

# TOJO THEATER REITSCHULE BERN

Neubrückestrasse 8, Postfach, 3001 Bern

[www.tojo.ch](http://www.tojo.ch) | [tojo@reitschule.ch](mailto:tojo@reitschule.ch)

[www.facebook.com/TojoTheater](https://www.facebook.com/TojoTheater) | [www.twitter.com/TojoTheaterBern](https://www.twitter.com/TojoTheaterBern)



## Supplement to the venue confirmation at Tojo Theater

As of October 2023

In addition to the Venue Confirmation, the following binding agreements apply:

### 1. PRESS REQUIREMENTS

The regional and national editorial offices (print, radio, TV, online agendas) are supplied directly by us. For this purpose, as well as for our various in-house, analogue, and digital advertising channels, we require your press material by the 15th of the preceding month (example: premiere 21 October - submission 15 August). Please send it in electronic form:

- Press text, approx. 3,000-5,000 characters with spaces (don't forget cast, show dates, times and duration!). As a Word document please.
- Short press text, approx. 600-1,000 characters with spaces. As a Word document please.
- Short biographies of cast and crew, approx. 1,000 characters with spaces per person. As a Word document please.
- Short text about the group, approx. 1,000 characters with spaces. As a Word document please.
- Three or four scenic photos, in colour, in printable resolution, 200-300 dpi. 13 x 18 cm is sufficient. Preferably as jpg. Please include portrait and landscape format. (The better the pictures, the higher the chance of a press article).
- Website address and social media handles
- Link to a trailer for our Facebook and Instagram page
- Artistic contact person (mobile phone and e-mail) for direct contact between editors and journalists and you.

### 2. TICKET RESERVATION

Reservations can be made via our website [www.tojo.ch](http://www.tojo.ch). Our evening support will bring you a printed reservation list to the theatre.

### 3. INFORMATION FOR YOUR PUBLICATIONS (posters, flyers, programmes, website, social media etc.)

Tojo logo: [www.tojo.ch](http://www.tojo.ch) → Infos → Archiv → Medien/Download  
Name: Tojo Theater Reitschule Bern. [www.tojo.ch](http://www.tojo.ch)  
Show times: 8.30 p.m., Sundays 7 p.m.  
Reservation: [www.tojo.ch](http://www.tojo.ch)

### 4. ADVERTISING

Tojo Theater publishes a monthly programme postcard A6 with a print run of 2,000 and has it distributed in the city. We have a monthly programme poster A3 printed and have it hung in the city. We send out a newsletter per event to about 2,500 subscribers. And you will be present in the programme section on our website.

#### 4.1. GOOD TO PRINT & DEADLINE FOR YOUR PROMOTIONAL MATERIAL

Please send us a copy of your flyers and posters one week before printing. If they are already printed, please send us a GTP for your labels, imprints or stickers. For internal advertising in Tojo, the Reitschule and for our archive, we need 200 flyers and 20 posters at least four weeks before the first show. The sooner, the better.

#### 4.2. MORE ADVERTISING

Tojo Theater is collaborating with the distributor Passive Attack and gets very favorable conditions for you. Passive Attack distributes flyers and puts up posters at relevant places in Bern. We recommend distributing between 1,000 and 2,000 flyers. We recommend 50 indoor posters, 200 outdoor posters, and 5 posters for fixed locations. You can get a price list from the Tojo office. Tojo Theater will take care of the handling and billing and will charge you the amount for Passive Attack without any surcharge.

We need your flyers and posters at least four weeks before the first show so that we can forward them to Passive Attack immediately. We strongly recommend this form of advertising! Please contact us if you do not want to or cannot use this form of advertising.

In addition, the city of Bern provides 30 poster pillar spaces for the F4 format (world format) free of charge for cultural events. Allocation is based on application. Please note the information sheet with all the details, the reservation form and the calendar with the posting dates and submission deadlines. Apart from the printing costs, there are no other costs.

→ <https://www.bern.ch/themen/kultur/angebote/aushang-von-kulturplakaten/kultursaeulen>

## 5. STAFF

All technical staff for your performance must be provided by you. You are entitled to a total of eight hours of introduction and set-up/dismantling assistance from our technical team free of charge. If you need a technician from Tojo to set up and/or run the show, we recommend the standard rates of t. Theaterschaffen Schweiz. Absolute minimum fee per day is CHF 350.-. Please arrange the fee with the technician. And please arrange payment directly with the Tojo office. Please let us know as early as possible - but no later than 3 months before your guest performance.

## 6. ADMISSION

Shows at Tojo start at 8.30 p.m., Sundays at 7 p.m.

For public children's and youth shows, please discuss the start of the shows with us.

For school shows, the usual time is 10 a.m. on weekdays.

The doors and bar open half an hour before the show.

### Our price scale

CHF 25.- (Voluntary Solidarity Admission), CHF 20.- (Regular), CHF 15.- (Reduced). Reitschule members CHF 10.-.

100% of the proceeds from the box office will go to you.

The seats are not numbered. Members of Tojo are admitted free of charge. Also, the representatives of the controlling group of the city of Bern as well as the members of the commissions of the city and canton of Bern. Tojo Theater may give away free tickets within reason.

## 7. SCHOOL PERFORMANCES

Applications for school performances can be submitted to the Children and Youth Culture Commission of the City of Bern. This committee assesses individual applications at 5 meetings per year. School performances can be advertised in the kultur4kids programme. This is sent to all teachers in the city of Bern and is published twice a year: 1st week 4-5 / 2nd week 33-34. We will be happy to advise you if you have any questions.

## 8. RESERVATION

Tickets for the performances are reserved via our website [www.tojo.ch](http://www.tojo.ch).

## 9. BAR

100% of the profit from the sale of drinks goes to us. We provide bar staff accordingly. Our assortment includes: Beer, non-alcoholic beer, red and white wine (organic), mineral water, apple juice (organic), orange juice (organic), cola, tea (organic) and coffee (organic). Expansion of the range, also for private use, only after prior consultation with us. There is a list on the fridge where you can record your own consumption. We will charge you for this together with the final bill.

## 10. CHANGE

You must bring your own change for the box office! We provide the cash register and box office staff. You will take all the money with you at the end of the performance.

**Approx. amount for box office:** 4 x CHF 50.-, 5 x CHF 20.-, 10 x CHF 10.- and one large roll of CHF 5.- (250.-)

Total: CHF 650.-

## 11. RENT/CLEANING/FINAL CLEANING/INVOICE

The stage, auditorium, dressing room, and bar are to be left swept clean. The glasses at the bar must be cleaned. We will take care of the final cleaning.

The invoice for rent, drinks consumed, Passive Attack and any extra working hours must be paid into the account IBAN: CH24 0900 0000 6014 2900 8 / PC: 60-142900-8 (Tojo Theater) within 30 days of receipt.

## 12. COPYRIGHTS

You are responsible for clarifying and paying for any copyrights (in particular rights to the text and rights administered by collecting societies such as SUIA or SSA). Potential productions should be registered via this link: <https://forms.suisa.ch/frontend-server/form/provide/1251?lang=de>

## 13. INSURANCE

Insurance of those involved in the production is the responsibility of the group.

#### **14. PUBLIC AND PRIVATE SUBSIDIES**

If it is a production with a premiere at Tojo Theater, we assume that you know the sponsors and contact them. (www.kulturfoerderung.ch)

#### **15. GUEST PERFORMANCE CONTRIBUTIONS (Implementation Contributions / Deficit Coverage Contributions / Contributions)**

If you have a guest performance at Tojo Theater, there are subsidy possibilities available to you. You can apply for Durchführungsbeiträge / Defizitdeckungsbeiträge or simply contributions for your guest performance.

**Please send the dossier(s) including the budget for the guest performance and the venue confirmation to:**

##### **Kultur Stadt Bern**

Giulia Meier  
Effingerstrasse 21  
3008 Bern

Request a maximum of CHF 1,500.- per show day. Application only possible online. For the City of Bern, it is a prerequisite that this is not your group's first performance in Bern. (Exceptions possible.) Please read the information sheet! Please note the submission deadlines! <https://www.bern.ch/themen/kultur/foerderung>

##### **Amt für Kultur Kanton Bern**

Kulturförderung  
Sybille Birrer  
Sulgeneckstrasse 70  
3005 Bern

Also request a maximum of CHF 1,500.- per show day. Please read the information sheet! Online application:

<https://kulturgesuche.be.ch/de-CH/>

The canton decides on its deficit coverage contributions subsidiary to the municipality. In this case, the City of Bern or the Burgergemeinde Bern. Deadline for submission at least 2 months before the premiere.

##### **Burgergemeinde Bern**

Bürgerkanzlei  
Patrizia Crivelli

Application only possible online. Request a contribution of CHF 1,000.- to CHF 2,000.- for a guest performance. Please note the application form and deadlines!

<https://www.bgbern.ch/themen/engagements/foerderung/kultur>

##### **Genossenschaft Migros Aare**

Kommunikation + Kulturelles  
Lilian Schlatter  
Industriestrasse 20  
3321 Schönbühl  
www.kulturprozent.ch

Applications can be sent by post or by e-mail. Attention: Do not use the electronic input mask! Request a contribution of CHF 1,000.- to CHF 2,000.- for a guest performance.

<https://engagement.migros.ch/de/foerderung/aare>

If the details are unclear to you, we are happy to give you more detailed information. If you are not experienced in creating (guest performance) budgets, we can look over your (guest performance) budget and give you tips (as an Excel spreadsheet please).

**FINALLY, PLEASE NOTE THE FOLLOWING**

The Reitschule is a complexly structured, multifaceted venue and it is important to be aware of this when performing. Furthermore, as a public space, the Reitschule is a meeting place for many people. There is not always absolute silence in the courtyard. Flexibility and tolerance are necessary. We are open to criticism and any feedback. If you feel uncomfortable for any reason, please speak to us about it. We condemn all forms of violence and discrimination and actively seek dialogue if we observe anything of this kind. We expect the same from the artists performing with us.

**FOR FURTHER ORGANISATIONAL QUESTIONS**

**The best way to contact us is by e-mail:** [tojo@reitschule.ch](mailto:tojo@reitschule.ch) Our telephone: +41 (0)31 306 69 69 is manned irregularly. Michael Röhrenbach, Sandro Griesser, Simone Gfeller, and Vivianne Jeger are your contacts in the office. For technical questions, please contact our tech coordination. It is currently operated by Fabian Steiner.

Your Tojo Theater Reitschule Bern