

## FringeArts (FA) Space and Scheduling Guide

### Crew

- Presented show staffing is determined through mutual agreement based on show needs as determined by Artist/Client rider and/or advance production meetings.
- Every production includes a minimum of two (2) technicians, based on scope of project. The most common two required positions are Audio Engineer and Master Electrician. Other arrangements can be made with mutual agreement between Artist/Client and FA Production Management
- **Minimums:** Crew calls have a set four (4) hour minimum.
  - Example: if a work call is only 2 hours long, then the crew is paid for 4 hours.
  - **Split shifts:** if there are three (3) or more hours between the end of the first shift and the start of the second shift, a new four (4) hour minimum is paid for the second shift
- **Meal Breaks:**
  - Meal breaks are every four (4) to (5) hours
  - Work days that exceed ten (10) total hours in the building must have two (2) one (1) hour meal breaks.
  - On days when a one (1) hour meal break cannot be given due to show calls, meals will be provided to crew at Artist/Client's expense.
    - Consecutive meals cannot be shortened (for example, if you have two (2) meal breaks, one of them must be a full hour)
  - Equity-style "Straight Sixes" are permitted with mutual agreement between Artist/Client and FA Production Management
- **Coffee Break:** Ten (10) minute crew breaks are taken every two (2) hours. Staggered breaks are acceptable.
- **End of Day/Hard Outs:** End of day is a hard out which means that FA 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-<sup>1</sup>/<sub>2</sub>) times the hourly rates are to be paid for hours in excess of forty (40) hours per week.
- **Pay Period:** Pay periods are defined as Monday-Sunday

### Scheduling:

- FA House Production Crew will not work more than six (6) days in a row and no more than twenty-two (22) days a month.
- There is to be a minimum of twelve (12) hours between end of day and start of the next work day.
- FA House Production Crew works a maximum of thirty-five (35) hours per week, not inclusive of meal breaks.
  - FA House Production Crew may only work one (1) twelve (12) hour day per week
  - Requests for additional hours must be approved by FA Production Management, and may be the financial responsibility of the Artist/Client.

**FringeArts Production Addendum A:**  
**Production Agreement (Work Rules)**

**Equipment**

- Artist and Rental contracts will receive the Rep Plot and Standard Inventory unless otherwise agreed to in writing by FA Production Department. Please review <https://FA.com/production-presented-fringe-shows/> for more information.
- 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 FA are the property of FA.
  - If an Artist/Client wishes to keep any supplies, equipment, scenic elements, or props purchased by FA for the express purpose of supporting the performance engagement, the Artist/Client 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 (i.e. if Septa is running, FA is running)
- If renter/producer cancels an event or work call less than 24 hours prior to start of crew work time, crew will be paid for the time they were scheduled.

**Sound**

- The 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**

- FA office is open 10am-6pm, Monday-Friday
- The Restaurant is open
  - 5:00pm - 10:30pm Monday, Wednesday, Thursday
  - 5:00pm - 11:30pm Friday, Saturday
  - 5:00pm - 10:00pm SundayTheir staff arrives at 3pm.