

## PRACTICE SPACE HIRING RATES

### Venue Rental Rate ( For Performance)

	<b>Arts Rate</b> <i>Non-profit arts organizations / IPCs/Registered charities only)</i>	<b>Standard Rate</b>
<b>4-hour block</b> 0900 - 1300 hr 1400 - 1800 hr 1900 - 2300 hr	S\$400	S\$800
<b>Dark Day</b>	S\$400	S\$800
<b>Pro-rated * (per hour)</b>	S\$100	S\$200

*\* Pro-rated hours are applicable after the Hirer has booked the Venue for two consecutive 4-hour blocks in a day and are only applicable that same day.*

### Venue Rental Rate ( For Workshop | Seminar etc.)

	<b>Arts Rate</b> <i>Non-profit arts organizations / IPCs/Registered charities only)</i>	<b>Standard Rate</b>
<b>4-hour block</b> between 0900 - 2300 hr	S\$360	S\$720
<b>Dark Day</b>	S\$360	S\$720
<b>Pro-rated * (per hour)</b>	S\$90	S\$180

*\* Pro-rated hours are applicable after the Hirer has booked the Venue for two consecutive 4-hour blocks in a day and are only applicable that same day.*

### Other Charges:

<b>Production Coordinator (PC)</b>	<i>email space@practice.org.sg</i>
<b>Venue Manager (VM)</b>	<i>email space@practice.org.sg</i>
<b>Stage Crew</b>	<i>email space@practice.org.sg</i>
<b>Usher</b>	<i>email space@practice.org.sg</i>

## Transportation

1. Based on transportation claims by manpower, should they be required to work before 9am or after 11pm.

### Note:

1. Rental charges include basic services such as lighting, sound and staging equipment as listed in the technical information.
  - (a) For performance, see Technical Information for details.
  - (b) For workshop / seminar, general worklight will be provided. No adjustment is allowed.
2. If the crew and/or production coordinator is required to work through their meal time (maximum of one hour between 12 – 2pm for lunch and between 5 – 7pm for dinner), an extra one-hour manpower and rental charge will be levied. The overnight rate is double the normal charges if the crew is required to work after 11pm or before 9am.
3. Hirers are obligated to use the Venue Management's technical crew during the Period of Hire. Practice Space requires a minimum number of 3 crew members if the use of the scaffold is required for the event. The Venue Management reserves the right to require additional crew members based on the scale and requirements of the event.
4. Cancellation of calls is strictly not encouraged, and the original manpower cost will be levied on the Hirer in spite of such cancellation.
5. All charges are subject to 7% GST. Charges are subject to changes without prior notice.

### 6. Manpower Responsibilities:

#### **Production Coordinator (PC)**

*Coordinate works that involve the Venue Rental and Technical Director. Manage the operations of the venue, the Practice Space. PC will oversee the scheduling, coordination, and supervision of production crew hired by the Venue. The PC DOES NOT involve in any operation during the performance.*

#### **Venue Manager (VM)**

*Oversee all operations and troubleshooting of any problems within the building. Venue Manager DOES NOT involve in any operation during the performance.*

#### **Stage Crew**

*Assist in setting up / operating the lighting and sound during show. Minimum call time is 4 hours*

#### **Usher**

*Responsible for checking in patrons and showing them to their seats. Minimum call time is 3 hour.*