

CENTERPOINT PLAYHOUSE HANDBOOK

A. General Information

A1 Venue

CenterPoint Playhouse

A2 Address

Unit I 01 CenterPoint@CentralWorld

CentralWorld Plaza Floor.7-8

4, 4/1-4/2,4/4 Rajadamri Rd., Patumwan BKK 10330

A3 Venue Description

Theatre Dimension - W17.60 x L32.00 meters

Stage Dimension – W13.80 x D6.50 meters

Capacity 459 seats (fixed seats)

A4 Electricity

Lighting 200 amps 3 phase

Sound system 50 amps 3 phase

(Additional requirement is on lesser supply)

A5 Dressing Room

2 rooms (male-female) size: 3.70 x 5.50 m.

A6 Restroom

2 rooms (Male-Female) 2 toilets and 1 shower provided in each room

A6 Utility Rate (Water, Electricity)

Baht 28/unit for water

Baht 6.50/unit for electricity

A7 Information/Service Center

Sales and service department 0-2613-1222

A8 Service hours

The space is accessible for the lessee as date and time stated in the contract or after 10.00 pm for installation any other extra hours or 24 hours access (excluding installation/dismantle period) should be informed 7 days prior to the performance date for the special permission.

A9 Facilities/Other Services

Function	Location	Open Hours	Service
1.CTP Playhouse office	Centerpoint Entertainment 428 fl.3-4 Siam Square Soi7 Rama I , Patumwan Bkk 10330	10.00-20.00	CTP Playhouse contact

	<p>Tel : 0-2252-1454-6</p> <p>Fax: 0-2252-1757</p>		
<p>2.Box office (Ticket Sales)</p>	<p>Thai Ticket Major</p> <p>In front of CenterPoint Playhouse</p>	<p>According to Showtime</p>	<p>Registration</p>
<p>3.Public Phone</p>	<p>Floor 7 next to Fuji</p>		
<p>4.Food & Drinks</p>	<p>-Dinning Zone on 8th floor</p> <p>CenterPoint@CentralWorld</p> <p>-Central food hall on 7th floor</p> <p>-Restaurants on 6th -7th floor</p> <p>Isetan zone</p>		
<p>5.Bank, A.T.M, Money Exchange</p>	<p>Financial Service Center on 4th floor</p>		<p>Services for financial activities</p>

B .Rules & Regulations

B1 Venue Decoration

The lessee can hire outside contractor to the decorate CenterPoint Playhouse under these rules and regulations.

- 1.1 No extension, painting, nailing, and punch mark anywhere in CenterPoint Playhouse. Otherwise, the tenant has to be responsible for the damage.
- 1.2 The lessee is required to do the inspection of the CenterPoint Playhouse, accessories, furniture, and electrical appliances before hand over. Please notify the management as soon as the lessee notices any damage or defect for the repair. Otherwise, It will be considered that the lessee agree with the condition of CenterPoint Playhouse. The management will not be responsible for any damage thereafter.
- 1.3 In case of scene installation of additional equipment set up in Playhouse, the lessee additional is required to inform the lessor every time, and submit the art work and lay out to the lessor at least 14 days before the performance.
- 1.4 The lessee is required to be responsible for any the damage on the stage floor or carpet.
- 1.5 Do not screw, nail, punch mark, or paint stage floor, carpet, and wall of playhouse. The lessee will be responsible for all the damages.
- 1.6 Do not pull of push any objects on the stage of CenterPoint Playhouse. The lessee will be responsible for all the damages.
- 1.7 Do not hook or hang anything on the ceiling of CenterPoint Playhouse.
- 1.8 Do not spray paint, paint or use electrical saw, welding machine, or equipment that will cause fire in CenterPoint Playhouse.

B2 Electricity and lighting

The management will provide the lighting in the CenterPoint Playhouse for agreed period stated in the rental contract

B3 Staff Badge

The lessee is required to submit the staff badge sample to the lessor and all lessee's staffs is required to attach the staff badge on the conspicuous area. Otherwise, they are not allowed to access the CenterPoint Playhouse and the lessee's staffs is required to attach the staff badge at all time in the CenterPoint Playhouse.

B4 The security

4.1 The lessor will provide 24 hour security officers in the area of CenterPoint Playhouse.

4.2 For the preparation period and the dismantling period the lessor will allow only the staffs who attach the staff badge to access the CenterPoint Playhouse

4.3 The lessee agrees not to install or construct any obstacle objects in the area of fire extinguisher, fire exit, front of the elevator, front of the escalator, air-conditioning vent, ramp or the walk way in the common area of the CenterPoint Playhouse.

4.4 The security officers of the CenterPoint Playhouse job descriptions are to look after all common areas at all entrances and exits of CenterPoint Playhouse, In case the lessee requires any additional security to look after the valuable things, the lessor requires 15 days notice in advance.

4.5 The lessor recommends the lessee to apply for insurance for any valuable things, The lessor will not responsible in all cases of any losses and damages occurred during the contract period with CenterPoint Playhouse.

B5 The Cleanliness

5.1 The lessee is required to get rid of all chemical residues and all unusable from construction such as wood / stones / metal etc. out of the CenterPoint Playhouse. In case there are any residue left over, lesser reserves the right to charge lessee for all expenses happen at the appropriate price.

5.2 The lessor agrees to clean the restroom, the fitting room and the backstage area twice on every performance day, at the time of no performance or at the appropriate time.

5.3 The lessor agrees to keep clean the 6 entrances of CenterPoint Playhouse and the auditorium area according to the show times.

5.4 The lessee is required to prepare the garbage bags and put them at the loading area (near the hoist). The lessor agrees to take these garbage bags out of the area.

B6 Air-conditioning

6.1 The lessor agrees to turn on the air-conditioner as per the show time and the rehearsal time that the lessee informs in advance.

6.2 The lessor agrees to turn on the air-conditioner on the run-through day and on the show day. The lessor will turn on the air-conditioner 2 hours prior to the show time and will turn it off when the show is over.

6.3 The smoking is strictly prohibited in the CenterPoint Playhouse.

B7 The Announcement Sign

The lessee is required to inform the lessor at least 14 days before posting any announcement sign. The lessee agrees to describe the material, design, and

posting process to the lessor. The lessee is not allowed to use any material, which may cause any damage in the premise. The lessor has provided the posting area in CenterPoint Playhouse, in front of the CenterPoint Playhouse. The lessee is required to inform the lessor if the announcement sign will be posted out of the provided area. The lessee agrees to pay, if there are any extra charges.

B8 Photography and Video tape recording

Photography and Video tape recording are not allowed during the performance. Unless, they are permitted by the organizer and he or she is required to attach the press badge at all time.

B9 The Public Relation Proof

All public relation media such as video, movie, slide and published media to be promoted in the CenterPoint Playhouse need to be proved by the lessor in advance.

B10 The Storage

The lessee is required to take care of their storages in the CenterPoint Playhouse on their own risk, The lessee is required to have the security guard to take care of their storages at all time.

The security guard of CenterPoint Playhouse will be responsible for the in –out of the persons only. The lessor reserves the right not to be responsible for any losses on any damages.

B11 Insurance, responsibility, and risk

11.1 The lessor will not be responsible for any damage or injury from fire hazard, robbery claim for any items or valuable belongings. Any third party's claims will be under lessee's responsibility for all risk insurance.

11.2 CenterPoint Playhouse and any official leasing items must be returned in complete condition. The lessee will be responsible for the damage occurred before and the lessor has the right to claim for damage cost on any estimated value by deducting from the deposit. The lessee must be responsible for the actual of extra cost.

B12 Unforeseeable Incidents

The lessor will not be responsible for direct or indirect loss and damage that caused by unforeseeable incident, natural disasters, protest, robberies, fire, or any unforeseen incident. The decision of the lessor is final

B13 Awarenes

The lessee agrees to be aware of all actions taken on the structural construction or on interior decoration in the CenterPoint Playhouse. Anyone who causes any damages happened to these structures and decorations are required to be responsible for all expenses.

D. Rules and regulations for leasing CenterPoint Playhouse

These rules and regulations are made by the management of CenterPoint Playhouse to highly accommodate the lessee throughout. The lessee is required to follow all the rules and regulations.

D1 Construction, Set up, and Dismantling

The lessor will co-ordinate with the CentralWorld management for the permission of set up and dismantling by the set time and date in the contract. The lessee is required to follow the rules and regulations strictly.

- 1.1 For equipment loading or moving, The lessee is required to avoid causing the damage of cement floor, wood floor, carpet, and all kinds of floor throughout the process.
- 1.2 The lessee is not allowed to use electrical saw, welding machine, spray paint, adhesive item, double sided tape, nail, hook, etc. at CenterPoint Playhouse. These items will damage the floor, wall and ceiling.
- 1.3 The lessee is required to inform the lessor at least 14 days before the performance, if there will be any heavy item putting or hanging from the ceiling.
- 1.4 Any unattended item, which was put out of CenterPoint Playhouse space by the lessee, will be removed by the lessor.
- 1.5 In case of moving out any item before the end of performance, the lessee is required to inform the lessor for the acknowledgement, the lessor will coordinate with the operation staffs and securities.
- 1.6 The lessee is required to complete moving out within the time given in the contract. All items left behind will be kept or discarded by the lessor after 7 days of moving out. The lessee is responsible for all the cost of moving the left behind item.

D2 Facility Usage

2.1 The lessee is required to inform the lessor before using any item belongs to CenterPoint Playhouse

2.2 There are 3 bar counter weights to support the weight on the stage area and to hang the lights. Each bar can support 1 ton. The lessee is required to inform the lessor at least 14 days before the performance, If overweight item is needed to be hung. So, the operation staff officer will find the solution. The lessee is also required to inform the lessor at least 14 days before the performance, if

the bar will be used for other purposes. The layout is needed to be submitted to the engineer for further consideration.

2.3 Parking lot service, there are spaces for 3,000 cars in the parking building. The height clearance of the parking lot is 2.10 meters. Free parking for the first 4 hours for the audience. The lessee is required to inform the number of staffs to the lessor at least 7 days before the performance. So, the lessor will prepare the parking coupons for all staffs.

2.4 The access for loading is through the 3,000 car parking building on 7th or 8th fl. (Isetan side) the height clearance for loading vehicle is 2.10 meters. The lessee is required to declare the details of the moving items and name of the person, who is responsible for moving. If the freight elevator of the CentralWorld is needed, the lessee is required to inform the lessor at least 14 days before moving. The permission from the CentralWorld will be processed by the lessor for moving and using freight elevator.

2.5 Hoist usage, the lessor has provided a hoist for a large scale moving. It is located in 3000 car parking building on 7th floor near loading access. The lessee is required to inform the lessor at least 14 days before moving.

2.6 The lessee is allowed to have any activities in CenterPoint Playhouse on 8th floor in front of CenterPoint Playhouse. However, the lessee is required to submit the lay out or art work of the equipments and sound systems set up. The set up of any equipment shall not block the walk way or the vision of the shopper from shop window in CenterPoint@CentralWorld. For these activities, the lessee is required to inform the lessor at least 14 days before the performance.

2.7 The lessee is required to inform the lessor at least 14 days before the performance, if the box office will be used for any purpose.

2.8 The lessee is required to inform the lessor at least 14 day before the performance, if the display in CenterPoint Playhouse will be used for any activities.

D3 Accident Awareness

3.1 CenterPoint Playhouse is a non-smoking premise

3.2 Cooking and cooking gas are strictly not allowed in the CenterPoint Playhouse

3.3 The lessee is required to inform the management, if all kinds of balloon will be displayed in the premise. Only helium gas balloons are allowed in the premise.

3.4 If any special effects will be used in the premise, the lessee is required to declare the type and process of using the special effects for every rehearsal and the performance.

3.5 The lessor is agreed to provide the area for the lessee to install the switch board, banner or structures. If the installations are not in the area, the lessor will remove all the installations or stop generating electricity until proper installation is done.

D4 Miscellaneous

4.1 If there will be video tape recording or photography during the performance, the lessee is required to inform the operation staff for further assistance between the photographer, camera man and the security staff. Photographer and camera man are required to attach staff badge, which he or she needs to exchange with photo I.D.

4.2 The lessee is required to arrange first aid staff since the set up day, performance day, and dismantling day.

4.3 All kinds of animal are prohibited in the CenterPoint Playhouse. Unless the animal is the part of the performance. Thus, the animal health certificate from veterinarian or veterinary institute is required for further consideration. The lessee is required to submit the animal health certificate at least 14 days before the performance.

4.4 Foods and beverages are prohibited on the stage and auditorium of CenterPoint Playhouse. However, the consumption is allowed in the back stage area, which includes the connecting of the stage, loading access, and the dressing room.

4.5 The audience can bring in the odor free foods and beverages while watching the performance.

4.6 The lessee is required to inform the lessor 14 days before the performance if the lessee will need to use the food vending area. The foods must be odor free and packed in the proper packages.

4.7 The lessor agrees to provide the staffs and technicians throughout the project to assist the lessee’s staffs to operate the control room and all equipments stated in the contract.

D5 Extra Charge

Items	Rate	Remarks
Cleaning staff	Bht.1,000/Pax/Day	
Security staff	Bht. 1,500/Pax/Day	
Usher	Bht. 5,000/Pax/Day	10 Pax
Floor staff (15-20 Pax)	Bht. 500/Pax/Day	

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D6 Additional facilities of CenterPoint Playhouse

Male dressing room

- Wheeled clothes rack	2	units
- Large garbage bin	1	unit
- Vanity table	2	units
- Poly frame, punched backrest chair	6	units
- Black faux leather couch	1	unit
- 12 compartment locker	1	unit

Female Dressing Room

1 meter wheeled clothes rack	2	racks
Large white garbage bin	1	unit
Vanity table	2	units
Poly frame, punched backrest chair	6	units
Faux leather couch	1	unit
12 compartment locker	1	unit

Other Equipments

Industrial fan Hatari 18"	2	units
Industrial fan Hatari 16"	2	units
Folding formica table 150*60*75	5	units
Poly frame, funched backrest chair	24	units
Stage staircase (left, right)	2	units
Extension stage	1	
Steps for extra seats on the left balcony, for 16 extra seats		
Steps for extra seats on the right balcony, for 16 extra seats		