



## PROCEDURES, POLICIES AND SERVICES

### FROM THE THEATER DIRECTOR (GARY LUND)

**This document was created for your ease in understanding procedures and policies for the usage of the Colony Theatre. Please read the entire document as it contains important information, guidelines and rates. The staff and I look forward to hosting your event and assisting you in realizing your “dreams and passions.”**

### RENTAL PROCEDURES

- Call or email Gary Lund (Theater Director) with your interest in renting the theatre. Please provide date(s) and contact information. You may be interested in having a date held without payment. This date is recorded in the calendar as a Request Hold.

Gary Lund  
Theater Director  
Colony Theatre & Byron Carlyle Theater  
1040 Lincoln Road  
Miami Beach, Fl. 33139  
Off. 305-674-1040 x 2  
Cell 786-371-6376  
Fax: 305-532-1353  
Email [garylund@miamibeachfl.gov](mailto:garylund@miamibeachfl.gov)  
[www.ColonyAndByronTheaters.com](http://www.ColonyAndByronTheaters.com)

- If you want to secure your date a \$500 security deposit is required. \* ***Note all not-for-profit 501-c-3 organizations must provide the Theater Director with the letter of determination as a 501-c-3 and the last fiscal year 990 IRS form (first two pages)***  
At this moment, a Lease Agreement and Rider Estimate of costs will be sent to you for signature. Make two copies of each and sign all four copies. Please send to the Colony Theatre at 1040 Lincoln Road, Miami Beach, Fl. 33139. Along with signing the Lease Agreement and Rider Estimate a check is included for each day of usage. A non-refundable deposit of \$100 per day is required from not-for-profit organizations and \$200 a day deposit for commercial organizations or individuals. All payments are to be made to the Miami Beach Convention Center and sent to the Colony Theatre address. All dates are secure from challenge and the calendar records your date as Grant Hold.
- To go on sale and to receive Box Office On Sale Services, Marketing Assistance and Technical Services a %50 deposit of the Rider Estimate is required. All payments are to be made to the Miami Beach Convention Center and sent to the Colony Theatre address. The calendar records your dates as Confirmed and you have access to all services listed in this document.





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### **Not-For-Profit Organizations for extended runs**

12 days or more of usage with 8 performances and at 8 hours per day  
Weekly Rate is: \$4,250 plus house fees

### **For Profit Organizations for extended runs**

12 days or more of usage with 8 performances and at 8 hours per day  
Weekly Rate is: \$6,500 plus house fees

### **Auditions/Rehearsal Rates**

Not-For-Profit day rates (8 hrs) \$400  
For Profit day rates (8hrs) \$600

Technical labor not included  
half day (4hrs.) \$250  
half day (4hrs.) \$350

### **MERCHANDISING COMMISSION**

Client will staff merchandise sales and pay 15% sales commission

### **VIDEOTAPING**

For Commercial Use or Broadcast \$600. Flat Fee

### **SECURITY (AS NEEDED)**

A security guard may be required at the discretion of the management or requested by the client and be paid by the Lessee. All require four hour minimum. Each Client is required to secure the security service for an event if needed. The management can provide you with a list of independent companies who provide security services.

### **RATES (4 Hour Minimum)**

CMB off Duty Police \$41 per hour per person

### **FIRE MARSHAL (AS NEEDED)**

Fire Marshal must be on location if production requires any smoke or haze machines as well as any special effects that are of a flammable nature. All production elements must be approved by the Colony Technical Director. Please allow a minimum of 5 business days to schedule the fire marshal before first use of smoke/haze/special effects.

\$40 per hour (4 Hr. minimum)

### **CONCESSIONS AND RECEPTIONS**

Arrangements are made through the Theatre Director. Concessions at the Colony Theatre are provided by Segafredo Cafe. To inquire about receptions or special guest events contact the Theater Director.



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### **FRONT OF HOUSE PROCEDURES**

#### **Front of House Staff**

Regardless of an organization having their own volunteers or staff each client must use the theaters Front of House Staff. The Staff in our theaters are very familiar with the rules and safety precautions and procedures that must take place in each event. The staff for any event will consist of the following: a Ticket Taker or counter if an event does not require ticketing, 4 Ushers to assist patrons in seating and maintaining order in the theater throughout an event, and one House Manager that is in charge of overseeing the progression of the event. All procedures are to be followed from the House Manager.

#### **Show Schedule**

A Schedule of the show must be provided to the House Manager before each event. The schedule should include information such as the desired curtain call time, if there is an intermission and the length of the intermission, the total length of the show as a whole and the length of each half of the show.

#### **Pre Show Meeting**

Before any show especially on-going events, such as Film Festivals, that require specifics needs a pre-show meeting is to be scheduled with the House Manager and the Theater Director. All needs and specifications are to be addressed in this meeting. Issues that are to be discussed in this meeting include topics such as, but not limited to the use of volunteers, sponsorship table set ups, treatment and sections needed for VIP guest, Special badge or wrist band entrance authorizations and any other topics that deem reasonable or important by the client or the theatre staff.

#### **Volunteers**

Any jobs or duties that the client's volunteers perform, is to be first discussed with the House Manager. It is also the understanding of the client and the volunteers that all decisions pertaining to the management of the theater or in any respect to the safety of the theater staff, the patrons or the management is determined by the House Manager. Furthermore, ALL procedures are to be followed by the direction of the House Manager.



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The theater also reserves the right to excuse any volunteer from his or her duty if that volunteer cannot abide by the theatre and House Manager procedures.

### **Front of House Set Up**

Any tables or stands that are used in the FOH may be placed anywhere in the lobby as long as it does not block any of the exits and it follows all of the fire hazard guidelines of the theatre. Lessee agrees that the House Manager on staff determines if there is a fire hazard.

### **Seating Policies**

The Theatre policy for late seating at the Colony Theatre is: All patrons arriving late with a ticket will be directed to the balcony seating area. Any variance to the theatre seating policy can be accepted but must be requested by the Lessee in writing to the Theater Director prior to the house opening.

Lessees are welcome to make exceptions to the seating policy, but must have an authorized staff person stationed in the lobby with the authority to make case by case late seating decisions.

The Colony Theatre's Front of House Staff, in consultation with the Lessee, reserves the right to deny entry or dismiss any patron or individual from the Colony Theatre property that is disrespectful, abusive or disruptive to an event or showing character of harmful behavior. All late patrons are seated at the discretion of the Ushers and or House Manager that is less disruptive to fellow seated patrons. Patrons attending events with assigned seating can move to their designated seat during the intermission.

### **ADVERTISING AND PLAYBILL INFORMATION**

Lessee is solely responsible for supplying his or her own flyers and posters. Posters can be displayed at the Colony Theatre for advertisement purposes. Two Posters can be displayed on the windows either adjacent to Lincoln Road and or Lenox Ave. The Colony Theatre retains the right to exhibit the posters in any location of the theatre deemed reasonable by the Theater Director.

1. Posters can range in size up to **27 3/4" W x 60 3/4" H.**, Lennox Ave. and **20 1/2" W x 75 3/4" H** for both of the main entrance theatre windows. Any events taking place prior to Lessees event has seniority over the main entrance windows and the side windows closest to the main entrance.



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2. Lessee is solely responsible for supplying his or her own printed theatre playbills for all performances. Any theater playbill distributed at the Colony Theatre must include the following billing information:

The Colony Theatre/The Byron Carlyle Theater is managed by  
The City of Miami Beach and Global Spectrum.  
Funding for operational support is provided in part by the City of Miami Beach.

COLONY THEATRE  
Gary Lund/ Theater Director  
Val Medina/Technical Director  
Nancy Leighton/Box-Office Manager

1. The City of Miami Beach reserves the right to promote lessee's event through print or electronic media as deemed appropriate but assumes no responsibility for the accuracy of information provided by Lessee pertaining to the event.

### MARQUEE

The Colony Theatre has a marquee at the entrance to the theatre. Please send marquee information such as to the name of performance, date and time to the Theater Director. The Theatre Director will change the marquee in sequence and order of performances.

### MARKETING

The Marketing Department at the Miami Beach Convention Center can help the promoter implement and carry-out any marketing, public relations and advertising placements. However, they are intended to complement, rather than supplant an event's Marketing Department. Marketing and public relations services are complimentary. Advertising placements are available, subject to commission fees, with no up front cost.

### Website Information

**Website Materials** [www.ColonyAndByronTheaters.com](http://www.ColonyAndByronTheaters.com)

Events are posted by the Colony Theatre staff on the Colony Theatre website after an event has been officially put on sale by the Box Office Manager and Ticket Master. All



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the information posted for each event is provided by the Lessee to the staff at the Colony Theatre. The Lessee may provide the Colony Theatre with a sample video no more than 1 minute or with pictures to post along with a synopsis not to exceed 5 sentences. Any pictures, videos or information given to the Colony Theatre becomes property of the Colony Theatre. Furthermore, the Colony Theatre reserves the right to view all the material, evaluate and approve what information or material is appropriate to post on the website.

### TECHNICAL POLICIES AND RATES

1. Lessee is to complete the Technical Questionnaire and return it to the Colony Technical Director as part of the rental agreement.
2. The Artists Technical Rider is due no later than 30 days prior to the date of load in.
3. House Technical Staff are not designers. It is the Lessee's responsibility to provide designers and stage managers for each event.
4. Lessee is required to use venue I.A.T.S.E. union technicians for all events, consisting of a minimum of 3 - 4 department heads (Steward, Lights, Sound, and Stage & Fly). Additional labor is provided by the venue as determined by the Colony Technical Director.
5. Technical Crews get a lunch or dinner break after five (5) hours of consecutive work. Crew is considered off the clock if given a 1 hour break. Crew is considered on the clock if given any time less than 1 hour. If crew is not given a break after five (5) hours, a meal penalty of time-and-a-half is applied to all time spent on the clock (rounded of to the half hour) until a meal break is given.
6. Stagehands are paid time-and-half after eight hours of work each day.
7. Double time rates apply on the following holidays: Christmas Eve and Day, New Year's Eve and Day, Memorial Day, Independence Day, Labor Day and Thanksgiving.
8. Anytime a technician is requested to work past midnight or before 8:00AM, technician is paid time-and-a-half. More than sixteen hours of continuous work is double time the standard rate.
9. Should a technician be required to return to work on the same event for the same contractor, a worker starts their daily work in one calendar day and finishes in another, and is called back to work before they have had an eight hour rest period, or if they start their daily work in one calendar day, finish in the same calendar day but is recalled in the next calendar day after a break of fewer than eight hours, when resuming work those employees shall be paid two times the rate the employee was receiving prior to being released, for all hours worked until the employee has had a continuous rest period of eight hours.



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10. After 5 minutes past the hour is considered as a half hour time billed. Technicians are required to be called on the clock one hour (or earlier) prior to advertised time of curtain. This schedule is confirmed by the Technical Director and the Client.
11. All Lessee equipment and company property is required to be removed from the facility immediately after the final performance. Any equipment and company property not removed at that time may be discarded.
12. All draperies, curtains, set pieces, scenery and other similar loosely hanging furnishings and decorations are required to be flame resistant as demonstrated by passing both the small-scale and large-scale tests of MFPA701, Standard Methods of Fire Test for Flame-Resistant Textiles and Films. Provide all flame proofing certificates to the Technical Director at Load In.
13. Operation or Display of any open flame, flammable liquid device, candles, lanterns, torches, pyrotechnic display etc. must be permitted by the Miami Beach Fire Marshal.
14. The venue Technical Director retains the right to refuse the installation of any materials that may potentially impair the safety of the facility, audience or performers. The venue Technical Director may at his/her discretion refuse to allow the engagement of vendors who have a proven history of unsafe and incompetent workmanship.

### **Non-Profit Labor Rates: Subject to change with new labor agreements with I.A.T.S.E.**

Steward (required)	\$20.50 per hour	(5 hr. minimum)
Department Heads ( 2 required)	\$20.50 per hour	(4 hr. minimum)
Journeyman Stagehand	\$18.50 per hour	(4 hr. minimum)
Projectionist	\$31.00 per hour	(6 hr. minimum)

### **Commercial Labor Rates: Subject to change with new labor agreements with I.A.T.S.E.**

Steward (required)	\$23.00 per hour	(5 hr. minimum)
Department Heads (2 required)	\$22.50 per hour	(4 hr. minimum)
Journeyman Stagehand	\$21.50 per hour	(4 hr. minimum)
Projectionist	\$36.00 per hour	(6 hr. minimum)

### **Overtime: Time and One Half Base Rates**

- Before 8 AM and after 12 midnight
- After 8 hours on a day
- After 40 hours worked at regular time for the same event Monday – Sunday.



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- On the seventh consecutive day of the same event.

### **Overtime: Double Time Rate**

A maximum rate of Double Time applies when overtime conditions exist and technicians are required to work past 16 hours in a 24 hour period for the same event. Double time also applies for work required on holidays and will apply again for time worked after 8 hours on holidays.

### **Equipment Rental** (subject to availability)

Marley Dance Floor	\$ 65.00 First Day	\$ 50.00 additional days
Wireless Microphone	\$ 50.00 per day	\$ 150.00 weekly
Analog Monitor Mix of 5-8	\$ 300 per day	(Additional Sound Engineer TBD)
35mm Film Projector	\$ 150.00 per day	
Video Projector (2200 Lumens)	\$ 100.00 per day	
HD Projector (8000 Lumens)	\$ 500.00 per day	
M.-W HD Projector	\$ 350.00 per day	
DVD Player	\$ 50.00 per day	\$ 200.00 per week
Blu-Ray Player	\$ 50.00 per day	\$ 200.00 per week
Piano	\$ 250.00 per day	\$ 750.00 weekly
Spot Light	\$ 50.00	
DF-50 Hazer	\$ 75.00	
Platform/Risers	\$ 15.00 per riser or platform per day	
Laundry Facilities	\$ 25.00 per day	\$75.00 per week.
Equipment Subject to Sales Tax	7.0% sales tax	

Lessee will be charged additionally for any disposables used such as, but not limited to: gaffer tape, gels, batteries, glow tape, spike tape and tie line.

### **HOUSE RULES AND VIDEOTAPING**

There are two Fire Marshall approved video taping house positions with audio. They are located on the far left and far right of the theatre against the wall on row M. One center position is available by request of the Lessee only and seat elimination is necessary in Row T and Row Q located in front of the sound booth. Keep in mind if video positions are requested the seats must be blocked off the Ticket Master Sales Map. Any other positions desired by the Lessee must be discussed no later than 48 hours prior to an event with the Technical Director. Any use of videotaping or recording may be prohibited at any time by either the Technical Director or the Theater Director.

### **BOX OFFICE INFORMATION**

The Colony Theatre has an exclusive agreement with Ticket Master for all ticketing for every performance. The Ticket Master system produces an audited final settlement of all ticket sales



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generated. This includes venue box office, outlets, phone sales, and the tickets a promoter takes off the system to sell. Lessee acknowledges and agrees that the Ticket Master settlement provides the most reliable information available regarding ticket revenues and shall be binding and conclusive as to the obligations between Lessee and Global Spectrum.

**These general box office procedures are meant to provide the presenter guidelines for the operation of the box office and front of house. They are meant to be inclusive of every situation that can arise related to the event. The Box Office Manager and the Theater Director are here to help you and will do their utmost to satisfy reasonable requests or situations that are not considered by these general guidelines.**

1. The venue will program your event without a Ticket Master set up fee.
2. The venue will service your performance with Box Office personnel responsible for advance sales through the venue and sister venue box offices, and Ticket Master will call.
3. The theatre box office must retain a minimum of 100 tickets for each performance and will distribute the fourteen (14) complimentary tickets reserved for the City of Miami Beach.
4. The venue will permit Lessee to submit an alphabetized, approved list of complimentary tickets no less than two hours prior to curtain .
5. The Venue will permit Lessee only one representative in the Box Office one hour prior to curtain and requests that one representative of Lessee remain in the Box Office to sign off on the performance audit with the Box Office Manager.
6. No ticket monies may be removed from the box office prior to final Ticket Master settlement without the express permission of the Theater Director.
7. In all advertising or other promotional materials, which Lessee creates, Lessee must include the full Ticket Master Logo as included in the rental packet.
8. Theatre Box office will close ½ hour after the advertised time of curtain.
9. Lessee may have tickets pre-pulled by the box office to sell. These tickets are considered sold if they are not returned to theater box office 2 hours prior to show time. All tickets sold by Lessee must be printed from the Ticketmaster system. Lessee must provide accurate sale information for all pre-pulled tickets. The value of pre-pulled tickets sold by Lessee is reflected on the box office audit with the total being deducted from the settlement. **Tickets can only be sold at face value and complimentary tickets may be distributed at no charge only.** Florida Statute Section 817.36 strictly prohibits the sale of tickets above the printed price. Lessee selling tickets above printed price or “scalping” is not allowed to pull tickets for future events. Lessee is not permitted to sell tickets at the venue.



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10. Lessee is responsible for operating their own lobby Will Call; however the theatre box office can distribute presenter pre paid Will Call tickets at the box office until closing.
11. After the venue box office has closed, late arriving patrons without a ticket will not be allowed to enter the theater.

### **TICKETING SET-UP INFORMATION**

The venue will place all performances on the Ticket Master system for sale no later than two weeks after the receipt of two signed copies of the Rental Agreement and payment of the 50% deposit and security deposit. Prior to the sale of any admission tickets, Lessee must provide in writing to the Box Office Manager all information to be printed on all tickets. Should the Lessee change ticketing information after performances have been approved and built on the Ticket Master system, any adjustments may take at least an additional 48 hours to take effect. Lessee who requires additional service above and beyond the listed requirements will be charge additional set-up fees.

### **BOOKEEPING AND FINAL SETTLEMENT INFORMATION**

- The venue box office is responsible for keeping a daily log of ticket sales and will hold all ticket revenues until final settlement.
- The Box Office will not refund any ticket purchases except with the written authorization of Lessee.
- Management will endeavor to complete final settlement for all ticket revenues no later than seven to ten (7-10) business days after final performance.
- Any costs above estimated expenses are added to the final settlement.

### **INSURANCE REQUIREMENT**

- Commercial general liability insurance, on an occurrence form, in the amount of Two Million (\$2,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury naming Global Spectrum, Colony Theatre and the City of Miami Beach as additional insured.
- Global Spectrum can, at a cost, provide the Lessee with the necessary liability insurance at \$210.00 per performance. (Please contact Theater Director to order insurance)
- Workers' compensation and employer's liability coverage as required by Florida Statute.