



New & Updated Policies - 10/30/14

1. Equipment

- a. All licensees must sign an equipment inventory agreement upon load in and again upon strike.
- b. Upon strike all equipment must be returned to the following condition:
 - i. Paint the floor and walls where you have made marks
 - ii. Coil all cables
 - iii. Restore booth to how it was before
 - iv. Restore lighting to rep plot
 - v. If you have moved the projector, move it back to previous position
 - vi. Remove all your items
 - vii. Clean all spaces thoroughly including sweeping, mopping and taking out garbage
- c. The following table shows items that may be rented on a daily or weekly basis:

Item	Daily Price	Weekly Price
Mic/stand/cable (2 available)	\$15.00 each	\$35.00 each
Projector	\$75.00	\$250.00
Black pipe and base curtains (4 lengths available)	N/A	\$35

2. Risers & Stage set-up

- a. The price to set up and break down the risers in the Theatre is \$500 for resident companies and members and \$650 for external renters. For safety reasons, only Flight Deck staff are authorized to move the risers, barring any special circumstances.
- b. A licensee wanting to have the risers moved needs to check with Facility Manager as to whether or not it is feasible to move the risers at the time desired. This decision is at the discretion of Flight Deck staff.
- c. All licensees who are planning to build a set must submit a design to the Flight Deck Tech Director and Facility Manager two months before their load in. We request that multiple weekend shows have a setup that can accommodate occasional other events in between weekends in front of the set.

3. Fire code

- a. All sets must leave a 4' unobstructed aisle between where audience sits and both fire exits. Any questions about this can be directed to the the Tech Director.
- b. There must be at least one exit sign visible from where the audience sits pointing towards each of the two fire exits. Extraneous or irrelevant signs may be covered. Please check with Tech Director before covering signs.
- c. Before each performance, a house manager must tell the audience how to exit in the event of an emergency (see house manager document.)

4. Deposits

- a. For all one-time rentals, a security deposit of \$300 and a cleaning deposit of \$100 is required and due upon signing a contract when renting the Theatre or the Rehearsal Studio.

- b. If a total rental fee is less than \$400, the deposit will be equal to the rental amount.
- c. If a rental is ongoing, the deposit will be equal to one month of their licensing fee.
- d. Deposits are to be made in a form of a Check, Credit Card, or Money Order.
- e. Deposits should come in the same form as the payment.
- f. Discounts will not be applied to deposits.
- g. Deposit will be deposited (or run) and then written or credited back to licensee after their event is over minus any payments for damage or lack of cleaning.

5. Membership

- a. A discount is available for a 6 month commitment with 5% off the membership fees or a 12 month commitment with 10% off the membership fees.
- b. In order to receive the discount the member must pay for their total 6 or 12 month membership up front.
- c. Periodically The Flight Deck may offer other promotions
- d. Late fees for monthly membership payments are \$35

6. Fees

- a. An additional 3% administrative service fee will be charged for all Credit Card payments.
- b. Storage can be rented based upon availability for \$1.50 per square foot per month.
- c. If a rental exceeds past the scheduled rental time, additional fees will apply and the licensee will be charged for the following:
 - i. an additional day for all items used during the rental,
 - ii. staff overtime rate (time and one-half),
 - iii. the nearest hour(s) spent in the facility.
- d. Technical Director is available for \$25 per hour
 - i. For a short term rental with significant technical needs, hire of TD is required.
 - ii. All licensees may schedule 1 free consultation hour with TD per show during his regular hours (usually Mon/Thurs 11:30-3:30, Fri 10-3, but sometimes variable) for a consultation. If licensee needs more time than this or consultation needs to be outside of his hours, licensee is required to hire TD for these hours.
 - iii. For a longer-term rental that has their own tech person, licensee may schedule training with TD. If it exceeds one hour or falls outside his regular hours, licensee is required to hire TD at his regular rate.
- e. Public Engagement manager is available for hire by request and based on availability at a rate of \$25 per hour.
- f. House Manager is available for \$20 per hour
 - i. All short-term renters are required to hire our house manager for their performances (starting one hour prior to house opening.) This person will keep the lobby open, greet guests, manage security, open up and lock up and make sure everything goes smoothly.
 - ii. Long-term rentals or resident companies may provide their own house manager who must come during office hours (10am - 6pm) to be trained by the Facility Manager.

7. Insurance

- a. All licensees must have liability insurance covering a combined limit of \$1,000,000.
- b. If the licensee does not have insurance, the Facility Manager can refer them to a service to acquire simple, inexpensive special event insurance.
- c. All licensees must provide The Flight Deck with a certificate of additional insured **at least 2 weeks prior to their event** with the following listed as additional insured:

Ragged Wing Ensemble, Inc.
The Flight Deck
1540 Broadway
Oakland, CA 94612

- d. If a certificate of insurance is not received 2 weeks prior to the event, the renter risks forfeiting their rental and all rental fees.

8. Rules

- a. All rentals from non-resident companies must have a Flight Deck staff member on site at all times.
- b. An adult must accompany youth renters under 18 years of age at all times.
- c. All licensees are required to perform the following:
 - i. Run their own box office/ticketing, both for pre-sales and at the door.
 - ii. Provide access to the building for people joining them, making sure the front door stays locked when unattended.
- d. There is a no cancellation policy for all rentals once the contract is signed. There are no refunds.
- e. If the licensee is unable to satisfy the contract, the licensee agrees to forfeit the Damage and Cleaning deposit and any fees paid.
- f. The licensee may not use other spaces in the building outside of the contracted space(s) unless noted otherwise by a Flight Deck staff member.
 - i. Because of sound issues, events will not be booked in the rehearsal studio or theater during an actual performance in the opposite space, but there may be events booked right up until the start time of a performance in the adjacent space.
 - ii. If a licensee wishes to use the rehearsal studio as a green room, they must include this in their rental. IT IS NOT AUTOMATICALLY INCLUDED IN THEATER RENTAL.
 - iii. All items related to any rental must remain within the specific space rented.
 - iv. The common areas: lobby, hallway, commons & bathrooms must remain available for everyone using the building and should not be a permanent space to set up items for rentals from any of the rooms.

9. Alcohol

- a. Serving alcohol for a public (ticketed, publicized) event is not permitted without a permit.
- b. If you would like to acquire a daily permit so that you can serve and sell alcohol, you must sign an agreement with The Flight Deck at least 2 weeks before your event.
- c. Process & Fees:
 - i. \$25 per day for wine & \$25 per day for beer or \$50 per day for both
 - ii. \$35 per weekend for an OPD special event permit
 - iii. You must pay the permit fees upon signing your agreement
 - iv. You run your own sales and keep track of your income and expenses on a tracking document we provide. Please keep all receipts.
 - v. The licensee and The Flight Deck share the profits beyond costs. How this works: licensee takes total income, subtracts the permit fees, subtracts any expenses related with the sales (please include receipts,) and pays The Flight Deck 50% of the remaining profit.

10. Cleaning

- a. For all events, licensee is responsible for cleaning the space they are renting and leaving it as clean or better than they found it. If the space is not clean, they risk forfeiting their cleaning deposit.
- b. All resident companies and organizational members are on a cleaning rotation (please see schedule in office)
 - i. When a company completes their cleaning, they will sign off on the sheet in the cleaning closet.
 - ii. A company can hire a cleaning service through The Flight Deck if they would prefer for \$60.
 - iii. If a company misses their cleaning time, they will be charged \$60 on their next invoice to pay for a cleaning service to come in instead

Contacts

During business hours (10am-6pm M-F) please use the main Flight Deck number to contact staff. Outside business hours, if a Flight Deck staff member is not present, you may use the numbers listed here to contact staff on their personal cell phones. Please use discretion in contacting staff and do not call after 9pm unless it is a TRUE EMERGENCY.

Name	Role	Number	Email	Reason for call
The Flight Deck	Main Number	510.858.7383	info@raggedwing.org	general information, access to building
Champagne Hughes	Facility Manager	510.326.4129	facilities@raggedwing.org	contracts, scheduling, staffing, planning, payments
Adam Tantillo	Technical Director	831.241.1327	tech@raggedwing.org	planning tech setup, technical difficulties or equipment failure
Lisa Drostova	Public Engagement Manager	510.384.2721	lisa@raggedwing.org	press & publicity
Anna Shneiderman	Executive Director	510-847-5353	anna@raggedwing.org	organizational concerns or questions - PLEASE NOTE - on maternity leave Nov 2014-January 2015

Flight Deck Policies agreement

I have read the policies document and agree to abide by all policies stated. I agree to communicate these policies to my company and anyone working with me in The Flight Deck.

Company

Printed name

Signature

date