

# Procedure for the use of the premises of SA Sakala Teatrimaja for performing arts institutions

Approved by the decision of the council of SA Sakala Teatrimaja on 29.11.2021

The aim of SA Sakala Teatrimaja is to offer the necessary premises for those performing in the field of performing arts. Rooms can be rented:

- For rehearsals;
- For performances;
- For bringing out new productions;

## USE OF PREMISES FOR REHEARSALS

- The prerequisite is an activity in the field of performing arts.
- Various reading and rehearsal halls will be rented for rehearsals (also for those performers who do not present their production in the premises of SA Sakala Teatrimaja).

## USE OF PREMISES FOR PERFORMANCES

- The prerequisite is an activity in the field of performing arts.
- The large hall (*black box*) with the necessary ancillary and auxiliary rooms is rented for performances.  
By separate agreement, it is possible to rent other rooms for performances.
- Performance times are booked on an ongoing basis.
- Reservations can be made up to four months in advance (depending on the date the letter is sent).
- The reservation can be changed up to two months before the performance.
- If the desired date is not available, possible alternatives will be offered by SA Sakala Teatrimaja for a close period.
- Inquiries will be answered within three working days.

## USE OF PREMISES FOR NEW PRODUCTIONS

In Sakala Teatrimaja, it is possible to bring out three new productions a year: in February, April and November.

The following premises of SA Sakala Teatrimaja can be rented to bring out a production:

- Rehearsal rooms - up to 1.5 months
- Black Box for rehearsals - up to 2 weeks, the rehearsal period must end with at least one public performance (premiere).

The dates of the following performances (up to 10 in total with the premiere) will be agreed upon in the cooperation agreement to be concluded for the production. Times for later performances can be booked on an ongoing basis.

- The need and procedure for the use of other rooms of Sakala Teatrimaja (wardrobes, etc.) and services (technical support, rental of costumes/props, etc.) will be agreed upon separately in the cooperation agreement.

## **Deadlines for requests for new productions**

- For the production period in February and April, we are waiting for applications by May 31
- For the production period in November, we are waiting for applications by January 10

If the closing date for the submission of applications falls on a non-working day, the deadline shall be the following working day.

## **Content of the request**

Free-form application, including a brief overview of the planned production (content, team, etc.), recommended date and schedule of the premiere (the stage rehearsal time must be scheduled in one of the four proposed months; rehearsal room rehearsal time may extend to the previous month). SA Sakala Teatrimaja and the creative council evaluating the applications have the right to ask the applicant specifying questions.

## **Processing of applications**

Applications are processed by the creative council of the SA Sakala Teatrimaja.

The creative council will make a decision within up to three weeks.

## **AGREEMENT AND PAYMENT**

Payment for the rent of the premises is made in accordance with the cooperation agreement to be entered into and the valid pricelist on the basis of the invoice.

It is possible to cancel the reservation up to two months before the start of the reservation.

## **PRICE LIST**

The price list is on the sakala3.ee website.

## **ADDITIONAL INFORMATION AND BOOKINGS**

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