

# USE AND MANAGEMENT OF SOUND AND LIGHTING EQUIPMENT, MOVABLE STAGE AND TECHNICAL SERVICES

Item A-SR (12-2007) CM 31/01/2008	POLICY FOR THE USE AND MANAGEMENT OF SOUND AND LIGHTING EQUIPMENT, MOVABLE STAGE AND TECHNICAL SERVICES
--------------------------------------	---------------------------------------------------------------------------------------------------------

## RESOLVED:

1. **That** the report regarding the Policy for the Use and Management of Sound and Lighting Equipment, Movable Stages and Technical Services, **BE NOTED**.
2. **That** the Policy for the Use and Management of Sound and Lighting Equipment, Movable Stages, Technical Services and internal charges thereof, attached to the report as **Annexure "A"**, **BE APPROVED**.

**DEPARTMENT ARTS CULTURE AND HERITAGE**  
**POLICY FOR THE USE AND MANAGEMENT OF SOUND AND LIGHTING EQUIPMENT,  
MOVABLE STAGES AND TECHNICAL SERVICES**



**Ekurhuleni**  
METROPOLITAN MUNICIPALITY

a partnership that works

**CONTENTS**

1. Purpose .....
2. Objectives.....
  
3. Definitions .....
4. Legislative Mandate.....
5. Services to other Departments
6. Process.....
7. Special Conditions Renting and In-House  
Services.....
8. General Conditions Renting and In-House  
Services.....
9. Booking Conditions.....
10. Technical Rider.....
11. Annexure A – Approved Tariff Structure for Arts Culture and Heritage Facilities

<b>POLICY</b>
---------------

**1. PURPOSE**

To supply policy procedures for the use and management of specialized sound and lighting equipment, movable stages and technical services from the Department Arts Culture and Heritage .

**2. OBJECTIVES**

- ❖ To ensure that correct procedures are followed in using and maintaining of sound , lighting and stage equipment
- ❖ To ensure that the correct procedures are followed in the hiring out of sound, lighting and stage equipment
- ❖ To ensure that the correct procedures are followed in the booking and hiring of sound, lighting and stage equipment as well as provisioning of technical services
- ❖ To ensure that all Occupational Health and Safety procedures are followed and implemented pertaining to the use and set-up of sound, lighting and stage equipment and power distribution

**3. DEFINITIONS****Basic lighting System**

A basic lighting system will be referred to as follows:

- 6 x Par 64 ( 1000w light ) 1kw( kilo watt) Cans
- 1 x 6 Way Dimmer
- 1 x Lighting Control Desk
- 2 x Lighting Stands
- All cabling
- Power Distribution

**Basic PA system**

- 2 x Powered Speakers (Front of House)
- 2 x Powered Speakers Monitors
- 2 x Microphones
- 2 x Microphone Stands
- 1 x Compact Disc Player
- 2 x Speaker Stands
- 1 x Sound Mixer
- All cabling
- Power Distribution

**In- House**

All events and special events organized by the Department Sport Recreation Arts and Culture where it is the responsibility of the section Arts Culture and Heritage to supply stage, lighting and sound as agreed upon.

**Professional Lighting System**

- 24 x Par 64 1kw lights
- 4 x Victory Movable Lights
- 1 x Lighting Control Desk
- All cabling

- Power Distribution

#### **Professional PA system**

- 2 x Powered Speakers (FOH – Front of House)
- 4 x Powered Speakers (Monitors)
- Drum kit
- Base Amplifier
- Guitar Amplifier
- 1 x Keyboard Amplifier
- 1 x Electronic Keyboard
- 1 x Professional Sound Mixer
- Reverb Unit
- 2 x Graphic Equaliser
- 2 x Compressor Limiters
- 5 x Radio Microphones
- 5 x Instrument Microphones
- 4 x DI ( Direct Inline )Boxes
- All cabling
- Power Distribution

#### **Rostra**

Stage deck that consists out of 24 x 1.2m x 750mm blocks used to build and construct a stage

#### **Smoke Machine**

Specialized equipment used to create haze on stage for lighting to be effective.

#### **Special event**

An organized special event to launch or celebrate a special occasion as approved by the Ekurhuleni Metropolitan Municipality.

#### **Technical Rider**

Technical specifications to ensure all equipment requested are correctly supplied including stage lay outs and artists requirements.

#### **4. LEGISLATIVE MANDATES**

Occupational Health and Safety Act  
National Standard ( SANS ) 13066/2006

#### **5. SERVICES TO OTHER DEPARTMENTS ( ONLY AS PER APPROVED COUNCIL RESOLUTION )**

❖ Stage per rostra	R 100 .00 per rostra
❖ Basic PA System	R 2500.00
❖ Basic Lighting	R 1000.00
❖ Smoke Machine	R 200.00
❖ Professional Lighting	R 4000.00
❖ Professional PA System	R 3000.00

*Overtime and direct costs for technical services as per approved Tariff Structures for Arts Culture and Heritage Services . Vote numbers to be supplied by hiring department.*

#### **6. PROCESS**

- ❖ Comments from other Departments within EMM
- ❖ Final Policy to be presented to SRAC Portfolio Committee for approval
- ❖ Final Policy to be approved by Council
- ❖ The Department : Arts , Culture and Heritage to monitor the implementation of the policy

#### **7. SPECIAL CONDITIONS RENTING AND IN-HOUSE SERVICES**

## 7.1 Technical Services

- 7.1.1 In the event that another Section within the SRAC: Department ( Libraries and Information Services or Sport and Recreation) wishes to make use of the sound, stage and lighting equipment, a technician must accompany the equipment to be set –up and operated.
- 7.1.2 In the event that a technician from Arts Culture and Heritage is not available a technician must be hired-in in accordance with correct Supply Chain Management procedures.
- 7.1.3 All additional costs and overtime worked will be the responsibility of the department requesting the service (Vote number to be supplied with application).
- 7.1.4 It is the responsibility of the Department : Arts Culture and Heritage to supply transport for equipment and additional labour to load and off-load, rig and de-rig equipment. This will decrease possible damage to equipment .
- 7.1.5 The Department Arts Culture and Heritage is a member of the Technical Production Services Association ( TPSA) which is inter alia responsible for the control of technical aspects of productions in South Africa . All safety and technical procedures specified by TPSA will be implemented at all productions, programmes and events.

## 7.2 Movable Stage

- 7.2.1 The movable stage can be hired as a complete unit or per rostra and in accordance with the approved tariff structure.
- 7.2.2 The stage must be moved and constructed by trained staff within the Department: Arts Culture and Heritage.
- 7.2.3 An Engineering Certificate must be supplied before any event can commence. It is the responsibility of the Department : Arts Culture and Heritage to ensure that a qualified engineer provides the certificate .
- 7.2.4 In the event that there is no trained staff available the stage must be moved and constructed by an approved staging company and in accordance with Supply Chain Management regulations.
- 7.2.5 The hirer must ensure that the stage are returned back to the Department within one day of the event
- 7.2.6 It is the responsibility of the hirer to ensure security services for the safe-keeping of the stage
- 7.2.7 The stage must be maintained by the Department Arts Culture and Heritage and must be in a good working condition.
- 7.2.8 The Department Arts Culture and Heritage will be responsible for the asset control and safekeeping of the stage in a safe and secure environment
- 7.2.9 No open flames, explosives or fuel to be used near or on the stage surface.
- 7.2.10 The assembling and set-up of sets and equipment on stage must be carried out in a non-destructive manner. The stage surface must not be damaged in this process.
- 7.2.11 No nails, screws, staples or any such fastening devices are to be used on the stage surface.

- 7.2.12 The stage can be used free of charge by the Department SRAC for in-house special events / flagship projects and per approved conditions.

### **7.3 Sound and Lighting Equipment**

- 7.3.1 The sound and lighting equipment can be hired by Departments within SRAC free of charge, all other departments within the EMM can request the hiring there-of and per approved tariff structure. Requests will only be adhered to when accompanied by a Council Resolution.
- 7.3.2 Availability of equipment will be subject to planned productions hosted by the Department : Arts Culture and Heritage and the availability of non-committed staff.
- 7.3.3 A basic PA System or a professional Sound System can be hired
- 7.3.4 A basic Lighting System or a Professional Lighting System can be hired
- 7.3.5 A smoke machine can be hired with the lighting system for maximum lighting effects
- 7.3.6 The sound and lighting equipment must be moved and handled by trained staff within the Department: Arts Culture and Heritage.
- 7.3.7 A delegated official must assess before the function/ event the power supply efficiency for sound and lighting equipment
- 7.3.8 I the event that there is no trained staff available the equipment must be moved and assembled by an approved sound / lighting technician that is appointed within the correct Supply Chain Management procedures.
- 7.3.9 All sound and lighting equipment must be returned back to the Department within one day of the event
- 7.3.10 It is the responsibility of the hirer to ensure security services for the safe-keeping of the sound and lighting equipment
- 7.3.11 The sound and lighting equipment must be maintained by the Department Arts Culture and Heritage and must be in a good working condition.
- 7.3.12 The Department Arts Culture and Heritage will be responsible for the asset control and safekeeping of the equipment in a safe and secure environment
- 7.3.13 No other sound and lighting or electrical equipment may be used, unless it is compatible with the sound and lighting systems and only after permission from the delegated official is granted.
- 7.3.14 The assembling / set-up of sound and lighting equipment must be carried out in a professional manner

## **8. GENERAL CONDITIONS RENTING AND IN-HOUSE SERVICES**

- 8.1 Stage , Sound and Lighting may only be rented out to Departments within SRAC or where special approval is given as per Council Resolution for requests coming from other Departments or the Office of the Mayor , and no third party may use the equipment. Renting of all equipment is subject to special conditions attached to the management of technical equipment.
- 8.2 Stage , Sound and Lighting equipment may not be used or hired out for non Ekurhuleni Metropolitan Municipality related events .

- 8.3 Equipment will usually be set up four (4) hours prior to the start of the event , and will be removed not later than four (4) hours after the confirmed time of completion of the event
- 8.4 The Hirer is responsible for the safekeeping of all equipment as at the commencement of the hiring period.
- 8.5 Any damage to the equipment by persons / or patrons related to the hire, must be made good at the expense of the Hirer
- 8.6 The hirer must indemnify the Department : Arts Culture and Heritage from and against all liability for damages , costs , actions, claims and demands which may be made by any person for injury to person or property however sustained, when using the stage, sound or lighting equipment
- 8.7 To assist other Departments within the Ekurhuleni Metropolitan Municipality , the Section : Arts Culture and Heritage will initiate a three year tender to be approved by Council for the hiring of Sound , stage and lighting equipment.

## **9. BOOKING CONDITIONS**

- 9.1 Requests for Bookings within the Department : SRAC must be made 14 ( fourteen ) days in advance of the planned event to the Office of the Director : Arts Culture and Heritage for approval .
- 9.2 Requests for Bookings by other departments within the EMM must be made in writing thirty (30) working days in advance of the planned event to the Office of the Director : Arts Culture and Heritage and must be accompanied by a Council Resolution.
- 9.3 Ad Hoc Bookings made in less than 21 ( Twenty One) working days prior to the event can be approved by the Director : Arts Culture and Heritage but only upon availability of staff and equipment
- 9.4 A technical rider must be completed and will be provided by a delegated official .
- 9.5 Bookings will be confirmed in writing by a delegated official after approval.
- 9.6 Cancellations must be made at least 7 ( seven ) working days before the event , in writing to the Office of the Director : Arts Culture and Heritage



## TECHNICAL RIDER FOR SOUND , LIGHTING AND STAGES

**The following information must be submitted by the Department requesting sound lighting or stage services**

### Contact Details

Department:	
Division :	
Responsible Official:	
Office Telephone Number:	
Cell Number	
E-mail address:	
Date of Request:	
Date of Event:	
Time of Event:	
Type of Event (genre):	
No of People Attending:	

### Venue Information

Name of the Venue:	
Name of Event:	
Physical address:	
Loading bay address:	
Caretakers name:	
Caretakers Contact Details:	
PACS(seating):	

### Technical equipment needs

	YES	NO
<b>Sound</b>		
Public address System (AC&H to determine equipment and cabling needed):		
<b>Microphones</b>		
Microphones vocal:		
<i>Quantity:</i>		
Microphones instrumental:		
<i>Quantity:</i>		
<b>Play Back</b>		
Compact Disc Player:		
Tape Deck:		
<b>Backline Equipment</b>		
Drum kit:		
Bass Guitar Amp:		
Lead Guitar Amp:		
Key Board Amp:		
Key Board and Stand:		
<b>Lighting</b>		
Basic Lighting System:		
Specialized Lighting System:		
Specialized Requests:		
Needs:		
<b>Staging</b>		
Basic Staging:		
<b>Size:</b>		
1,2m x 2,4m x 450mm:		
2,4m x 2,4m x 450mm:		
4,8m x 3,6m x 450mm:		
4,8m x 4,8m x 450mm:		
4,8m x 6m x 450mm:		
4,8m x 7,2m x 450mm:		
8m x 6m x 1,2m Aluminium Stage Structure complete with Roof and PA Wings:		
<b>Electrical supply</b>		
Venue equipped:		
Single Phase:		
Three Phase:		
Generator:		

# **TARIFFS**

## **ARTS CULTURE AND HERITAGE FACILITIES**

<b>ART GALLERIES</b>		<b>FORM G2</b>
<b>1.EXHIBITION FEES</b>		
<b>VENUE</b>	<b>TIMES</b>	<b>TARIFF</b>
1.(a) Exhibition Spaces	- 7 (seven) day period (excluding Sunday and Monday, unless the opening is on a Sunday) - Hours: 08:30 – 16:30 - If the opening function of the exhibition is an evening event the venue will be open till 22:00.	R100 per week (maximum of three weeks)  * 2 (two) days free of charge in workshop area as part of the booking
1(b)Sculpture Garden	- 7(seven) day period (excluding Sunday and Monday, unless the opening is on a Sunday) - Hours: 08:30 – 16:30 - If the opening function of the exhibition is an evening event the venue will be open till 22:00.	R30 per week (maximum of 3 (three) weeks)
<b>A damage deposit of R200.00 is payable with each booking</b>		
1(c) Workshop area	Tuesday – Friday 09:00-12:00 13:00-16:00 Full day booking 09:00-16:00 Saturday 08:00-12:00	R30.00 R30.00 R50.00 R50.00
<b>A damage deposit of R100.00 is payable with each booking</b>		
<b>2.AUXILIARY SERVICES</b>		
<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>TARIFF</b>
2(a) Photocopies	A4 A3	R 0.50 R 1.00
2(b) Equipment	Easels Sculpture stands Display boards	Come with facility
<b>COMMUNITY ART CENTRES</b>		
<b>1. TARIFFS FOR AFFILIATED AND NON AFFILIATED MEMBERS TO THE COMMUNITY ART CENTRE</b>		
<b>VENUE</b>	<b>TIME</b>	<b>TARIFF</b>
<b>1(a) Main Auditorium</b> Rhoo Hlatshwayo Community Art Centre	<b>Monday - Friday</b> 10:00-16:00 18:00-23:30	R400.00 R500.00
	10:00-23:30 (full day booking)	R700.00
<b>1(b) Main Auditorium</b> Rhoo Hlatshwayo Community Art Centre	<b>Saturday</b> 10:00 – 23:30	R700.00
<b>1(c) Main Auditorium</b> Rhoo Hlatshwayo Community Art Centre	<b>Sunday/ Public Holidays</b> 10:00 – 23:30	R800.00
<b>Affiliated Centre Groups 50% discount of approved tariffs.</b>		

<p>Main Auditorium will be hired with the following conditions attached:</p> <ul style="list-style-type: none"> <li>• Seating for 400 (four-hundred) people</li> <li>• Stage with curtains</li> <li>• Basic sound and lighting equipment</li> <li>• Parking available</li> <li>• Kitchen area available</li> <li>• Dressing rooms available</li> <li>• Full access for physically challenged</li> <li>• <b>Specialized lighting and sound equipment to be hired out per tariff structure as per approved conditions</b></li> </ul>		
VENUE	TIME	TARIFF
<p><b>1(d) Multipurpose Hall</b></p> <ul style="list-style-type: none"> <li>• Rhoo Hlatshwayo Community Art Centre</li> <li>• Tsepo Community Art Centre</li> <li>• Katlehong Community Art Centre</li> </ul>	<p><b>Monday -Friday</b></p> <p>10:00-21:00</p>	R10.00 per hour
<p><b>1(e) Multipurpose Hall</b></p> <ul style="list-style-type: none"> <li>• Rhoo Hlatshwayo Community Art Centre</li> <li>• Tsepo Community Art Centre</li> <li>• Katlehong Community Art Centre</li> </ul>	<p><b>Saturday</b></p> <p>08:00 – 13:00</p>	R10.00 per hour
<p><b>1(e) Multipurpose Hall</b></p> <ul style="list-style-type: none"> <li>• Rhoo Hlatshwayo Community Art Centre</li> <li>• Tsepo Community Art Centre</li> <li>• Katlehong Community Art Centre</li> </ul>	<p><b>Sundays / Public Holidays</b></p> <p>08:00 – 13:00</p>	R20.00 per hour
<b><i>Affiliated Centre Groups 50% discount of approved tariffs.</i></b>		
VENUE	TIME	TARIFF
<p><b>1(f) Workrooms / Rehearsal Rooms</b></p> <ul style="list-style-type: none"> <li>• Rhoo Hlatshwayo Community Art Centre</li> <li>• Tsepo Community Art Centre</li> <li>• Katlehong Community Art Centre</li> </ul>	<p><b>Monday - Friday</b></p> <p>10:00-21:00</p>	R5.00 per hour
<p><b>1(g) Workrooms / Rehearsal Rooms</b></p> <ul style="list-style-type: none"> <li>• Rhoo Hlatshwayo Community Art Centre</li> <li>• Tsepo Community Art Centre</li> <li>• Katlehong Community Art Centre</li> </ul>	<p><b>Saturday</b></p> <p>08:00 – 13:00</p>	R10.00
<p><b>1(g) Workrooms /</b></p>	<p><b>Sunday / Public Holidays</b></p>	

<b>Rehearsal Rooms</b>		
<ul style="list-style-type: none"> <li>Rhoo Hlatshwayo Community Art Centre</li> <li>Tsepo Community Art Centre</li> <li>Katlehong Community Art Centre</li> </ul>	8:00 – 13:00	R20,00
<b><i>Affiliated Centre Groups 50% discount of approved tariffs.</i></b>		
<b>2 PENALTY CLAUSE TARIFFS</b>		
2(a) A penalty of <b>R300.00</b> payable will be charged per hour/or part thereof.		
2(b) In failure of paying booking fee the hirer will forfeit the right to use the facility.		
2(c) A damage deposit of <b>R500.00</b> is payable with each confirmation of booking.		
<b>TARRIFFS FOR SERVICES AND EQUIPMENT</b>		
<b>3. DIRECT COSTS</b>		
<b>SERVICE</b>	<b>DESCRIPTION</b>	<b>TARIFF</b>
<b>3(a) Direct costs</b> (services rendered)	3(a.1) Stage manager or other official of Council	R80.48 per hour
	3(a.2) Lighting technician or other official of Council	R56.01 per hour
	3(a.3) Sound technician or other official of Council	R56.01 per hour
	3(a.4) Foyer Manager or other official of the Council	R56.01 per hour
	3(a.5) Spotlight Operator	R21.41 per hour
	3(a.6) General Worker	R 21.41 per hour
<ul style="list-style-type: none"> <li><i>Overtime is calculated at a rate of the hourly tariff x 1.5 and x 2 for Sundays and Public Holidays</i></li> <li>The rendering of above-mentioned service are restricted to once every three months or until the Community Members affiliated to the Art Centre Management Committee are fully trained to be able to render technical assistance to groups pertaining to the use of specialized equipment.</li> </ul>		
<b>4. EQUIPMENT</b>	<b>CONDITION</b>	<b>TARIFF</b>
4.(a) Upright Piano	Per recital	Free of charge not to be moved
	Per rehearsal	Free of charge not to be moved
4(b) Professional Public Address System for (e.g. bands, musicals etc.)	Per occasion	R2000.00
4(c) Professional Lighting System	Per occasion	R1000.00
4(d) Pottery Kilns	Per hour session	R10.00 per hour
4(e) Etching Press	Per hour sessions	R10.00 per hour

<ul style="list-style-type: none"> <li>• A deposit of <b>R200.00</b> will be charged with the hiring of equipment, the deposit fee is refundable if no damage occurs.</li> <li>• Any loss of damage exceeding the amount of R200.00 to the equipment hired will be charged to the account of the hirer.</li> </ul>		
<b>1. BENONI MUSEUM</b>		
<b>VENUE</b>	<b>TIME</b>	<b>TARIFF</b>
<b>1 (a) Museum lecture room and kitchen area</b>	<b>Monday - Friday</b> 09:00-16:00 16:00-23:30	R50.00 R100.00
	<b>Full day Booking</b>	R120.00
<b>1(b)Museum lecture room and kitchen area</b>	<b>Saturday</b> 08:00-18:00	R200.00
	<b>Sunday/ Public Holiday</b> 08:00-18:00	R300.00
<ul style="list-style-type: none"> <li>• A deposit of <b>R200.00</b> will be charged with the hiring of equipment, the deposit fee is refundable if no damage occurs.</li> <li>• Any loss of damage exceeding the amount of R200.00 to the equipment hired will be charged to the account of the hirer</li> </ul>		
<b>SPRINGS CIVIC THEATRE</b>		
<b>1. BASIC HIRING FEES</b>		
<b>PERFORMANCES PRESENTATIONS AND PRODUCTIONS OF BONA FIDE THEATRE GROUPS</b>		
<b>GROUP</b>	<b>TIME</b>	<b>TARIFF</b>
1(a)Professional groups, bodies or persons	Evenings per performance 16:30- 23:00	R1500.00
1(b) Amateur, Educational, Religious or Welfare Organizations or persons		R 750.00
1(c) Professional groups, bodies or persons	Morning / Afternoon per performance 09:00 to 16:00	R1000.00
1(d) Amateur, Educational, Religious or Welfare Organizations or persons		R 600.00
1(e) Professional groups, bodies or persons • <i>For maximum of 8 performances inclusive of rehearsals</i>	Per week – from Monday to Saturday from 9:00 per performance	R 4000.00
1(f) Thereafter , per additional performance		R 500.00
1(g) Amateur, Educational, Religious or Welfare Organizations or persons • <i>For maximum of 8</i>		R 2500.00

<i>performances inclusive of rehearsals</i>		
1(h) Thereafter , per additional performance		R 500.00
<b>2. CONTRACTING WITH PROFESSIONAL SERVICES</b>		
<b>3. RECITALS PRESENTATIONS AND PRODUCTIONS OF A NON THEATRE NATURE</b>		
3(a) Productions that are not of a <b>Bona Fide</b> Theatre nature (e.g. prize giving ceremonies, meetings, seminars, lectures, fashion shows, beauty pageants etc.) will only be accommodated from Mondays to Saturday		
3(b) Exceptions will be made only after written application has been lodged with the <b>COUNCIL</b>		
3(c) Every preliminary booking must be confirmed within seven (7) days by payment of a deposit of R500-00, failing which, the booking will be cancelled.		
3(d) Professional groups, bodies or persons	Evenings 16:30 – 23:00	R 3000.00
3(e) Amateur, Educational, Religious or Welfare Organizations or persons		R 1500.00
<b>4. DRESS REHEARSALS</b>		
4(a) With or without the setting of the stage, per occasion until 23:30, not to exceed (6) six hours per rehearsal.		
4(b) The fee includes the stage lighting but NOT the usage of the auditorium.- To confirm with the official in charge.		
4(c) If the auditorium is used for guests during the dress rehearsal, the non-ticket fee becomes effective. These arrangements have to be made with the <b>COUNCIL</b> prior to the event.		
<b>5 FINAL DRESS AND TECHNICAL REHEARSALS</b>		
<b>6. FOYER</b>		
<b>DESCRIPTION</b>	<b>TIME</b>	<b>TARIFF</b>
6(a) Non Arts, Culture and Heritage related exhibitions	Weekdays ( Outside these hours there will be an additional levy for the services of supervising staff ) 9:00 – 16:00	R 200.00
	Weekends / Public Holidays ( only as per production )	R 500.00
6(b) Arts Culture and Heritage related exhibitions	Weekdays 9:00 – 16:00	R 100.00
	Weekends / Public Holidays ( only as per production )	R 300.00

<b>7. CELLAR</b>		
7(a) Professional groups, bodies or persons	16:30 – 23:30	R 500.00
7(b) Amateur, Educational, Religious or Welfare Organizations or persons	Day	R 300.00
7(c) Professional groups, bodies or persons		R 500.00
7(d) Amateur, Educational, Religious or Welfare Organizations or persons		R 300.00
7(e) Professional groups, bodies or persons		No rehearsals on Saturdays, Sundays , Public Holidays
7(f) Amateur, Educational, Religious or Welfare Organizations or persons		
<b><i>The Cellar is not available for Dress Rehearsals</i></b>		
<b>8. LUNCH HOUR CONCERTS OR SIMILAR THEATRE PRODUCTIONS PER EVENT</b>		
<b>9. AMPHITHEATRE</b>		
9(a) Professional groups, bodies or persons	per performance	R 2000.00
9(b) Amateur, Educational, Religious or Welfare Organizations or persons		R 1000.00
9(e) Professional groups, bodies or persons	Per week – from Monday to Saturday from 9:00 per performance	R 5000.00
<ul style="list-style-type: none"> <li>• <i>For maximum of 8 performances inclusive of rehearsals</i></li> </ul>		
9(f) Thereafter , per additional performance		R 500.00
9(f) Amateur, Educational, Religious or Welfare Organizations or persons		R 2000.00
<ul style="list-style-type: none"> <li>• <i>For maximum of 8 performances inclusive of rehearsals</i></li> </ul>		
9(g) Thereafter , per additional performance		R 750.00
<b>10. CONTRACTING WITH PROFESSIONAL SERVICES</b>		



<b>11 PENALTY TARIFF</b>		
11(a) A penalty tariff of R 500 is payable as per penalty tariff clause 22 ( 1 ) .		
<b>12. DIRECT COSTS</b>		
<b>SERVICES</b>	<b>DESCRIPTION</b>	<b>TARIFF</b>
12(a) Services rendered per production	12(a.1) Stage manager or other official of Council	As per overtime
	12(a.2 ) Lighting technician or other official of Council	As per overtime
	12(a.3) Sound technician or other official of Council	As per overtime
	12(a.4) Foyer Manager or Other official of the Council	As per overtime
	12( a.5) Spotlight Operator	As per overtime
	12(a.6) General Worker	As per overtime
	12(a.7 )Flyman	As per overtime
	12(a.8 )Fireman per occasion	R 80.48
	12(b) Piano Tuner ( as appointed by the Theatre ) is charged should the hirer request tuning	As per quotation
<i>Overtime is calculated at a rate of the hourly tariff x 1.5 and x 2 for Sundays and Public Holidays</i>		
<b>13. EQUIPMENT</b>		
<b>DESCRIPTION</b>	<b>CONDITION</b>	<b>TARIFF</b>
13(a) Baby Grand Piano	Per day	R 200.00
13(b) Upright Piano	Per day	R 150.00
13(c) Use of Smoke Machine	Per day	R200.00
13(d) Basic Public Address System	Per day	R1000.00 once off
13(e) Professional Public Address System	Per day	R 2500.00
<b>14. PRINTING AND PUBLICITY</b>		
14(a) Electronic Advertising Board – up to 30 words	Per duration of production	R 500.00
<b>15. SERVICES TO OTHER DEPARTMENTS</b>		
15(a) Stage per Rostra	Per occasion	R100 per rostra
15(b) Basic PA System		R 2500.00
15(c) Basic Lighting		R 1000.00

15(d) Professional Lighting		R4000.00
15(e) Professional PA System		R3000.00
<i>Overtime is calculated at a rate of the hourly tariff x 1.5 and x 2 for Sundays and Public Holidays</i>		