

## **JAC GUEST PRODUCTIONS - GENERAL INFORMATION**

### **RENTAL COSTS**

JAC charges 30% (minimum \$650/week) of the Guest Company's box office and concession receipts. The Guest Company keeps 70%.

Our Technical Theatre Manager must be hired for 8 hours of Load In oversight, and 8 hours of Load Out oversight at \$25/hour for a charge of \$400 (at time of booking).

You may hire our Technical Theatre Manager as a tech director for your production, if required, at \$25/hour, to be negotiated in advance with Technical Theatre Manager.

Non-revenue producing rentals can also negotiate a daily or weekly fee in lieu of Box Office split.

### **JAC IS A VENUE FOR HIRE, NOT A PRODUCING COMPANY:**

The Guest Company must bring their own Stage Management, Set Builders & Stage Crew, Publicity, Box Office Personnel, Ushers, Concession volunteers, etc.

United Players will share lists of its subscribers and volunteers upon request.

### **THEATRE AVAILABILITY:**

Please refer to the calendar on our website:

<https://jerichoartscentre.com/news-events/calendar/>

**MAJOR GUEST PRODUCTIONS** can be scheduled for a minimum of seven consecutive days up to several weeks depending on theatre availability.

**MINOR DARK NIGHT PRODUCTIONS** can be scheduled on Mondays, Tuesdays, and Wednesdays during resident company, United Players' (UP) scheduled runs; UP performs Thursdays through Sundays. Minor Dark Night Productions must work on or around the set and lighting of the United Players show.

## **SUBMISSION REQUIREMENTS**

Please submit a

JAC Preliminary Application for Upcoming Season

We will contact you. Shortlisted Companies will be invited to submit;

JAC Shortlisted Guest Production Detailed Application Form

and

JAC Guest Company Technical Info Form;

### **Information for Detailed Application Form will typically include:**

- (1) Company structure – Coop, independent, amateur, etc
- (2) Names & very brief note on experience of key people committed to production
- (3) Copy of script
- (4) Budget and sources of funding
- (5) Marketing plan. Including PR and paid advertising plans as well as where audience is expected to be drawn from
- (6) A booking deposit cheque for \$1050 (\$650 booking/damage deposit + \$400 Tech Theatre Manager Oversight Fee).  
\$650 booking/damage deposit refunded upon completion of the contract.

The Jericho Arts Centre is managed by volunteers and operated for the community. Guest companies are encouraged to contribute to this work.