



## **Theatre Department POLICY AND PROCEDURE**

### **SUBJECT: THEATRE RENTAL, LABOR RATES & CONTRACTING POLICY**

---

Executive Director Approval

6/29/98      6/29/98      9/27/22  
Date Issued      Effective Date      Revised Date

**Bellevue Convention Center Authority Operating Policy** "The purpose of Meydenbauer Center is to provide economic stimulation to the community through the creation of jobs, tax revenues and commercial activity. Meydenbauer Center will also provide the community with a facility for community events such as public meetings and local performing art events. It should be the goal of the Bellevue Convention Center Authority to emphasize commercial activities to the extent that its operation will not require general fund subsidies."

#### **THEATRE POLICY**

It is the policy of the Meydenbauer Center Theatre to establish rental rates and contractual obligations in accordance with the Bellevue Convention Center's Operating Policies:

#### **PURPOSE:**

To create a transparent and equitable process that serves the greater community with access for all organizations and competitive pricing.

The Meydenbauer Center Theatre's mission is to be a quality community-based performing arts venue in Bellevue. In pursuit of this mission, Meydenbauer Center will:

1. Maintain a first-class, professionally equipped and staffed theatre suitable for a wide variety of live performances, events and audiences.
2. Promote the development and success of local non-profit performing arts organizations.
3. Showcase the Theatre's image and role as a partner in the development of the arts on the Eastside.
4. Manage theatre finances and operations in accordance with Meydenbauer Center Policy and Procedures.

## **FACILITY RENTAL RATES**

<b>Rates</b>	<b>2023</b>
<b>Non-Profit Rates</b>	
Rehearsal	\$575
Performance	\$1,153
2 <sup>nd</sup> Performance Fee	\$541
<b>For- Profit Rates</b>	
Rehearsal	\$772
Performance For-Profit	\$1438
2 <sup>nd</sup> Performance Fee	\$837

2023 rental rates will be apply to all future events contracting for January 1, 2023 and beyond.

## **MULTIPLE PERFORMANCES IN A SINGLE DAY**

- All producing organizations who exclusively present school performances at Meydenbauer for K – 8 audiences will not be charged for the 2<sup>nd</sup> performance in a single day. These school performances are not open to the general public.
- There is no charge for a 3<sup>rd</sup> performance in a single day.

## **THEATRE LABOR RATES**

- All Theatre labor is subject to a 5-hour minimum staff call.
- All Theatre labor (with the exception of the Audience Services Coordinator) is subject to an overtime rate of one and a half times the hourly rate with the commencement of the 9<sup>th</sup> hour of a daily shift.
- All Theatre labor is subject to the current King County sales tax rate.
- The Meydenbauer Center Theatre's stage crew are represented by IATSE Local #15, additional rules and regulations may apply.
- For further labor rate information, contact the Theatre Manager.
- Theatre labor rates will be as follows:

### Theatre Labor Rates for 2023

Position	Hourly Rate 2023	Minimum Call	Specific Service
Onsite Stage Supervisor	\$43 per hour	5-hr minimum	Required at all times when clients are in the Theatre
Lighting Operator	\$43 per hour	5-hr minimum	Required for all stage lighting functions
Sound Operator	\$43 per hour	5-hr minimum	Required for all playback and live sound
Fly Rail Operator	\$43 per hour	5-hr minimum	Required for all flying scenery functions
Stage Hand (s)	\$43 per hour	5-hr minimum	Maybe be required as production labor
Audience Service Coordinator (s)	\$30 per hour	4-hr minimum	Required when the public is in the Theatre. Some performances may require an additional coordinator(s).

### **CONTRACT ISSUANCE & CANCELLATIONS**

The following contract issuance and deposit provisions apply to all clients regardless of Booking Priority:

#### Contract Issuance:

- Contracts shall be issued upon approval by Meydenbauer Center. For Resident Artists, contracts shall be issued 13 months in advance of the first event date, with a deposit of 25% of rental fees or \$1,200.00, whichever is less, due at signing. A subsequent deposit of 25% is due six months from the event.
- Recurring Artists shall be issued contracts 9 months in advance of the first event date, with a deposit of 50% of rental fees due at signing.
- For all other arts clients, contracts will be issued up to 12 months in advance of first event date, with 50% of rental fees due at signing.
- Final Deposit equal to 50% of the total facility rental fee and proof of liability insurance as required shall be due sixty (60) days in advance of the first event date.
- For events booked under 60 days prior to the event date, the full event deposit equal to 100% of the total facility rental fee and proof of liability insurance, shall be required to secure the contract and dates.

#### Contract Termination, Cancellation of dates:

- Notice of termination of the contract or cancellation of any dates shall be made exclusively in writing (including email correspondence).

- If Licensee terminates the contract all deposits received or due shall be retained as liquidated damages.
- If Licensee cancels any dates a pro-rated portion of all deposits received or due shall be retained as liquidated damages.

### **PERFORMANCE SPACING**

Performance spacing will apply to any performance that charges admission and is open to the general public to generate revenue for their event. The purpose of Event Spacing is to prevent competing events from scheduling around each other in such a manner that one or both events could negatively impact the attendance and admission of each other.

Performance Spacing will be applied to theatrical, dance, and musical performances and is intended for performances with similar artistic content or title. Qualified performances holding, contracting, or upon contracting space at Meydenbauer Center will be granted spacing of 14 days before and after their event. Performance Spacing will only be given consideration solely at the request of the event manager or owner and the request must be specific and reasonable. Meydenbauer Center takes no responsibility in offering or recommending event spacing.

### **FINANCIAL STANDING**

All event related payments are due in full on or before 30 days after the event. In accordance with Washington State law, Meydenbauer Center is not permitted to extend credit to any organization. Failure to comply with this requirement may result in the cancellation of further events until all previous payments have been made to Meydenbauer. At the discretion of the Chief Executive Officer, organizations with a history of delinquency may be required to pre-pay 100% of the rent plus estimated ancillary charges prior to the organization's future rental(s) of the Theatre. Meydenbauer Center requires all clients to have a documented 3- consecutive years of Financial Standing.

### **POLICY EXCEPTIONS**

The Chief Executive Officer of Meydenbauer Center has the authority to waive any aspect of this policy at any time for business reasons that benefit the organization as a whole or the community at large.