

## **SOTA PERFORMING ARTS VENUES**

### **HIRER HANDBOOK**

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## **GENERAL INFORMATION**

### Contacts

Address: SOTA Performing Arts Venues  
School of the Arts, Singapore  
1 Zubir Said Drive Singapore 227968

Website: [www.sota.edu.sg](http://www.sota.edu.sg)

Venue Management (OVM) +65 6594 8411

Sales: [venuebookings@sota.edu.sg](mailto:venuebookings@sota.edu.sg)

Venue Management (OVM) +65 6594 8495  
Production/ Technical/ FOH:

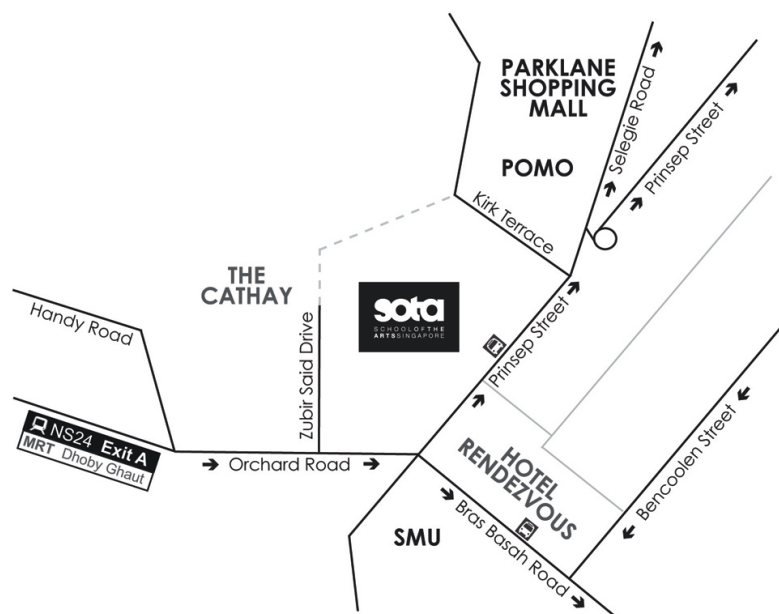
Office Hours: 0900hrs – 1800hrs (Mondays to Fridays)

Singapore Police Force: 999

Fire / Ambulance: 995

## Location

The SOTA Concert Hall and SOTA Drama Theatre are located on level 2 and the SOTA Studio Theatre on level 3. Access may be gained to the upper foyer by staircase and escalators.



## Public Transportation

**TAXI** — Passengers may alight on level 2, at SOTA's pick-up / drop-off point via Zubir Said Drive. Taxis may easily be hailed at the designated taxi stands of The Cathay or PoMo.

**BUS** — Bras Basah Road, Hotel Rendezvous, Bus Stop No.: B08069 7, 14, 14e, 16, 36, 36B, 77, 106, 111, 124, 124A, 128, 162, 162M, 167, 171, 174e, 174, 175, 190, 502, 502A, 502B, 518, 518A, 518B, 587, 590, 598, 700, 700A

**MASS RAPID TRANSIT (MRT)** — Dhoby Ghaut MRT Station (CC1 / NE6 / NS24 EXIT A)

## Parking

SOTA's carpark is open for public parking and can be accessed via Zubir Said Drive. Please note that hourly parking is not available for motorcycles.

The parking rates are as follows:

### **Monday to Sunday**

7:00am to 5:59pm	\$2.50 per hour
6:00pm to 2:00am	\$5.00 per entry
2:01am to 6:59am	\$5.00 (Additional flat fee for overnight parking)

**Lost Cashcard** \$30.00

*All parking rates are inclusive of prevailing GST rate.*

## Loading Bay

The loading bay is accessible via Kirk Terrace along Prinsep Street, for loading and unloading purpose only (no parking is allowed). Prior notice is required.

## **INTRODUCTION**

SOTA has 3 main performance venues, namely Concert Hall (CH), Drama Theatre (DT) & Studio Theatre (ST), and 1 exhibition space, called the Gallery (GY).

Recommended types of performances by venue:

**Concert Hall** – traditional classical concert venue with exceptional acoustics:

- Choirs
- Orchestra/ Ensembles
- Classical Recitals

**Drama Theatre** – intimate space with full theatre-style capabilities

- Musicals
- Dance Performances
- Drama/ Plays
- Musical Performances

**Studio Theatre** – flexible space for smaller, experimental performances

- Dance
- Drama/ Plays
- Musical performances

## **Gallery**

- Exhibitions
- Visual Arts Installations

The types of performances listed above are by no means exhaustive or limited to a specific venue. Due to the varied and individual requirements of each production, site recce should be arranged with Office of Venue Management (OVM) Sales team prior to confirming a particular venue to determine the practicality of holding your performance/ event there.

## VENUE REQUEST PROCESS

### a. Enquiry

Initial enquiry for availability of space should be made through Venue Booking Request Form which is available online at the SOTA website ([www.sota.edu.sg](http://www.sota.edu.sg)). Email the duly completed forms to [venuebookings@sota.edu.sg](mailto:venuebookings@sota.edu.sg) or fax to +65 63389763.

SOTA will reply you on venue availability for the requested dates within 7 working days.

### b. Site Recce

If space and date requested for is available, you may then request a site recce with OVM Sales. An early site recce is important, as it will help determine the suitability of the venue space for your performance or event. Therefore, you should already have an idea of some of the technical requirements needed for your show for a more accurate assessment of suitability, and feasibility of the intended booking. For example you may require an extra day for setup, or need to rent additional equipment which may be chargeable.

With such information worked out, OVM will then be able to work out a more accurate Production & Venue Sales Estimate for you. Do note that this is only an estimate and subject to further changes as further discussions take place in the run up to actual hire period. Also, your application may be submitted to a curatorial panel for approval.

### c. Contract

Once approval has been granted and the estimates have been acknowledged and agreed upon, a Venue Sales contract based on initial discussions will be offered. A booking is considered **confirmed** when the Letter of Offer, Booking Confirmation and Terms & Conditions have been acknowledged and returned, together with the payment of required initial deposit of 50% of Venue Hire Cost within 14 days.

### d. Payment Schedule

50% Deposit on rental to be fulfilled upon signing of the contractual documents.

2<sup>nd</sup> 50% Deposit on rental to be fulfilled 1 month before the event start date.

Manpower, consumables and final adjustments of rental will be billed within 14 days after the event.

### **\* Insurance, Permits & Licenses**

Once booking is confirmed, hirer will be required to submit a copy of the Public Liability Insurance, COMPASS and Arts Entertainment License as applicable. Copies of these licenses and permits need to be submitted no later than 14 days before the start of the hire period, failing which your event or performance may be deemed **cancelled**.

SOTA reserves the right to reject or cancel any application without assigning reason.

Marketing, publicity and ticket sales are prohibited until SOTA has officially confirmed the booking through a contract and vetted all seating plans, marketing and/ or publicity materials.

Any media activities within SOTA can only be conducted once said activities have been communicated to SOTA at least 2 weeks before the event start date and approval has been granted.

Any food reception in the foyer will be subjected to the approval of SOTA. All reception layout plan and set-up schedule of the reception has to be submitted at least 2 weeks before the event start date.

### **PRODUCTION PROCESS**

#### a. Production Meeting

Upon booking confirmation, the allocated Production Coordinator for your show will contact you to schedule a Production Meeting. The purpose of this meeting is to iron out and confirm all production / technical details and requirements in detail. The initial production meeting should be done no less than **4 weeks** prior to bump in. You should be ready with at least the following details for the production meeting:

- *Production Schedule*
- *Technical Rider*
- *LX Plan\**
- *Stage Layout w/ shop drawings of any built-up sets*
- *Show program with timing\**

*\*where applicable*

Such details are important to determine the manpower numbers, equipment available, time required, etc.

#### b. Booking Period (Bump-in, Show Run, Bump-out)

During the booking period, the Production Coordinator and/ or Head Technician will be the main contact with you and your team. They will record daily call times and usage of any additional chargeable items used on the Hirer Confirmation form, which will then be given to you or your representative for signed acknowledgement at the end of each working day.

Note that the venue rental and manpower costs only stop once all work required (including strike and resetting of venue to default state) is completed and all hirer's staff, crew, performers and equipment are out of the venue and the venue is shut down and locked.

There will be no charges incurred during scheduled meal breaks, however there is also to be no activity on stage during these times.

c. Post Production

After booking period, SOTA will send a Final Invoice stating all production and venue rental costs. You will have up to 14 days to settle any outstanding amounts.

### **SOTA FRONT OF HOUSE (FOH) OPERATIONS**

SOTA OVM will be responsible for managing the entire FOH operations. Our FOH officers will run all FOH operations, including admission or access to a performance or event.

Relevant OVM personnel will also be present to oversee the setup (if any) of the common FOH areas.

Main duties/ responsibilities of Venue Management and/or FOH team

- General Ushering duties (checking tickets, providing directional signage, manning baggage carts, managing autograph sessions, enforcing policies e.g. electronic courtesy, latecomers' cue, no infants in arms, no flowers, no food and beverages, recording restrictions, handling general queries). FOH team for each event will report 1.5hr prior to start of performance.
- General customer service to audiences.
- First Aid assistance, Fire Evacuation, assisting handicapped audience to their seats.
- Perform house sweeps before and after each performance.

\* There should always be one representative from the hirer to act as a FOH liaison/ contact person in case of emergencies. This person should preferably be stationed at the main entrance/ reception area throughout the event/ performance for ease of contact.

#### Performance/ Interval Times (recommended)

- Hirers are advised to keep to the timings below for performances/ events in the various venues in order to avoid clashes. Any intended change in timings should be reflected early on in production meetings.

Concert Hall	1430hrs (matinee)	*minimum 15min interval
	1930hrs (evening show)	
Drama Theatre	1500hrs (matinee)	*minimum 15min interval
	2000hrs (evening show)	
Studio Theatre	1500hrs (matinee)	*minimum 15min interval
	2000hrs (evening show)	

*\* As a guide, the house will open half hour before show time*

#### House Seats:

SOTA reserves the right to have six (6) seats in Concert Hall, four (4) seats in Drama Theatre and two (2) seats in Studio Theatre for SOTA's use. Details of location and schedule of release for such seats are listed in the Terms and Conditions of Venue Hire.

#### Open Rehearsals:

In the event of open rehearsals, or any rehearsal in which there will be a minimum of ten (10) audience seated in the house, FOH personnel will be deployed in view of safety concerns. The number of FOH personnel deployed will be dependent on the number of audience, and will be charged accordingly. Do contact your allocated Production Coordinator for a confirmation on this number.

## **PRODUCTION OPERATIONS**

### **Booking Times**

Hirers are expected to submit their booking times for the whole hire period, detailing call times for each day. This, however, may be adjusted according to individual show requirements at the discretion of Technical Manager and/ or Production Coordinator. These details should be worked out during Production Meetings. **Do note that all work required to be carried out for the particular show as well as work required to reinstate the venue to its default settings are part of the booking period.**

SOTA understands that sometimes requirements may change and consequently require some adjustments to technicians' call times and venue booking times. SOTA will allow minimal changes to call times, at the discretion of the Production Coordinator. As a rule, with a minimum lead of 3 working days, call times may be



cut up to a maximum of 4 hours, while maintaining a minimum 4 hour consecutive call.

### **Manpower**

The number of manpower required for setting up, running and striking each show will ultimately be decided by OVM. This will depend on initial recce and production meetings, as well as during actual setup and rehearsals.

Technicians will be deployed based on operations as well as **safety** requirements. In addition to technical operations requirements, SOTA OVM also needs to ensure that there is enough manpower to handle emergency situations and also to oversee general safety and orderliness within our venues. Do note that in-house technicians are not deployed as *designers* – lighting and sound design is the responsibility of the hirer unless previously agreed otherwise.

Technicians' call times must include a minimum of 4 consecutive hours. A meal break should be scheduled every 4 – 6 hour block.

Note that for a break of 2 hours or more, the next call must be a minimum 4-hr call again.

Overtime charges apply for the hours between 2330 – 0800 hrs.

### **Equipment**

Most venue specific equipment as listed in the Technical Specifications are free to be used with the exception of some chargeable equipment such as hazer, projector, etc. Please check with your Production Coordinator on which equipment required are chargeable.

All equipment required for your production must be specified in the Technical Riders submitted during production meetings. Venue wide inventory are subject to availability. OVM cannot guarantee the availability of last minute requests for equipment.

All in-house venue equipment is to be operated by OVM technicians only. Hirer's crew/ staff may only operate SOTA equipment with prior agreement with their allocated Production Coordinator and Technical Manager.

Any external equipment brought in by a hirer must be set up and operated by the hirer and/or hirer crew or his appointed contractor/s. However, all external equipment to be used in the production must still be communicated to the Production Coordinator during production meetings prior to bump-in to determine suitability, compatibility and safety considerations.

Consumable items such as tapes, batteries, etc are chargeable items and will often be required during setup. These items will be recorded on the Hirer Confirmation form to be acknowledged and signed daily.

## **GENERAL GUIDELINES**

### **Entry/ Access**

Performers, crew & working staff:

Hirers are required to submit a name list of ALL personnel involved in their event to OVM Sales at least two weeks before bump-in, to include anyone who may require access to backstage areas and main house during, as well as outside of actual performance/event times. This is to facilitate the preparation of access cards which are to be distributed and worn by all personnel throughout the booking period when accessing non-public areas of the three main performance venues.

Collection of these cards/ passes is from SOTA FCC (Fire Command Centre/ Security) located on Level 2 on the day of the event. The number of cards issued will be pegged to the namelist submitted, up to the maximum backstage capacity allowed for each venue i.e. 150 for Concert Hall, 80 for Drama Theatre, 35 for Studio Theatre and 20 for Gallery.

All cards must be returned on the last day of your booking period. There is a penalty of \$50 for each unreturned or lost card.

Any person(s) without a valid tag may be asked to leave the premises and only be admitted after approval from an appropriate OVM staff.

- All hirers are required to access backstage areas through pre-determined entry/ exit points.
- SOTA access cards/ passes are to be worn at ALL TIMES while in restricted areas, within reason. Cards/ passes issued are non-transferrable.
- Do note that all personnel may be subjected to card/ pass checks, at any time while on SOTA premises.
- No person(s) shall be permitted to be/ remain on the premises outside of the scheduled booking hours.
- All personnel are required to stay within the vicinity of their own venues and allocated dressing rooms.
- No unauthorized person shall be admitted into the performing venues, control rooms, machinery plant rooms or storerooms unaccompanied.
- No unauthorized person shall be admitted into the backstage areas unless on official business or upon approval by SOTA Management. Members of the public are strictly not allowed to the stage and backstage areas of all SOTA performance venues at all times.
- During actual performances, all performers, crew and staff who would like to watch the show will be treated as any other audience member and would require a ticket to enter the house unless previously agreed otherwise.

\*Keys:

- Keys to allocated dressing rooms can be drawn from the Production Coordinator only during the booking period.
- Hirer maintains responsibility of the security of the rooms and safekeeping of the keys once they have been signed out.

- Keys are to be handed back daily. Any lost or damaged keys will be charged to the hirer accordingly at a rate of \$300 per key.

### **Audience**

- All audiences will be admitted into the venues only from pre-determined points i.e. CH Door 1, 2, 3, 4, Circle Door, DT Door 1, 2 & 3 and ST Door 1.
- Ticket admission is strongly advisable for accountability as well as safety issues.
- Infants in arms will not be allowed to enter the venue without prior approval from SOTA OVM.
- Latecomers (including hirers and their representatives) will be directed to enter the venues only at appropriate predetermined times during each show. This should be decided by the hirer or an appropriate representative e.g. Stage Manager, Production Manager, FOH Manager.
- Limited provisions required for handicapped seats can be made, however details must be communicated to SOTA OVM staff as early as possible to ensure there is adequate time and manpower on hand to carry out the required works.

### **Food & Beverage**

- Food & beverage (with the exception of bottled water) is not allowed onstage, in technical areas and audience areas in all venues at all times.
- Performers and working staff may consume their meals in Dressing Rooms, dressing room corridors, Assembly Hall (in CH only) and public spaces outside the venue.

### **Catering**

- Any catering of food and beverages must first be cleared with OVM Sales. The hirer is fully responsible for the conduct of the caterers engaged and to ensure that general cleanliness and safety is observed.
- All disposal of food is to be made outside of SOTA premises.
- A representative from the hirer should be present to ensure caterers setup and clear out of the venue on time.

### **Photography/ Video Recording/ Audio Recording**

- SOTA OVM must be informed of any recording or photography that will take place during performances. There are pre-determined areas and requirements (e.g. only wireless setup at certain positions, blocking of certain seats, etc) that need to be observed in accordance to FSSB stipulations.
- Allowing of any recording or photography by audience during performances will be determined by the hirer beforehand and communicated to SOTA OVM. SOTA FOH personnel will then assist to enforce these rules accordingly.

## Fire Safety

- All passageways and entry/ exit points shall be kept clear at all times in accordance to FSSB directives. Please check with the Production Coordinator should you have any queries on this.
- Fire Evacuation: our technicians, ushers and FOH Managers/ Supervisors are trained in the fire evacuation procedures specific to SOTA venues. Should there be a fire alert, please remain calm and follow their instructions.
- Any scenery, sets, props, décor, confetti, etc, may be required to be fire retardant. A certificate of the chemical and grade used must be produced as proof. Do check with the Production Coordinator early should you have any doubts on this. OVM reserves the right to check and test where necessary any item for compliance with the appropriate fire safety standards. OVM will remove, or provide flame-retardant chemicals at the hirer's expense, any items not conforming to the appropriate fire standard. **Failure to comply could result to cancellation of the performance.**
- The use of naked flames, Smoke Effects and/ or Pyrotechnics must be submitted and approval must be obtained in advance from OVM.

## Space capacities:

Due to fire safety restrictions, SOTA strictly enforces caps on venue capacities as tabled below –

<u>Location</u>	<u>Capacity</u>	<u>Remarks</u>
<b><u>Concert Hall</u></b>	560	- excluding restricted view seats
Audience Stall	378	- stall seats are on Level 2, access via Concert Hall foyer
Audience Circle	182	- Excluding restricted view seats R, RR, S, SS (68 seats)  - 02 x permanent handicap lots between Y10 & Y11  - circle seats are located on Level 3, access via stairs from main door 3 & 4 on Level 2 or escalator at drop-off point.
Audience Restricted View	68	- Rows R, RR, S, SS  *please check with SOTA with regards to sale of restricted view seats
Choir Stall	80	- not for general audience seating  - part of 150 pax stage + choir stall max capacity; see <i>Concert Hall Backstage below</i>

### **Concert Hall Backstage**

Max Backstage	150	
Stage	100	- without choir stall
Stage + Choir Stall	150	

\*there are 05 + 02 x Concert Hall Dressing Rooms are located at Level 1, access via backstage staircase only

<b><u>Drama Theatre</u></b>	421	Excluding 02 x permanent wheelchair space
Audience Stall	222	*stall seats are on Level 2, access via Drama Theatre foyer
Audience Foyer Stall	69	
Audience Circle	130	*circle seats are located on Level 3, access via escalator at drop-off point
Stage & Backstage	80	

*\* these areas are located on Level 2*

Orchestra Pit	25	Audience seats Row A and Row B (35 seats will be lost) will need to be removed when orchestra pit is in use  *orchestra pit is located at Level 1, access via stairs from backstage Level 2
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\* 02 x Dressing Rooms are located backstage Level 2 access via stage, back of house door or stage door (staircase access)

\* 02 x Dressing Rooms are located backstage Level 3, access via stairs from backstage Level 2, stage door and back of house door

<b><u>Studio Theatre</u></b>	200	- up to 240 pax with different seating configuration; please check with OVM
Audience	200	- Default end thrust seating 200, up to 240 with adding of additional seats  - Audience seats are located on Level 3, access through Studio Theatre foyer via escalator or stairs from Level 2
Stage & Backstage	35	*Excluding OVM staff

\*02 x Dressing Rooms are located backstage Level 3 access via stage, and back of house door

### Gallery

Audience	100	- Gallery is located on Level 2
Max Capacity	120	

### Electricity Use or Supply

- There is to be no usage/ tapping of power from any of the power points/ electrical sockets located anywhere in the FOH, stage or backstage areas without prior approval from OVM.
- Any additional external power e.g. generator sets, may only be allowed after approval from OVM.

### Décor

- Decoration and/or marketing materials may only be put up with prior approval from OVM.
- The use of any adhesive substance is not allowed on the premises without approval from OVM.
- SOTA does not allow the use of live plants for landscaping/ decorative purposes.

### Merchandising / Sale of Items

- All sales of merchandise (e.g. CDs, T-shirts, caps, etc) must be communicated to and approved by SOTA OVM Sales prior to bump-in. As there may be licenses and/or additional setup required in some instances, do communicate such intentions as soon as possible to minimize any complications.
- Note that sale of Food & Beverages and flowers are not allowed in SOTA.

### Miscellaneous/ General

- Smoking is **not allowed** within SOTA premises at all times. The hirer will be responsible for the general conduct of all their performers, staff, crew, contractors, vendors, etc during the booking period within SOTA premises.
- Any intended use of live plants and animals must be cleared with SOTA management, with the appropriate licenses and permits where applicable prior to bump in.

- **SOTA requires a minimum safety standard of steel toe work boots for all staff and/ or crew, including hired external contractors, who will be working onstage during bump-in/ setup and bump-out/ strike periods. Certain circumstances may also require the use of hardhats, e.g. when there are overhead works. The hirer will be responsible for ensuring these requirements are adhered to. Any person/s found in non-compliance may be asked to leave the venue.**
- All venues hired (including dressing rooms and the common FOH areas utilized) must be restored to its original/ default configuration/ state by the end of the hire period.
- SOTA reserves the right to amend any of the above rules from time to time at its absolute discretion without prior notice.