

Space and Scheduling Guide 2022

Crew

- Every rental contract includes 2 technicians, typically they will be a sound board operator and light board operator. If you'd like a different arrangement, please let us know.
- **Minimums:** Crew calls have a set 4 hour minimum. Example: if a work call is only 2 hours long, then the crew is paid for 4 hours.
- **Meal Breaks:**
 - Meal breaks are every 4-5.5 hours
 - Work days that are 12 hours long, must have two one (1) hour meal breaks. There are exceptions to this rule, please contact Kelly to discuss options.
 - On days when a meal break cannot be given (for example, due to show calls), meals will be provided to crew.
- **Coffee Break:** 10 minute crew breaks are taken every 1 hour 30 minutes.
- **End of Day/Hard Outs:** End of day is a hard out which means that FringeArts staff is locking up the building. Please have the space tidied and your belongings gathered *before* this time.
- **Overtime:** Overtime rates of one and one-half ($1\frac{1}{2}$) times the hourly rates are to be paid for hours in excess of forty (40) hours per week.
- Work continuing after time off in excess of three (3) hours shall require a set paid minimum of four (4) hours.
- **Pay Period:** Pay periods are defined as Monday-Sunday

Scheduling:

- Production House Crew will not work more than 6 days in a row and no more than 22 days a month.
 - FringeArts will try to accommodate these rules in September to the best of their availability but reserves the right to modify these during the Fringe Festival.
- There will be no more than 1 12-hour day per week for House Crew.
 - Overhire can opt-in for 2 12-hours days per week.
- There is to be a minimum of 10 hours between end of day and start of the next work day.
 - For any day over eight hours, there will be a 12 hour turnaround between calls.
- No week will have more than 3 days over 8 hour days, 2 days over 10 hours, and only one 12 hour day.

Equipment

- Large equipment deliveries/pick-ups should be made between the hours of 10am-2pm. This is to accommodate our shared space with the restaurant; their front door is also our "loading dock".
- *FA reserves the right to approve or deny requests to purchase or fabricate scenic elements or props.*
When approved: any supplies, equipment, scenic elements or props purchased or fabricated by FringeArts are the property of FringeArts.

If an artist wishes to keep any supplies, equipment, scenic elements or props purchased by FringeArts for the express purpose of supporting the performance engagement, the artist agrees to reimburse FA for those items no later than 10 business days following the close of engagement. FA agrees to produce an invoice and proofs of purchase for those items.

Cancellations

- Performance cancellations due to inclement weather are decided based on City announced Weather Emergencies (aka- if Septa is running, we are running)
- If renter/producer cancels event less than 24 hours of first crew call, crew will still get paid for the time they were scheduled.

Sound

- The La Peg restaurant and Biergarten are open from 5pm-2am. There is a low possibility of sound from these areas leaking into the theater space.
- During the summer months, the Biergarten plays music but turns it off during performances.

Lights

- Biergarten lights cannot be struck, dimmed, or turned off
- FA has no control over the The Ben Franklin Bridge lights

Hours

- FringeArts office is open 10am-6pm, Monday-Friday
- La Peg is open 5pm-10:30pm Monday- Thursday, 5pm-11:30pm Friday-Saturday, 5pm-10pm Sunday. Their staff arrives at 3pm.