

CONDITIONS FOR YOUR PERFORMANCE AT TOJO THEATER

State: 21. August 2025

1. SELECTION OF PRODUCTIONS

The Tojo Theatre is run by a collective of a dozen members. We are open to a very wide range of theatre productions. We select the programme together. We are happy to accept applications in the form of a dossier by e-mail. Your dossier should answer the following questions:

Who are you? // What is the project about? // Budget and financing plan // General target audience // Do you have an audience in Bern? // Why do you want to perform in the Tojo? // Desired dates for the performance

2. GUIDELINES FOR A PERFORMANCE

- The duration of a guest performance at the Tojo Theatre is usually set at one week with at least three performances. In principle, you are responsible for organising yourself at the Tojo Theatre and bear the entrepreneurial risk. You are responsible for advertising your event with posters and flyers and their distribution.
- Public relations and the reservation system are organised by us.
- You will receive a technical introduction and set-up and dismantling assistance from a member of Tojo-Technik. If you require additional technical staff, please contact us in advance (at least 3 months before your guest performance).
- We provide one evening service per performance as well as staff for the bar and box office.
- The Tojo Theatre has 111 fixed seats and 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 required.
- You are responsible for clarifying and paying for any copyrights (i.e. rights to the text, as well as rights administered by collecting societies such as SUISA or SSA).

3. RENT

- The rent for the first performance day is CHF 900.–, for the second CHF 750.– and for the third and each subsequent performance day CHF 650.–.
- For double performances on the same day, we charge CHF 350.– for the 2nd performance.
- In addition to the rent, Tojo charges a final cleaning fee of CHF 200.–.
- As a rule, you can set up from the Monday before the first performance. The days for set-up and rehearsals before your performance are included in the rental fee. An introduction to the room and the lighting and sound equipment are also included. In total, you are entitled to eight hours of free introduction and set-up and dismantling assistance. Evening service as well as bar and box office staff are also included in the rental price. Any additional personnel costs will be charged at CHF 45.– per hour.
- For one-day events with more intensive supervision, a large audience and a long duration, we charge a flat rate of CHF 1250.– including supervision by a Tojo member for the entire duration of the event. Events may not last longer than 03:30.
- As a tenant, you are obliged to use the room and equipment with care. We will charge you for any damaged material or equipment.
- A guest performance at the Tojo Theatre usually lasts one week (set-up on Monday, final performance and dismantling on Saturday) and includes three to five performances. Pre-rehearsals are only possible if the Tojo Theatre is free of performances the week before. We charge CHF 400.– as rent for a rehearsal week (without use of the technical infrastructure).

4. REVENUE

- All proceeds at the box office go 100% to you.
- Price scale: Fr. 25.- (voluntary solidarity entry), Fr. 20.- (normal), Fr. 15.- (reduced).
- All proceeds at the bar go 100% to us.
- By the way: You are allowed to apply for subsidies from public and private sources for your guest performance at Tojo. However, you can only do so once you have received the confirmation of your guest performance from us. We will be happy to advise you on any questions you may have.