



CENTRAL BANK OF TRINIDAD AND TOBAGO
AUDITORIUM



RULES AND REGULATIONS





CONTENT

Glossary	-	<i>Pg. 4</i>
Type of Functions	-	<i>Pg. 7</i>
Reservations	-	<i>Pg. 7</i>
Advertising	-	<i>Pg. 7</i>
Box Office	-	<i>Pg. 8</i>
General Obligations of the Client	-	<i>Pg. 8</i>
Prohibited Drugs	-	<i>Pg. 8</i>
Cast	-	<i>Pg. 8</i>
Staffing Requirements	-	<i>Pg. 9</i>
Production Script	-	<i>Pg. 11</i>
Stage	-	<i>Pg. 11</i>
Preparation	-	<i>Pg. 12</i>
Site Visits	-	<i>Pg. 12</i>
Construction	-	<i>Pg. 12</i>
Load-In	-	<i>Pg. 13</i>
Load-Out	-	<i>Pg. 13</i>
Rehearsals	-	<i>Pg. 14</i>
No Open Flame Policy	-	<i>Pg. 15</i>
Opening of the House	-	<i>Pg. 15</i>
Supply of Security Clearance List	-	<i>Pg. 15</i>
Bar Services	-	<i>Pg. 16</i>
House Management	-	<i>Pg. 16</i>
Lighting Design	-	<i>Pg. 17</i>
Sound Engineering	-	<i>Pg. 17</i>
Rental Fees	-	<i>Pg. 18</i>
Cautionary Deposit	-	<i>Pg. 19</i>
Change of Date	-	<i>Pg. 19</i>
Reserved Seats for the Bank	-	<i>Pg. 20</i>
Provision of Security	-	<i>Pg. 20</i>
Emergency Requirements	-	<i>Pg. 20</i>
Health and Safety	-	<i>Pg. 21</i>
Smoking and Eating	-	<i>Pg. 21</i>
Use of Piano	-	<i>Pg. 22</i>
Prevention of Damage to Facility	-	<i>Pg. 22</i>
Use of Copyrighted Material	-	<i>Pg. 22</i>
Green Room Furniture	-	<i>Pg. 23</i>
Housekeeping	-	<i>Pg. 23</i>
Keys	-	<i>Pg. 24</i>
Sound Reinforcement Levels	-	<i>Pg. 24</i>
Recording of Rehearsals/Performances-		<i>Pg. 24</i>
Recordings for Archival Purposes	-	<i>Pg. 25</i>
Recordings for Commercial Purposes	-	<i>Pg. 25</i>
Recordings for Broadcast Purposes	-	<i>Pg. 25</i>

GLOSSARY

Archival	Audio or video recordings of performances for posterity, historical or private use, not intended for commercial or broadcast purposes.
Alcove	A recess in the stage space usually screened off by black velour curtains.
Assistant Stage Manager	Usually shortened to ASM, the assistant stage manager is a member of the Stage Crew, he or she is hired to help the Stage Manager.
Backstage	That part of the theater which is not seen by the audience, including the dressing rooms, and green room.
Backstage Manager	The person, who runs the show from behind the curtain and is in charge of everything backstage, usually coordinates the cast, crew and stage props for on and off stage, works in coordination with the Stage Manager.
Blackout	Switching all lights out at once, leaving the stage in complete darkness.
Box Office	That part of the theatre where tickets are sold to the audience.
Broadcast	The distribution of audio and/or video content to a dispersed audience through the medium of television, radio or internet.
Call Time	The time that the cast and crew must report to the theater for either a performance or rehearsal.
Cautionary Deposit	The sum deposited when renting the Auditorium to cover the cost of repairs for any damages incurred.
Cast	The list of characters in a play and the actors who play them
Client	The person or organization renting the Auditorium.
Copyright	Legal term used to describe the rights that creators have over their literary and artistic works. Works covered by copyright range from books, music, paintings, sculpture, and films, to computer programs, databases, advertisements, maps, and technical drawings.
Cue	The command given to actors, technicians, musicians and others working on a show to carry out a particular operation. Normally given by Stage Manager.
Curtain Call	A curtain call occurs at the end of a performance when individuals return to the stage to be recognized by the audience for their performance.
Control Room	The room in the theater from which all the sound, lights and video are controlled. The Stage Manager operates from this location.
Designer	Designs all aspects of the production: set, costumes, wigs, make-up etc. not, however, responsible for lighting design, although he will work closely with the Lighting Designer.
Dimmer	A piece of equipment for varying the amount of electricity sent to a light fixture, thus varying its brightness.
Director	The individual who provides the vision of how the show should be presented, he or she develops the concept of the production, briefs the designer, sound and lighting designer, plots the actor's moves, rehearses the actors, etc.

Dress Rehearsal	A full rehearsal, with all the technical elements brought together. The performance as it will be 'on the night'.
Dressing Rooms	Rooms provided for the actors in which they change costumes and apply make-up.
Focus	Verb used in lighting, to point light fixtures in the specific direction and set the correct beam-spread and edge.
Follow Spot	A powerful light fixture usually fitted with its own dimmer, iris, colour magazine and shutters, used with an operator so that the light beam can be moved around the stage to follow an actor.
Front of House	A term used to describe the persons in a theater who deal with the audience, including the individuals who sell tickets and the ushers.
Fresnel	A spotlight in which the light is concentrated by a lens with concentric ridged rings, it projects a variable angle soft-edged light beam.
FX	Special effects: usually refer to sound effects in theatre, but can also refer to lighting effects, fog, haze or strobe lighting.
Gel/Filter	A filter placed over the front of a light fixture to change the colour of the light.
GOBO	A piece of metal or glass, that fits into the gate of a profile spot that projects a pattern onto the set
Green Room	A room backstage, in which the company can sit and relax before, during or after a show.
House Lights	The lights that are used to light the auditorium where the audience sits.
House Manager	The person responsible for the smooth operation of the Auditorium and the safety and well-being of the audience.
Joist	A length of timber or steel structural support
Load In	The bringing into the theatre of stage props, light, sound and video equipment, set construction material, plants or any other item required for the production.
Load Out	The removal of stage props, light and sound equipment, set construction material, plants or any other item brought into the theatre.
Lighting Designer	The person who designs the lighting for a show and works with the director to get desired effects. Responsible for designing, focusing and plotting the lighting for a production.
Matinee	An afternoon performance, usually starts at 2pm.
Musical Director	The person who works with the director, actors and orchestra to get the desired musical effects for a show.
Non-Trappable	Stage floor with no concealed opening
Orchestra Pit	Lowered area in front of the stage where an orchestra would accompany musicians.
Plot	Lighting term: the actual brightness settings of each lantern and the cues. Also used to describe the process of setting the cues.
Re-broadcast	To broadcast a performance or signal again at a later date and/or time.
Rehearsal	The period of practice before the beginning of a show in which the actors and director work on the development of the show.
Script	A written version of the play.
Set Designer	The person who designs and often builds the set for a show
Sound Reinforcement	The combination of microphones, signal processors, amplifiers, and loudspeakers for the amplification of live or pre-recorded sounds.
Stage Crew	Member of the stage staff who is responsible for moving props and/or scenery during the show, and for ensuring that items under their responsibility are working correctly and properly maintained.

Stage Manager	The person who runs the performance from opening to closing curtain and is in charge of everything on stage and in the back of the stage.
Strike	To take the set apart when a show ends.
Technical Coordinator	The Bank's representative responsible for all the technical aspects of the Auditorium. Manages the Technical Crew and the handling and operation of light, sound and video equipment.
Technical Crew	Technical staff that's responsible for the handling and operation of lighting, sound and video equipment. Responsibility also includes the running of cables, focus of lights, sound and light board operation.
Technical Director	The person who supervises all the technical aspects of a production, inclusive of set construction, rigging, hanging of scenery, lighting and sound design.
Tension Grid	Suspended wire grid ceiling that provides access for technicians to focus and hang lights and sound equipment

TYPES OF FUNCTIONS

The Central Bank Auditorium is available for rental for the following purposes:

- a) Conferences, Lectures, Meetings, etc.
- b) The Performing Arts e.g. Drama, Dance, Musicals, Concerts, etc.
- c) Religious Meetings
- d) Film screening

RESERVATIONS

Reservations for the use of the Central Bank Auditorium can be made by completing and submitting the on-line **Application Form** located at:

<https://auditorium.centralbankarts.org.tt/booking-application-form/>

ADVERTISING

The Auditorium shall be advertised as:

Central Bank Auditorium,
Eric Williams Plaza,
Port of Spain,
Trinidad

No advertisements whether print, media or online should be made prior to receiving approval for the use of the Auditorium from the Bank. Should the client wish to have their event advertised on the Auditorium's web page and social media the relevant poster/artwork must be made available to the Bank no later than 2 weeks prior to the opening performance.

The Client must refrain from placing, attaching, hanging, or constructing any form of signage onto any part of the Auditorium unless prior approval is given by the Operations Officer.

The Central Bank reserves the right to cancel any reservation if the Client fails to comply with the identified conditions.

■ BOX OFFICE

On non-performance days the Box Office shall be opened between the hours of 12:00 noon - 6:00 p.m. On performance days the Box Office opens at 12:00 noon until show time.

■ GENERAL OBLIGATIONS OF THE CLIENT

The Central Bank expects all persons using the Auditorium facilities to:

- (a) Respect the physical property of the Auditorium and the Bank
- (b) Abide by the Rules and Regulations of the Auditorium.
- (c) Adhere to the guidance and directives of the Bank's Security Personnel
- (d) Operate in such a manner that ensures the health and safety of themselves and others who may be affected by their actions or inactions

■ PROHIBITED DRUGS

The Central Bank strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner on its premises. Individuals found in violation shall be immediately removed from the premises, be taken to the nearest Police Station and be prosecuted to the full extent of the law.

■ CAST

Performers are not permitted access to any areas of the Central Bank's building other than the confines of the Auditorium.

Guests shall not be admitted backstage without prior arrangement with the Operations Officer or the Technical Coordinator. Children must be under adult supervision at all times.

STAFFING REQUIREMENTS

Personnel

The Client shall furnish all necessary personnel for the hosting of their production e.g. Box Office Personnel, Stage Hands, Stage Manager and any other persons deemed necessary.

Stage Managers

There shall be one (1) Stage Manager, responsible for the activity of the company on the stage.

The Stage Manager is located within the Auditorium's control booth and is required to perform the following tasks:

- Scheduling and running of rehearsals
- Communicating the Director's wishes to Designers and Technicians
- Coordinating the work of the stage crew
- Calling cues
- Overseeing the entire show each time it is rehearsed and/or performed
- Signing of the Auditorium's Rehearsal and Performance Forms.

Assistant / Back Stage Manager

There shall be at least one (1) Assistant/Back Stage Manager for the Company. The Assistant/Back Stage Manager is required to be present at all rehearsals or performances and be in communication with the Stage Manager and Back stage crew at all times.

Back Stage Crew

The Client shall provide its own backstage crew.

To ensure the protection of equipment and the safety of persons occupying the backstage area, the Auditorium through its Technical Coordinator and/or Security Personnel reserve the right to request the removal of any member of the Client's crew whose conduct may be considered inappropriate, damaging to equipment or hazardous to the health and safety of others.

Ushers

The Usher is responsible for the safe movement of patrons to and from their seats, the collection of tickets and the provision of information such as the location of rest rooms, exits etc. In the event of an emergency, it is the Usher's responsibility to guide patrons safely to the external areas the theatre.

Audience seating at the Auditorium is separated into the Balcony and Main House Levels, with each level having 2 entrances and two emergency exits. The Central Bank Auditorium provides Ushering service at performances and events.

Ushers will be on location at least one and a half hours (*90mins*) before the doors are opened to allow patrons into the theatre. They are required to report to the Auditorium's House Managers on duty for a briefing of the theatre's rules and regulations, location of facilities and evacuation procedures.

PRODUCTION SCRIPT

For dramatic performances, a copy of the production's script must be made available to the Auditorium no less than 15 days prior to the opening performance. Do note, until further notice the use of obscene language within performances is **STRICTLY PROHIBITED**.

STAGE

- (a) Nailing and/or drilling into the stage floor are not permitted.
- (b) Painting of the stage floor is strictly prohibited. Clients wishing to do so must provide a vinyl covering to completely cover the stage floor prior to painting. Vinyl edges must be sufficiently secured so as to prevent paint seepage onto the stage floor and avoid trip and fall hazards.
- (c) Should paint or any other substance get onto the stage floor, the cost of removal will be deducted from the Client's Cautionary Deposit.
- (d) The Client must ensure that all actors/performers' shoes are in good repair, properly cobbled with heeltaps and rubber soles. Any damage sustained to the stage surface shall be assessed by the Central Bank and the cost of replacement or repairs shall be deducted from the Client's Cautionary Deposit.
- (e) The Client is responsible for providing all of their own tools and hardware for their scenery and set construction. Prior to use, all tools and equipment must be visually inspected to ensure a safe working condition. Any tool and/or equipment observed as being damaged will have to be repaired or replaced by the Client.
- (f) All stage draperies will be hung or removed by the Auditorium's Utility Attendants. At no time may they be altered, pinned or taped. In the event that paint or any other substances get onto the stage draperies, the cost of removal shall be deducted from the Client's Cautionary Deposit.
- (g) Discarded or unused set materials are not to be stored backstage, on the upper stage, in the dressing rooms or Box Office. All items of this nature must be removed from the Bank's premises before the opening performance.
- (h) The stage must be restored to its original condition after every production.

■ PREPARATION

The Technical Coordinator must be notified at least 2 weeks prior to the load-in so that the Client's technical requirements can be established. Please note that the Client shall be responsible for the provision of any lighting, sound or video equipment that is beyond the Auditorium's inventory.

The handling and operation of the Client's equipment are not the responsibility of the Auditorium's technical staff.

■ SITE VISITS

Site visits to the Auditorium are scheduled between the hours 9am–11am and 1pm–3pm. Site visits are to be no longer than one hour. All requests for site visits must be made via email or telephone no later than 5 working days before the requested date of the visit. Do note that approval for site visits are based on the availability of the Auditorium.

■ CONSTRUCTION

The construction of sets or props is not allowed on the stage, in the Auditorium or lobby. It is strongly advised that the Client prepare sets and props offsite, and merely assemble and install in the theatre.

As far as is practicable, sets and props are to be free standing, and cannot be nailed or attached by any means to the facing walls or the stage floor. Should there be a need to support set structures, this can be achieved by attaching support columns to the stair facing or under the upper stage.

The pinning, tacking, nailing, sticking, gluing, stapling, or tying of any material onto any area of the theatre is prohibited unless prior approval is given by the Technical Coordinator. The use of double sided tape is **STRICTLY PROHIBITED**.

LOAD IN

The load-in of set, props and other items can take place between the hours 8:00am to 11:00pm. Load-in shall take place on the first day of rental of the Auditorium.

The Central Bank Auditorium is not fitted with a loading dock and as such the loading of set construction material and stage props takes place at two locations. For large bulky items, the load in is at the Bank's Wrightson Road entrance, whereas, for the loading of smaller items, this shall take place at the Auditorium's St. Vincent Street entrance (*Box Office entrance*). No rehearsals shall take place on the day(s) of load in, unless prior approval and payments have been made.

LOAD OUT

All equipment, scenery, costumes and make-up, etc. not owned by the Central Bank must be removed forthwith on the final day of rental of the Auditorium. The Client must vacate the Auditorium no later than one hour (*60 minutes*) after the end of their presentation.

All cast and crewmembers and performance related items must be removed no later than twelve (12) midnight.

Should items be left at the premises past twelve (12) midnight without the approval of the Operations Officer or Technical Coordinator, a fee in the sum of One Thousand Dollars (*\$1,000.00*) plus V.A.T shall be incurred for each day that the items are not removed. If prior payment is not made, the sum will be deducted from the Client's Cautionary Deposit.

In addition, without prejudice to the Central Bank's right of action for the recovery of any fee incurred by the Client for the breach of this paragraph, the items shall become the property of the Central Bank if not removed within 30 days of the above-mentioned final day.

REHEARSALS

All rehearsals referred to herein shall be conducted during the hours of 9.00 a.m. and 11.30 p.m. and not exceed 8hrs. The Auditorium's technical crew is only available for 8hr. periods. Should the Client require the services of the Central Bank's technical crew beyond eight (8) hours an additional charge in the form of overtime is applicable. This is to be borne by the Client and deducted from the Cautionary Deposit at the following rates:

Monday to Friday	:	\$50 plus VAT per technician per hour
Weekends and Public Holidays	:	\$70 plus VAT per technician per hour

Should the Client request a rehearsal not scheduled in the contractual agreement with the Central Bank, a fee of One Thousand (\$1,000.00) plus VAT shall be incurred and will be deducted from the Client's Cautionary Deposit.

Please note that rehearsals and performances must end at a time to allow patrons, cast and crew ample time to vacate the theatre by twelve (12) midnight. The Auditorium will be closed at twelve (12) midnight.

It is suggested that dramatic performances, musicals and concerts should have at least one (1) Technical Rehearsal and one (1) Dress Rehearsal prior to the opening performance. The Client is advised that rehearsals on the same day as the performance should be avoided as far as practicable.

All same day rehearsals must be completed no less than two (2) hours prior to the opening of the doors, so as to allow cast and crew-members adequate rest and prep time before the start of the performance.

It should be noted that all one (1) day rentals, which require technical and/or dress rehearsals, might incur additional costs.

■ NO OPEN FLAME POLICY

The Auditorium operates a 'No Open Flame' policy, which restricts the use of items such as, candles, flambeaux, lanterns or other instruments that produce a flamed light. Only battery operated devices would be allowed on stage.

■ OPENING OF THE HOUSE

The House shall open promptly at thirty (30) minutes before the advertised performance time to admit patrons into the theatre on the directive of the Stage Manager. Patrons who are late will only be allowed access to their seats during a scene change, end of an Act or blackout.

No member of the cast or crew shall be admitted onto the stage for any purpose whatsoever between the opening of the house and performance time.

Stage readiness and technical adjustments shall take place prior to the thirty (30) minute period referred to above.

■ SUPPLY OF SECURITY CLEARANCE LIST

For security purposes, the Client shall supply the Central Bank with a complete listing of all members of the Cast, Crew and Production Team at least five (5) working days prior to load-in.

All persons on the security list must register with the Bank's Security Officer located at the Main Concourse or the Box Office before proceeding to the Auditorium.

BAR SERVICES

The bar is located adjacent to the main entrance of the theatre and is operated by the Central Bank's Sports and Cultural Club. The Client has the option of engaging the services of a catering provider, the cost which shall be determined by an agreement between the caterer and the Client. **The sale of food and alcohol is prohibited.**

For instances where the Client utilizes the bar and lounge facilities these areas must be left in a clean condition, failure to comply will result in a cleaning fee being deducted from the Client's Cautionary Deposit.

Please note that bar services may not be available for performances which do not include an intermission.

HOUSE MANAGEMENT

The services of a House Manager shall be provided by the Central Bank. The House Manager's duties shall include the following:

1. Liaise with front-of-house personnel regarding:
 - (a) Ticket takers.
 - (b) Ushers
 - (c) The Auditorium's no eating, drinking and smoking policy
 - (d) The non-use of flash photography
 - (e) Emergency procedures
2. Coordinate the opening of the doors and starting time with the Stage Manager through the house bell.
3. Coordinate the following:
 - (a) Cleanliness and sanitary conditions of the Auditorium
 - (b) Special services e.g. wheelchair access, infrared listening system, etc.

LIGHTING DESIGN

The Client is required to provide a Lighting Designer for productions. Failure to do so will result in basic lighting being used.

The Client if so desired can employ the services of a Lighting Designer from the Auditorium's Technical Crew. Designer fees shall be determined by an agreement between the Lighting Designer and the Client.

Lighting Designer(s) hired by the Client must supply the following items for execution by Auditorium's Technical Crew:

- Light Cue sheets, focus charts, hook-up charts and light plot.
- Light plot, fixtures listing, coloured filter charts and gobo listing are available from the Auditorium upon request.

SOUND ENGINEERING

The Client is required to provide a Sound Engineer for productions of a musical nature or where an excess of three mic/lines is required. The Client if so desired, can employ the services of a Sound Engineer from the Auditorium's Technical Crew. Engineer fees shall be determined by an agreement between the Sound Engineer and the Client.

Productions that require the playback of sound effects and/or sound tracks must provide these on compact discs or a flash drive at least one day prior to the hosting of the event. All playback material is subjected to quality checks to ensure the highest quality possible. Low or poor quality material may not be played.

Sound Engineer(s) hired by the Client must supply the following items for execution by Auditorium's Technical Crew:

- Technical Rider
- Input/output list

RENTAL FEES

A down payment in the sum of one half the fees shall be paid to the Central Bank upon receipt of confirmation letter. The balance thereof shall be paid no later than 14 calendar days prior to load in.

Should the Client fail to pay to the Central Bank the remainder of the fees 10 calendar days prior to load in, the Central Bank reserves the right to cancel the reservation forthwith and forfeit fees already paid.

Should the Client cancel the production or any part thereof within 30 calendar days of the first performance, the Central Bank shall forfeit all fees already paid.

Should the time period between a reservation and the day of load-in be less than 20 calendar days, then **full** payment must be made at least 10 working days in advance of load-in. Any cancellations made prior to load-in shall result in the forfeiture of monies paid.

The Central Bank reserves the right to cancel any performance with or without notice to the Client. In such a case, the Cautionary Deposit and other fees paid by the Client shall be refunded.

The calculated rental fee and any other fee(s) incurred shall be subject to Value Add Tax (VAT).

CAUTIONARY DEPOSIT

In addition to the rental and other related charges the Client shall pay the sum of Four Thousand dollars (\$4,000.00) (*“the Cautionary Deposit”*) to defray among other things the cost of repairing any damage to the Auditorium. VAT is not applied to the Cautionary Deposit.

The deposit shall be made payable to the Central Bank by **Manager’s Cheque Only**.

The Client shall make available a representative one day prior to rental to assess the condition of the Auditorium. Immediately following or the day after the final performance, the Client’s representative accompanied by a Central Bank official shall re-asses the Auditorium for any damages incurred. Should the Client fail to provide a representative as mentioned, the Client then agrees to accept the Central Bank’s claim, if any, regarding liabilities in respect to any damage to the theatre.

Provided there are no deductions to be made out of the Cautionary Deposit in accordance with the provisions cited herein and subject to the rental fee provisions herein the Cautionary Deposit shall be refunded in full within ten (10) working days after the load-out.

Interest shall not be paid on the deposit or on any fees lodged with the Central Bank pursuant to this Agreement.

CHANGE OF DATE

Should a Client require a change of date/s for their event, a request should be made in writing to the Bank no later than 30 calendar days prior to the first performance.

In the event that an initial contract was issued and signed prior to the change of date request, the Client is required to sign a Supplemental Agreement for the amendment of the Principal Contract indicating the new date/s. Approval for change of dates requests are to the Bank’s sole discretion and the availability of the Auditorium.

RESERVED SEATS FOR THE BANK

Eight (8) seats shall be reserved for the Central Bank at each performance. These seats are Row H seats 15 thru 22. Please note that for productions, which require the use of follow-spots an additional 3 seats is reserved. A total of 400 seats are available for use by the client, these do not include the Bank's reserved seating.

PROVISION OF SECURITY

The Central Bank maintains twenty four (24) hour security for the protection of the Central Bank and for access control during non-events.

The Central Bank shall provide security for the Auditorium only and is not responsible for safeguarding Box Office receipts or the personal property of the Client, its servants, agents or independent contractors.

EMERGENCY REQUIREMENTS

The Client must, at all times, conduct its activities with full regard for safety and abide by all applicable rules, including without limitation the Central Bank's Emergency Evacuation Procedures.

Evacuation Procedures

In the event of an emergency, cast and crew members are to make their way to the nearest exit; these are located to the north and south of the Dressing Room area. Once through these exits you are required to proceed either to the Main Concourse north or south exits or to the Emergency Exit located to the south of the theatre. Individuals are to follow the instructions of the Bank's Security Officers and Floor Wardens. Once outside the Bank, persons are to proceed to the Muster Point located at the Flag Pole area north of the twin towers on Independence Square.

In the event of an emergency, the House Manager on duty and/or the Technical Coordinator must be alerted. Public information announcements shall be made through the Bank's public address system.

All evacuation routes are identified so as to allow for a safe and quick evacuation of the theatre.

HEALTH AND SAFETY

At all times the Client is required to adhere to the provisions of the Occupational Safety and Health Act 2004 as amended 2006. In an effort to ensure the safety and health of the cast, crew, Bank staff and members of the public, the Central Bank reserves the right to stop any act it considers unsafe.

SMOKING AND EATING

The Auditorium is a non-smoking facility. This includes and is not limited to the following areas:

1. The Audience seating area;
2. The Bar Lounge;
3. Backstage;
4. Green Room;
5. Dressing Rooms;
6. Box Office;
7. Corridors; and
8. Washrooms

Eating or drinking is prohibited within the audience seating areas. Use of chewing gum inside the Auditorium is strictly forbidden.

USE OF PIANO

Request for the use of the Bank's piano must be made at least 10 days prior to the event. All tuning costs involved are to be borne by the Client. The Bank reserves the right to choose a preferred piano tuner.

PREVENTION OF DAMAGE TO FACILITY

- a) All the theatre's equipment shall be set up and operated only by the Auditorium's Technical Staff or personnel authorized to do so by the Technical Coordinator.
- b) The Client shall not access the Auditorium's electrical, mechanical and/or telephone equipment rooms nor tamper or adjust any such equipment.
- c) No adhesive of any kind will be permitted to be affixed to any permanent structure or feature of the Auditorium. Prior approval is required from the Operations Officer or Technical Coordinator before using any adhesive tapes.
- d) No signs may be attached to any surface, perimeter fence, furnishings or equipment without the approval of the Operations Officer or Technical Coordinator.
- e) Inclusive of the stage, no holes may be drilled, cored, or punched in any surface, furnishings or equipment.
- f) Seating within the Dressing Rooms must not be removed.
- g) The use of the Auditorium's furniture as stage props is prohibited.
- h) The Client is responsible for the costs to repair any damage or disfigurement to the Auditorium caused via the operation of any associated exhibitors, agents, employees, subcontractors, etc. The Client and a Central Bank official will complete a walk-through of the premises prior to and at the end of the Production so as to identify any damage incurred during the rental Period.

USE OF COPYRIGHTED MATERIAL

All applicable fees for the use of copyrighted material must be paid by the Client to the Copyright Organisation of Trinidad and Tobago (C.O.T.T) and must be authorized in writing for mechanical

reproduction with all applicable fees paid. A copy of such correspondence shall be presented to the Central Bank at least 5 working days prior to the opening performance. Failure to comply will result in the non-reproduction of all copyrighted music.

Should the Copyright Organisation of Trinidad and Tobago waive the requirement for fees to be paid by the Client, this must be conveyed to the Central Bank in writing no later than 5 working days prior to the opening performance.

GREEN ROOM FURNITURE

The furniture located in the Green Room is provided to the Client for use during the event at no additional expense. No furniture within the Green Room is to be removed.

HOUSEKEEPING

The Auditorium's janitorial personnel are responsible for the daily cleaning of the facility. These services are included as a part of the rental fee and are provided at no extra cost to the Client. The Client shall ensure, however, that its employees, contractors, and subcontractors clean up after themselves and maintain a clean and safe working environment.

The Client shall be responsible for extraordinary cleaning costs incurred to remove any unusual amount of dirt, trash or other debris as well as any oil, grease or paint. The Client shall arrange for the removal of bulk trash, crates, pallets, packing material, and any other excessive trash at the Client's expense.

KEYS

A copy of the stage prop cupboard keys will be made available to the Stage Manager prior to rehearsals / performances. All keys must be returned to the Bank's representative after the strike.

Keys not returned due to misplacement or damage will incur a fee of \$100.00 per key. This shall be deducted from the Client's Cautionary Deposit.

SOUND REINFORCEMENT LEVELS

Sound reinforcement levels shall not exceed eighty-five decibels (85dB(A)), peaking at ninety-five decibels (95dB(C)). Where audio levels exceed the stipulated limits, the Bank will request that volumes be reduced. Should the Client fail to comply, the Bank has the right to reduce audio levels to or below the indicated limit or mute the sound system.

RECORDING OF REHEARSALS / PERFORMANCES

A reproduction of a performance may be undertaken in the following instances:

- (a) For archival purposes
- (b) For commercial purposes
- (c) For use on a television or radio ad
- (d) For the purpose of creating a feature story contained within a television or radio programme.

Recording during a rehearsal or performance:

- (a) The Client shall give the Central Bank at least twenty-four (24) hours-notice prior to filming or taping.
- (b) Video or audio recording of rehearsals which exceed one half (1/2) hour cannot be aired on television or radio without the approval of the Central Bank. Where the reproduction is for broadcast purposes all applicable fees are to be assigned.

- (c) If the time recordings are changed, the Client shall notify the Central Bank in writing or by email at least twenty-four (24) hours prior to the rescheduled time.

RECORDINGS FOR ARCHIVAL PURPOSES

Prior to a reproduction for archival purposes at any rehearsal or performance, the Client shall:

- (a) Inform the Bank in writing or email that the production is to be reproduced solely for archival purposes. Where the reproduction is for commercial purposes all applicable fees are to be assigned.
- (b) Make the reproduction during regularly scheduled rehearsal or performance hours;
- (c) Require the Stage Manager to be present at all reproduction sessions;
- (d) Shall ensure that all Copyright matters are settled prior to the reproduction.

RECORDINGS FOR COMMERCIAL PURPOSES

1. At a Performance, Rehearsal or Special Performance for reproduction:

- (a) The Central Bank shall be given twenty-four (24) hours prior notice;
- (b) For video recordings, the Client shall pay to the Central Bank for each reproduction day the sum of two thousand dollars (\$2,000.00) plus VAT. The reproduction shall take place between the hours of 10.00 a.m. and 11:30pm.
- (c) For audio recordings, the Client shall pay to the Central Bank for each reproduction day the sum of one thousand, five hundred dollars (\$1,500.00) plus VAT. The reproduction shall take place between the hours of 10.00 a.m. and 11:30pm.

RECORDINGS FOR BROADCAST PURPOSES

For a Live Video Broadcast:

- (a) The Central Bank shall be given twenty-four (24) hours prior notice;

- (b) The Client shall pay to the Central Bank the sum of one thousand, two hundred dollars (\$1,200.00) plus VAT.

For a Video Re-broadcast:

- (a) The Central Bank shall be given twenty-four (24) hours prior notice;
- (b) The Client shall pay to the Central Bank the sum of one thousand dollars (\$1,000.00) plus VAT.

For a Live Audio Broadcast:

- (a) The Central Bank shall be given twenty-four (24) hours prior notice;
- (b) The Client shall pay to the Central Bank the sum of one thousand dollars (\$1,000.00) plus VAT.

For an Audio Re-broadcast:

- (a) The Central Bank shall be given twenty-four (24) hours prior notice;
- (b) The Client shall pay to the Central Bank the sum of six hundred dollars (\$600.00) plus VAT.

For online streaming:

- (a) The Central Bank shall be given twenty-four (24) hours prior notice.
- (b) For online streaming of audio content, the Client shall pay to the Central Bank the sum of five hundred dollars (\$500.00) plus VAT.
- (c) For online streaming of video content, the Client shall pay to the Central Bank the sum of eight hundred dollars (\$800.00) plus VAT.



CENTRAL BANK OF
TRINIDAD & TOBAGO
AUDITORIUM