



Harbor Theatre Facility Use Guidelines and Policies

Use of the Harbor Theatre is coordinated by the Managing Director of Theatre Operations: (707) 864-7199. Applications and contracts for use are issued by the Managing Director of Theatre Operations' office. Normally, a 50 percent deposit is required prior to Theatre use.

SCHEDULING

1. The Managing Director of Theatre Operations will maintain the master schedule. All theater requests shall be directed to the Managing Director's office for consideration.
2. Submission of a completed Harbor Theatre Facility Use Application must be made not less than thirty (30) working days prior to the intended use date. No reservations shall be made until the completed packet has been received.
3. Scheduling of music and drama instructional activities will be done well in advance of each semester and prior to the scheduling of outside activities. Instructional programs of the Music and Theatre Arts Departments have priority in scheduling.
4. Changes in the theater schedule cannot be made informally. Such changes must be made with the Managing Director of Theatre Operations' Office.

OPERATIONS

Staffing

1. All front-of-house, box office, custodial, security and technical services will be provided by Solano College at the use group's expense. Additional backstage crew may be provided by user, subject to approval by the Managing Director of Theatre Operations.
2. The number and type of staff required to operate an event in a safe and efficient manner shall be at the discretion of the Managing Director of Theatre Operations and shall be included in the Facility Use contract and estimate. There shall be a minimum of one staff person for all events.
3. The Technical Director or his designee shall have sole authority to determine whether a member of the User's crew is qualified to operate theatre equipment. The theatre operations staff reserves the right to remove any person from the User's crew for inappropriate or dangerous behavior.

4. The minimum labor charge for all staff persons is four hours. Technicians shall receive one 15 minute break near the middle of every four hour block of time worked, except during performances, in which case the break may be delayed until an appropriate time. Every four hours, staff will be given a one hour break.

Scenic Elements

1. Any scenic elements provided by the User, including all soft goods, flats, platforms, wagons and furniture, must be approved in advance by the Theatre Technical Director. A full ground plan of the Main Stage is available in either electronic (VectorWorks) or paper format upon request. Please contact the Technical Director for ground plans.
2. All scenery must be flame proofed or sealed on both sides. Flame proofing must be Rosco Corporation's Flamex (or equivalent). Open flames and pyrotechnic devices are prohibited. The use of any material or device which constitutes a hazard is expressly prohibited.
3. Flats, platforms and other equipment cannot be placed in the halls or in the passageways either on a permanent or temporary basis. Doing so violates fire regulations.
4. Scenery and properties can not be set up so that they block any aisles or exits.
5. All rigging of scenery shall be done by theatre production staff, under the supervision of the Technical Director.
6. Outside groups may not use the shop or the equipment in the shop to construct or modify scenery. The college will not provide tools of any kind for use groups. The shop may be used as a staging area for scenery during performance and/or storage between performances.
7. No nails, screws, etc. shall be driven into the walls. All such items used in the soft wood sections of the stage floor shall be removed when the stage is cleared.
8. Nothing shall be fastened or hung from the stage curtains or drapes. No pins, wires, or other fastening devices shall be attached to the stage drapes for any purpose.
9. Structural modifications (such as painting or affixing anything to the building itself) are not permitted without prior consent of the Managing Director of Theatre Operations.
10. No scenery, properties or costumes may be left at the theatre between rehearsals or between performances unless permission is secured in advance from the Managing Director of Theater Operations. All scenery, props and costumes must be removed from theatre premises immediately after the final performance. Items left will be disposed of and the User's expense. This policy also applies to any lobby set-up/decoration.

Lighting/Sound

1. A repertory lighting plot will be provided by the college. This lighting plot may not be altered in any way without prior arrangement with the Production Manager. Specialized equipment and/or hardware of any kind will not be provided by the college.
2. Changes to the repertory lighting plot shall only be made by the Master Electrician or by staff under his/her supervision. User may provide qualified lighting crew, subject to approval of the Master Electrician and Technical Director. Use of any non-repertory equipment is subject to approval and may require additional costs.
3. User shall be charged the labor costs of changing and restoring the repertory light plot. All proposed changes must be submitted to the Master Electrician not less than three weeks prior to the event.
4. User shall be responsible for procuring any additional lighting and/or sound equipment (including intelligent devices, special effects equipment, microphones, speakers, playback and processing equipment). Installation and use of outside equipment shall be subject to approval by the Technical Director, the Master Electrician and/or the Production Manager.
5. Cueing of scene shifts, lighting and/or sound cues must be provided by a stage manager supplied by the User.
6. The House lighting and sound systems may only be operated by SCC staff or persons expressly approved by the Master Electrician.

General

1. No chairs may be set up in the aisles of the seating area. Any obstruction, regardless of size (including video cameras), set up in any row precludes the seating of patrons of a performance from sitting in that row. The exits from the seating area may not be blocked in any way. The maximum capacity of the seating area must be adhered to. Seating of patrons is limited to the seating area of the theatre. All fire laws must be adhered to.
2. Possession or consumption of alcohol or narcotics of any kind is not permitted. Any person under the influence of such shall be denied opportunity to participate in any manner.
3. Eating and drinking are not permitted in the theatre seating area, control room, shop or backstage at any time. Smoking is not permitted anywhere in the building.

4. Damage to, or loss of, college property will be charged to the User. Excessive clean-up labor will be billed to User. Any group dirtying the lobby carpet in an excessive manner as determined by the Managing Director of Theatre Operations will be billed for cleaning the lobby carpet and all contiguous carpet, including that contained within the seating area.
5. All concession services will be provided by and all concession revenues retained by the Solano College Theatre Association. No use group may sell concession items in the theatre lobby or related areas.
6. No catering or other food service of any kind is allowed in the theatre or related areas without the written permission of the Managing Director of Theatre Operations.

BOX OFFICE

1. Ticketing for all events in the Harbor Theatre will be done utilizing the SCC Box Office system at the User's expense. Box office hours of operation will be determined and scheduled by the Managing Director of Theatre Operations. Additional hours and clerks may be scheduled at the User's expense if so requested.
2. A box office reconciliation report will be provided within fourteen (14) days of the conclusion of the use group's event. Any revenue received beyond the amount due the college for theatre use and services will be remitted to the use group within 21 days of the reconciliation report.
3. For events at which there is no charge of any kind for admission, the Managing Director of Theatre Operations may waive the normal box office fees and authorize the printing of tickets for distribution to the use group at actual cost.
4. There are no refunds or ticket exchanges. This information will be printed on the tickets and should be included in any advertising.
5. Groups wishing to distribute free tickets outside of the Box Office must make special arrangements with the Box Office Manager.
6. No changes to ticket prices are allowed after tickets have gone on sale.
7. All promotional offers, discount coupons, vouchers, etc. must be filed with the box office before they are offered to the public. The box office will not honor any such promotions which are not already on file.

THEATRE INFORMATION

Theatre Production Office: (707) 864-7199 Fax: (707) 864-7299

Theatre Address: 720 Main Street, Suisun City, CA

Seating: Main Theatre: 176
Other Spaces: Depends upon seating configuration.

No more people may be in the seating area than there are seats available. For public performances, EVERY PERSON MUST BE SEATED AND MUST HAVE A TICKET. No event will be allowed to continue if there are more persons present than there are seats available. No seats may be added to the auditorium. Positioning of tripods and cables for cameras and other recording devices must be approved by Production Manager or the House Manager and may not obstruct aisles or exits.

Rigging: The Harbor Theatre has no scenic flying capabilities. See ground plan for location of standard masking setup. Users wishing to hang scenery must submit plans for approval by the Technical Director. All rigging will be performed by theatre production staff only.

Dressing Rooms: The Harbor Theatre has one men's and one women's dressing room, as well as a green room off stage left. The green room is equipped with lighted make-up mirrors. Use of these and additional rooms must be arranged in advance and may need to be shared with other groups.

Piano: The Harbor Theatre has one upright piano, which is available on a first come, first served basis. We will not provide tuning. The piano is used for instructional purposes during the day and may not be available for matinee performances. Please check with the Production Manager for availability.

Risers: None available.

Tables & Chairs: A limited number of tables are available. Use must be arranged in advance. Please indicate needs/placement on ground plan.

Tools: No tools or electrical cords will be provided. User must supply all necessary tools and power cords.

AV: The Harbor Theatre does not provide any AV equipment or support. All necessary equipment and technical support must be arranged for by the user. There is no projection screen.

Sound: Harbor Theatre has an Allen & Heath mixing console, with rack mounted CD, mini-disc and cassette tape players. Up to two microphones are provided at no additional charge. We cannot provide wireless mics.

Lighting:

The Harbor Theatre will provide a basic light plot, which includes clear front light covering the entire stage area. Use of lighting equipment may incur a rental fee. Changes and/or additions to the existing light plot must be approved in advance.

Should the event require changes to the light plot, User is required to provide a light plot drafted to USITT standards as well as all necessary paperwork (instrument schedule, hook up, color cut list, etc.). Lighting paperwork must be submitted to the Master Electrician not less than three weeks prior to the event for approval. User shall be charged for the labor costs to change and restore the light plot. All consumables (gel, gobos, etc.) shall be provided by the User.

The lighting plan and section of the Harbor Theatre Main Stage is available upon request in either electronic (VectorWorks 12) or paper format. Please contact the Master Electrician for copies.

A current lighting equipment inventory is available on request from the Master Electrician.

Lighting Notes:

1. Dimmers 1 through 124 are 2.4 kW.
2. The theatre is hard-circuited. The FOH positions have a total of 52 dimmers; Front of Pro has 28 and US there are 44. We have 4, 4 circuit multi-cables. Please design with these restrictions in mind.
3. Dimmers 127 through 132 are house lights; 127 through 128 are over the stage. House lights are controllable from the light board.
4. Other spaces have 18-24 dimmers and 1-3 house light channels that are controlled by the roving light board, an ETC Express 24/48.
5. Main Theatre Light board is an Obsession 2 ML running 4.1 software. Obsession off-line (DOS 6.22 or later) can be downloaded from <http://www.etcconnect.com>. Our theater uses USITT DMX-512 protocol.
6. Strip lights have floor trunions, no hanging irons. Strip lights are 8' 6 1/2" long.

Harbor Theatre Fee Schedule

Class I Users (SCC Administration, Departments, Programs, ASSC Clubs)

Personnel:

Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Usher	\$ 8.50/hour – 2 hour minimum

Equipment, Facilities, and Services:

Box Office Services	\$100 per performance + \$1.50 per ticket
Use of Stage Lighting Equipment	\$100/day + labor

Class II Users (Non-profit organizations, public agencies, community groups)

Personnel:

Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Usher	\$ 8.50/hour – 2 hour minimum

Equipment, Facilities, and Services:

Box Office Services	\$100 per performance + \$1.50 per ticket
Use of Stage Lighting Equipment	\$100/day + labor
Theatre Rental:	
-Event (any public presence)	\$115/hour – 4 hour minimum or 23% of gross ticket revenue (whichever is higher) + labor
-Non-event (rehearsal, etc.)	\$95/hour – 4 hour minimum + labor
Studio Rental:	\$50/hour – 4 hour minimum or 23% of gross ticket revenue (whichever is higher) + labor

Class III Users (Commercial Groups, For-profit Organizations)

Personnel:

Theatre Technician	\$13.75/hour - 4 hour minimum
House Manager	\$10.00/hour - 4 hour minimum
Box Office Technician	\$10.00/hour - 2 hour minimum
Usher	\$ 8.50/hour – 2 hour minimum

Equipment, Facilities, and Services:

Box Office Services	\$100 per performance + \$1.50 per ticket
Use of Stage Lighting Equipment	\$100/day + labor
Theatre Rental:	
-Event (any public presence)	\$175/hour – 4 hour minimum or 30% of gross ticket revenue (whichever is higher) + labor
-Non-event (rehearsal, etc.)	\$145/hour – 4 hour minimum + labor
Studio Rental:	\$75/hour – 4 hour minimum or 23% of gross ticket revenue (whichever is higher) + labor