

# TOJO THEATER REITSCHULE BERN

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## Conditions for a performance at Tojo Theater

As of: 6 October 2023

### 1. SELECTION OF PRODUCTIONS

Tojo Theater is run by a collective made up of about a dozen members. We are open to a very wide range of stage creations. There is a selection process when it comes to programming. We gladly accept applications in the form of a dossier sent by e-mail or by post. Please state your preferred dates and the number of show days for your production.

### 2. GUIDELINES FOR A PERFORMANCE

The duration of a guest performance at Tojo is usually limited to one week with at least three shows. In principle, you organize your performance at Tojo Theater on your own responsibility and bear the entrepreneurial risk. The advertising of your event through posters and flyers and their distribution is at your expense.

We will take care of public relations and reservations.

You will receive a technical introduction as well as set-up and dismantling assistance from a Tojo technician. If you require additional technical staff, please contact us in good time (at least 3 months before your guest performance). We provide one person for evening support as well as bar and box office staff per show.

Tojo Theater has 107 fixed seats, as well as approx. 40 mobile chairs, which can be set up in two rows between the first fixed row of seats and the edge of the stage if necessary.

You are responsible for clarifying and paying for any copyrights (especially rights to the text, as well as rights held by collecting societies such as SUISA or SSA).

### 3. RENT

The rent for the first show day is CHF 750.-, for the second CHF 600.- and for the third and each subsequent day CHF 500.-.

For two shows on the same day, we charge CHF 250.- for the 2nd show.

In addition to the rent, Tojo charges a final cleaning fee of CHF 150.-.

As a rule, you can set up beginning on Monday before the first show. Three set-up and rehearsal days are free of charge. Included in the rent is an introduction to the space and the lighting and sound equipment. You are entitled to a total of eight free hours of introduction and help with set-up and dismantling. Evening support as well as bar and box office staff are also included in the rent. Any additional staff required will be charged at CHF 30.- per hour. For one-day events with a large audience and long duration, we charge a flat rate of CHF 1000.- including supervision by a Tojo member for the entire duration of the event. Events may not last longer than 03.30 a.m.

As tenants you are obliged to use the space and equipment with care. Damaged material or equipment will be charged to you.

A guest performance at the Tojo usually lasts one week - set-up on Monday, closing night and dismantling on Saturday or Sunday) - and includes three to five performances. Pre-rehearsals are only possible if Tojo Theater is free of performances the week before. We charge CHF 300.- as rent for a rehearsal week (without use of the technical infrastructure).

### 4. REVENUE

All proceeds from the box office go 100% to you.

Price scale: Fr. 25.- (Voluntary Solidarity Admission), Fr. 20.- (Regular), Fr. 15.- (Reduced).

Your Tojo Theater Reitschule Bern