Thrust, and Arena). The base configuration is End Stage.

1. Plano Stages management must approve any configuration change. Fees will be applied.
2. No modifications will be made to the Thrust and Arena configurations.
3. Plano Stages management must approve any modification to the End Stage configuration.
4. Fees for modification may be applied plus any labor involved, see Published Rate sheet.

Staging -- Cox Building Playhouse:

The Cox Building Playhouse has three seating configurations: proscenium, thrust, and arena. Plano Stages staff must approve any modification to the configurations.

Staging – Amphitheater at Oak Point Park

Management of Plano Stages must approve any staging modification.

Rigging -- Courtyard Theater & Cox Building Playhouse

Management of Plano Stages must approve prior to load in any rigging from the high or low steel and the pipe grid.

Rigging – Amphitheater at Oak Point Park

Management of Plano Stages must approve prior to load in any rigging or loads put on the roof. Management of Plano Stages must approve any personnel rigging and/or climbing in the roof.

9. EQUIPMENT NOT IN BASE RENTAL

Plano Stages Owned Equipment

- a. Plano Stages has an inventory of equipment not included in the base rental package. Please see the Published Rate sheet for inventory and charges.
- b. To reserve equipment, said equipment must be listed on the Event Application and be approved by the Management of Plano Stages.
- c. If equipment has not been reserved and is available during the rental period, the lessee may use equipment at the published rate. The equipment and its fee will be documented with the Supplemental Fee & Service Agreement (see page 8).
- d. Any equipment on the theater inventory may become unavailable, at which time the management of Plano Stages will inform the lessee and a solution will be arrived at to the satisfaction of both parties.
- e. The Steinway Grand Piano is provided to Resident Not-For-Profit clients at no charge. For all other classifications of tenants, a fee will be set in the Published Rate sheet. The Steinway will only be used in the Courtyard Theater stage and lobby. The Steinway Grand Piano will not be removed from the Courtyard Theater.
- f. When the Steinway is used in the Courtyard Theater lobby, the following conditions must be met:
 - Must be approved by the management of Plano Stages,
 - Lessee must provide a Bonded Piano Mover, and
 - A fee the equivalent of two tunings will be assessed to the lessee.

Other Equipment

- Any equipment required for the event other than what is listed in the theater inventory shall be the responsibility of the lessee.
- Plano Stages staff must approve any equipment provided by lessee.
- Plano Stages and its staff are not responsible for lessee provided equipment.
- Plano Stages reserves the right to dispose of any items left in any venue 48 hours after completion of the contract.

10. LOBBIES AND FRONT OF HOUSE

- a. Plano Stages staff must approve and supervise any alterations in the lobby furniture layout.
- b. Only Plano Stages staff may remove, move or alter lobby artwork.
- c. Plano Stages staff must approve the posting of any material in the public spaces of Plano Stages.
- d. Materials will only be hung by use of the Art Hanging system or Sticky Tac. No nails, screws, hot glue, epoxies, contact adhesive, glue of any kind, StichWitch, Velcro, or tape of any kind may be used on the public walls of Plano Stages venues.
- e. No materials may be posted on glass windows or doors.
- f. Ushers are the responsibility of the renting organization. If no ushers can be provided by the renting organization, Plano Stages reserves the right to hire an appropriate number of ushers for a three-hour minimum. The costs will be billed to the lessee. Plano Stages maintains a pool of volunteer ushers. For more information, please contact the management of Plano Stages.
- g. The management of Plano Stages reserves the right to hire security for any event. All charges for security will be billed to the lessee.
- h. When school buses are used to transport students to a performance at any venue of Plano Stages, two security guards are required for traffic control. The lessee shall incur the labor charges.
- i. Plano Stages will not be responsible for items left in any part of any venue.
- j. Ticketing is the responsibility of the lessee; Plano Stages Management must approve all ticket manifests.
- k. Lessee shall not sell and or admit numbers larger than the occupancy capacity stated in the Plano Stages Policies Sec. 1.
- l. Plano Stages management must approve any changes in the seating chart.
- m. General admission events must open audience seating a minimum of 45 minutes prior to the beginning of event (curtain time).
- n. Lessee shall provide Plano Stages with 8 complimentary tickets whether or not admission is charged. Unused complimentary tickets will be released back to the lessee by 4:00pm the day of the event.

12. CONCESSIONS & ALCOHOL

All applicable permits and licenses are the sole responsibility of the client or his representatives. Catering will be allowed when permits are obtained and copies of licenses and permits are provided prior to the event. Plano Stages management reserves the right to suspend or deny service at any time.

Courtyard Theater

Plano Stages will provide a list of pre-approved concessionaires from which the client may make contact. All arrangements for concessions must be approved and finalized at least two weeks prior to the event. Alcohol arrangements must be made at least a month prior to the event. Please note, that there is absolutely no alcohol to be served in the Courtyard Theater on Sundays.

Cox Building

Concessions consisting of pre-packaged items will not need any permits or licenses. A licensed and insured caterer must provide all non-packaged food. Plano Stages will provide a list of pre-approved concessionaires from which the client may make contact. All arrangements for concessions must be approved and finalized at least two weeks prior to the event. There will be no alcohol served in the Cox Building at any time.

Amphitheater At Oak Point Park

Concessions consisting of pre-packaged items will not need any permits or licenses. A licensed and insured caterer must provide all non-packaged food. Plano Stages will provide a list of pre-approved concessionaires from which the client may make contact. All arrangements for concessions must be approved and finalized at least two weeks prior to the event.

1. Coolers are permitted
 - a. When alcohol is for sale, coolers must be searched for alcohol. Any alcohol found must be removed. It may be returned to vehicle, or will be disposed of by Plano Stages management.
 - b. At the lessee's discretion

Alcohol Use

Management must approve any use of alcoholic beverages in a Plano Stages venue. Use of alcohol must be in strict compliance with the Alcoholic Beverage Code of the State of Texas and the Zoning Ordinances of the City of Plano. At any event where alcohol is present Plano Police officers will be required and that cost will be billed to the lessee. Management of Plano Stages and Plano Police Department will determine the number of officers required.

Courtyard Theater

1. No alcoholic beverage may be brought onto the premises.
2. Request for alcoholic beverages must be made a minimum of 30 days prior to the event. Any TABC- licensed provider may be used for alcohol sales; however, Plano Stages will receive 20% gross of sales.
3. The Plano Stages staff and the City of Plano reserve the right to require that the lessee suspend the provision of alcoholic beverages to their guests.
4. No alcoholic beverages will be provided on Sundays.

Cox Building

1. No alcohol is permitted in the Cox Building.

Amphitheater @ Oak Point Park

5. With prior approval of the management of Plano Stages, alcoholic beverages may be brought onto the premises.
6. When alcoholic beverages are for sale at the A@OPP, no alcoholic beverage may be brought into the A@OPP. Security personnel will search coolers and patrons will be allowed to return any found alcohol to their vehicles, or Plano Stages management will dispose of the alcoholic beverage. Any TABC- licensed provider may be used for alcohol sales; however, Plano Stages will receive 20% gross of sales.

