

2027 TOJ Co-Producer Space Usage Fees

Theatre Off Jackson (TOJ) exists to provide an affordable performance venue for small arts groups and independent artists. Our Co-Producers bring strong creative ideas and a capable production team and TOJ supplies a well-equipped, “artist-ready” space for performances and rehearsals.

TOJ’s pricing structure is based on the number of shows per week (Monday to Sunday).

Space Usage Fees

Single Performance	
Sunday - Thursday	\$475
Friday - Saturday	\$625

2 shows per week	3 shows per week	4 or more shows per week
\$500 per show	\$450 per show	\$375 per show

Cancellation Deposit	\$400
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Load in and Technical Rehearsals

TOJ operates two performance venues on two floors, the Downstairs Theater and the Upstairs Main Hall. There is a noise bleed issue, which means two events cannot occur at the same time as it will disrupt the integrity of either presented work. Given this, TOJ schedules programming and rehearsals between both spaces to provide more opportunity for artists to showcase their work and also for TOJ to make more income to be a sustainable organization. As a Co-Producer, we expect you to be mindful of other artists and events in the building by adhering to your confirmed rehearsal times. Any schedule changes must be confirmed in advance with TOJ staff.

Load-in and tech rehearsals that occur **during the weekdays prior to your opening are limited to 5pm-11pm for High-Noise activities (e.g. set building, loud sound cues, etc), which need to be confirmed in advance. You are welcome to be in the building prior to 5pm for Low-Noise activities (e.g. acting/movement rehearsal, team meetings, computer work, installing an exhibit, setting light cues, etc)** as long as your activity does not interfere with programming in the other performance space in the building and *you* will not be disturbed if you hear noise coming from the other floor.

One or Two-Week Run

- Load-in and tech rehearsals that occur within the same week as opening: No charge.

- Changes cannot be made to the lighting and sound repertory plots. Strike must occur on Saturday night unless otherwise scheduled with the TOJ staff.

Three Week Run

- Load in and tech rehearsals that occur in the *week prior* to opening or prior to a single performance: \$175 per day, or \$600 for the week.
- The Saturday and Sunday of your Tech Week (for example, 10 out of 12 rehearsals) are unrestricted unless otherwise specified; the times must be confirmed in advance with the TOJ staff.

Technical Liaison and Booth Technician: \$35/Hour

A TOJ Technical Liaison (TL) will be assigned to each show. The TL gets Co-Producers acquainted with the space and technical equipment at load in, confirms that your Stage Manager (SM) and/or technicians are proficient with the equipment, and supervises strike. The TL is not a booth technician and will not run your show, but will be on call should any technical emergencies occur. The number of hours the TL works depends on the complexity of the show and an estimate will be provided after Co-Producers complete TOJ's tech form.

No Intermission Fee: \$100 per show

TOJ subsidizes Co-Producers' venue costs with earned revenue, including bar and concession sales during intermission. No intermission reduces our venue income.

Ticketing

For paid ticketed events, Co-Producers will use TOJ's preferred ticketing platform. This allows TOJ to streamline payments to both parties and cross-market other TOJ co-produced shows to the broader TOJ audience. By working together as a collective, we hope to increase the audience base for all TOJ Co-Producers while ensuring TOJ's sustainability for the long-term.

Under this model, the Co-Producer will still be responsible for uploading, managing, and editing all ticketing information and customer inquiries. In the patron checkout process, TOJ applies a \$4 Venue Sustainability Fee per ticket sold (for tickets greater than \$0) and our preferred ticketing vendor will charge a service fee to the patron. These fees do not detract from the Co-Producer's income. Both Theatre Off Jackson and the Co-Producer retain patron data, including emails and audience attendance statistics. The ticketing platform pays TOJ and the Co-Producer directly. 10 tickets per run must be held in reserve for TOJ's use (pass-holders, gift certificate redemption, staff comps, etc.). If these reserve tickets go unused, you can sell them at the door. Please contact TOJ staff to facilitate this process.

Venue Sustainability Ticket Fee: \$4 per ticket

Did you know that it costs TOJ \$1000 to operate per day? Our space usage fees (\$375-\$625 per show) cover only a portion of this cost and we actively raise funds to bridge the gap. Our mission has always been to be a hub for diverse and affordable artistic performances. However,

with rising operating costs, dwindling grant opportunities, and the limited capacity of our two-person full-time staff, we need to diversify income sources so TOJ can continue to serve the community while maintaining low costs to the Co-Producer.

Optional Item Charges: Floor paint, expendables, and equipment outside normal rep plot such as projectors, hazer, etc. See Co-Producer FAQ for details.

- Deck paint at \$85 per gallon
- Projector at \$15 per show
- Hazer at \$15 per show

This fee structure helps Theatre Off Jackson continue serving our Co-Producers and fulfill our mission for many years to come. We thank you for your continued support and for making vibrant art for Seattle area audiences.

Cancellation Policy

Upon signing a Letter of Intent to work with TOJ, the Co-Producer must pay a \$400 Cancellation Deposit to reserve their performance dates. If the production proceeds without cancellation, the Co-Producer will be refunded their Cancellation Deposit (\$400) during the post-event invoicing process.

In the event the Co-Producer elects to cancel their production, they must provide written notice to their TOJ contact regarding cancellation. If this occurs, the Venue shall retain the Cancellation Deposit (\$400). If the Co-Producer cancels their show within the timeframe noted below, the Co-Producer will incur an additional fee (as outlined below) for each scheduled week run. Given TOJ's staff time invested into the Co-Production and the ability to rebook the space to another Co-Producer with short notice, we need to have this fee in place for the sustainability of the organization.

- One-Week Run: 90 days or less, \$400 fee to the Co-Producer
 - For context, if we cannot rebook the space, TOJ would incur, on average, a \$1275 loss.
- Two-Week Run: 120 days or less, \$600 fee to the Co-Producer
 - For context, if we cannot rebook the space, TOJ would incur, on average, a \$2550 loss.
- Three-Week Run: 180 days or less, \$800 fee to the Co-Producer
 - For context, if we cannot rebook the space, TOJ would incur, on average, a \$3825 loss.

If the Venue Cancels the booking for any reason other than a Force Majeure Event, the Venue shall refund to the Co-Producer one hundred percent (100%) of the Cancellation Deposit (\$400 total) and any other relevant payments.