



Bainbridge Performing Arts – Rental Rates, Effective 1/1/13

RECITAL, RECEPTION OR LECTURE IN LOBBY

Lobby-Seating capacity 60 for a recital or lecture with chairs, 90 for a reception

Rental Fee is \$200.00 for a five-hour block due 60 days prior to the performance date. Additional hours will be charged at \$35.00/hr for the facility plus required staff time.

Required Hourly rates:

House Manager - \$20.00/hr with a 4 hour minimum required only for show calls.

Additional optional hourly rates:

Technical Director - \$28.00/hr with a 4 hour minimum. BPA reserves the right to determine if the technical director needs to be present based on the event parameters..

Box Office ticket seller: - \$13.00/hr

Concessions Personnel - \$13.00/hr

\$200 refundable cleaning and damage deposit due 30 days prior to the performance date. Please provide a separate check for the deposit as we hold it until satisfactory checkout.

Rental fees for recitals, receptions or lectures in The Playhouse lobby encompass the following services and parameters:

Five hours in the facility:

This begins when the first person arrives and ends when the last person leaves. This time block must include load in and set up as well as clean up and load out.

Use of general lobby lighting:

The lighting available is the track light system and the sconce lights in the entry. The lights shall be set upon arrival and remain unchanged until after the event.

Use of the kitchen:

The BPA Kitchen has equipment to make coffee and prepare reception food. There is a refrigerator, commercial sanitizer and 2 sinks. Please arrange your kitchen usage with the House Manager 2 weeks prior to your show.

Use of the lobby:

The BPA lobby space is available for your use. Common uses include: receptions, intermission refreshment service, merchandise sales and small displays. The gallery walls are reserved for use by artists and cannot be used. Arrangements for lobby use must be made with the House Manager 2 weeks prior to your event. If seating is used, arrangements with the House Manager must be made 2 weeks prior to the show date. BPA has fire lane restrictions which must be observed for events with seating.

Access to public relations listings:

BPA rentals and bookings receive the same foundational press/publicity treatment as BPA events, pending timely receipt of requested materials. Press/publicity treatments include an event press release, inclusion in monthly event summary, manual posting in online listing venues, submittal to other venues and posting on BPA's website. BPA Publicity Department requires press package from user at least two months prior to event. All other requests will be handled as time permits. There is no guarantee of publicity or PR from BPA.



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Onsite house manager to run the front of house:

BPA House Manager will provide support and training to your volunteer ushers, ensure that the audience is seated according to BPA and fire marshal policies and communicate with the stage manager that the front of house is ready to begin. The House Manager will also be the point of contact for all lobby and kitchen activities.

Rental fee does not include (extra charges):

Piano is \$100.00 per event.

Additional load-in time billed at \$35/hr, facility time of \$17.00/hr plus House Manager time at \$18.00/hr. Technical or rehearsal time in the facility in addition to the five hour block covered by the rental fee at \$35/hr, \$17.00/hr for the facility and \$18.00/hr for the House Manager, charged in one hour blocks.

Charges begin when the first member of the group arrives and end when the last person of the group leaves. Variable rates are charged for ushers, ticketing support, concessions, based on the above rubric. Please discuss details with the Production Director.