

## **Theatre on the Ridge**

### **Billeting 101 - A Guide for Billet/Homestay Hosts**

#### **What does a billet space look like?**

- Private or semi-private apartments are highly desirable (e.g. granny suite, self-contained bedroom and bathroom, separate entrance, etc.)
- A private bedroom in a homeowner's home with access to a shared cooking and living space
- Proximity to the theatre on the island is ideal. Alternatively, an in-town location in Port Perry is also desirable. We will arrange a shuttle service from the edge or centre of town as many of our artists do not have cars.
- Must have good internet access, relative to location.
- Must have basic furnishings (some flexibility) and storage within the bedroom. A lamp as well for late night script study
- Bonus if there is laundry and/or parking on site

#### **Who will be living in my space?**

Actors, Stage Managers, Designers, Directors, Choreographers, Production team and guest artists - and others travel from across the region, the province (and sometimes further!) to work with us at Theatre On The Ridge.

These are professional artists who will be busy at the Theatre for most of their stay, and are simply looking for a clean, safe, and welcoming environment to unwind and sleep at night.

#### **What do they expect from me?**

Basic expectations are private sleeping quarters and access to bathroom and kitchen facilities, including fridge and freezer space as well as a small cupboard/shelf area for dry food storage.

#### **Housekeeping**

Our artists are not expecting a full service hotel or maid service!

They are encouraged to support their stay in your home by observing your expectations for the storage and maintenance of their property and yours. A tour of your home should include specific cleaning supplies and function, and appliance use and maintenance, including which appliances the artist has access to.

If they do not have a dedicated kitchen for their use, they will be sharing your kitchen to prepare meals, so access to pots and pans is ideal as well as dish detergent and other cleaning supplies for kitchen use.

#### **Use of Time In Your Space**

Clearly outlining use of time and expectations can avoid awkward conversations at a later date.

Artists tend to be nocturnal and may have to catch up on domestic work in the evenings after being at the theatre all day.

If you want to impose a quiet time between 11pm and 7am by all means do so. If you don't want cooking, laundry or other activities after a certain hour in the night, please set those rules from the start. Suggesting times for them to do activities will perhaps make them aware that these tasks need to be done. Billets are not always aware of time of day hydro rates or how septic tanks and/or wells function.

### **Transportation and Comings & Goings**

Billet hosts are not responsible for their billet's transportation to and from the venue or shopping, or outside theatre activities.

Rehearsal schedules may vary from week to week and all billet hosts will be included on the weekly production schedules to be kept informed of their billet's work schedule each week.

Billets should be courteous and keep you informed in advance of their personal schedules in cases where concern for their well-being or location may be a concern. Examples include - weekends if your billets will be leaving Port Perry, or a particularly late night return from either socializing or other obligations. Feel comfortable to respectfully ask if you are unsure and in return, keep your billet informed of any significant personal schedule change that may impact them.

You can also set specific rules and expectations to your home as this is your living space to be respected by all who enter including whether billets may have guests or not. Set boundaries in advance and be clear on any limitations and circumstances.

### **What does a billet host receive?**

The average industry wage/salary/fee for an artist is only marginally above minimum wage and out of town artists often must pay for temporary accommodations on top of rent or a mortgage in their hometowns. Therefore, Theatre On The Ridge is looking for community supporters who are open to providing affordable accommodation options at nominal cost that match the standard across the country and reasonably offset utilities costs. We can work with you to determine an appropriate amount and your artist will pay you directly. Examples include:

- Private room in a shared space at up to \$50/week
- Private spaces, or spaces that accommodate two billets/couple, at up to \$100/week (eg. trailer or upper/lower space in a home where there is more than just a bedroom/bathroom).

### **In return, Theatre on the Ridge offers:**

- 2 complimentary tickets to each show of the summer season.
- Support through the billeting process, such as arranging keys for tenant arrival or changeover if you are out of town
- Theatre On The Ridge will also provide a billet liaison for questions, comments, or disputes that may arise.
- As a registered charity, we are able provide a charitable receipt on request in the amount of \$250 per billeted week, up to \$2,500.00

By welcoming our artists into your homes, you make it possible for us to continue to bring the top theatre professionals from across the country to work on our stage!

### **Other Billeting Needs:**

Our summer season has the greatest demand for mid-long term accommodations, but occasionally there is need for short term space for single nights and/or weekends during the remainder of the year. If you would like to discuss any availability of your space for artists accommodation during these times, then please reach out to

[info@theatreontheridge.ca](mailto:info@theatreontheridge.ca)