

## **Bainbridge Performing Arts Hodges Hall Rental Rates ..... Effective 10/18/2016**

### **PERFORMANCE IN HODGES HALL**

Main Hall-Seating capacity 245

**Rental Packages-** Each package includes; a five-hour block of time\*, use of lobby, kitchen, dressing rooms, 245 seat hall, a technician to assist with your event and a front-of-house staff member. The five-hour block begins when the first person arrives and ends when the last person leaves and includes load-in and set as well as clean up and load out.

\***Additional time** outside 5 hours included in rental is \$100/hour

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### **LECTURE PACKAGE \$700**

Half stage lighting, mid traveler curtain closed

Up to two microphones

Lectern

Multi-media add-ons- we provide the screen, projector and VGA cable to connect to your laptop:

-free-standing 6' X8' screen & 3500 lumen projector (\$150)

-free-standing 9' X12' Da-Lite Fast Fold deluxe projection screen & 3500 lumen projector (\$200)

\*please note- larger screen takes about an hour to set up

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### **BAND PACKAGE \$850**

Full or half stage lighting, up to four lighting looks

Full use of BPA's sound equipment and wired mic inventory

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### **RECITAL PACKAGE \$600**

Half stage lighting, mid traveler curtain closed

Music stands and chairs

Yamaha C7 Grand Piano available for additional \$150. Professional tuning available for additional cost

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### **PRODUCTION PACKAGE *starts at \$1200/ day***

Please schedule a meeting with BPA production personnel to discuss your production

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### **PARTY PACKAGE \$1000**

*Perfect for weddings, birthday bashes, receptions and soirees*

Use of lobby for buffet food/drink service and stage for entertainment

OR stage set up with tables for sit-down dinner

Full stage lighting and two festive lighting looks

Your ipod or DJ rig can be connected to BPA's sound system, one microphone included

\*please note- BPA does not have a full kitchen but outside caterers are welcome. BPA has 100 chairs, 6 large rectangle folding tables and 100 wine glasses and small glass plates. Additional supplies can be rented through Bainbridge Rental.

Entertainment add-ons:

-Yamaha C7 Grand Piano (\$150) Professional tuning available for additional cost

-Live band setup- full use of BPA's sound equipment and wired mic inventory (\$200)

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\$500 refundable cleaning and damage deposit due 60 days prior to the performance date. Please provide a separate check for the deposit as we hold it until satisfactory checkout.

### **Ticketing Services, Policies, Fees and Taxes:**

BPA's Box Office is available to handle tickets for your event. There will be a \$2.00 service charge per ticket which gives your patrons access to our Box Office during office hours, phone orders, web orders, will call and full documentation of sales. The service charge will be subtracted from the lessee's portion of the gross revenue realized from the ticket sales. There is an additional charge of \$15.00/hr for a ticket seller to staff the Box Office prior to your performance for walk up pre-show ticket sales. If the BPA Box Office is not used, the lessee is able to set up and staff a table for ticket sales in the lobby one hour prior to the event.

**Rental fees for performances in Hodges Hall encompass the following services and parameters:**

**Theatre Lighting using the standard BPA repertory lighting plot or Work Lights:**

All lighting using theatre lighting must be negotiated in person with the Technical Director. The repertory light plot consists of 10 zones each independently controllable. Each zone has a warm light, a cool light and a top light. Specials are not a part of this package and must be arranged with the BPA production director 2 weeks prior to the performance. Changes in the arrangements made 2 weeks prior to the event or requests made at paper tech, rehearsal, or load in time cannot guarantee that there will be sufficient time or resources for accommodation. Additional charges will apply to changes in the repertory lighting plot and additional lighting specials requested. Lighting hang time must be arranged in advance with the Technical Director. Charges will be based on your requirements and the state of the hang due to other events and will also include restoration time.

Lighting design decisions are the responsibility of the lessee. The Technical Director will determine what is possible in the time allowed and will strive to make the event as visually appealing as possible. The Technical Director is a valuable resource for creating lighting looks onstage, however the lessee must clearly state the desired lighting look and be prepared for the possibility that it may not be possible in the time frame or with the equipment available. Lighting design services are available by contracting individually with a designer, but all changes to the repertory lighting plot will be charged at \$35 per hour plus \$25 per hour (\$60/hr) for setting up the specialized lighting looks and then restoring the plot to its original repertory state.

**Sound system using the BPA in house sound system:**

This system is capable of playback of musical media including CD, Minidisc and .WAV files and supporting up to 6 live microphones, including one UHF wireless handheld mic and 1 UHF lavalier mic. BPA can provide 2 monitor mixes. BPA reserves the right, at its convenience, to transfer your media to a format that will result in a more efficient running of your show (e.g. CD's transferred to WAV files for digital playback). Your media must be presented in a ready to use format. BPA can provide limited editing and compiling functions. Editing must be arranged 2 weeks prior to the show date. The charge for this editing service is \$45 per hour and must be arranged at least 2 weeks prior to your event. Under no circumstances will audio editing be done during your load-in or rehearsal period. The technician needs to be focused on the rehearsal, not on editing sound. Please see technical specification sheet for equipment specifications.

**On site technician to operate the above lighting and sound systems:**

This technician will translate your requests during rehearsal into operation of the lighting and sound systems. You must provide a cue list that details the actions required of the lighting and sound systems and a stage manager to call the cues for the show to the technician is strongly recommended with theater performances. BPA recommends a "paper tech" session with your stage manager and the BPA production director prior to any rehearsal. The paper tech will result in the smooth running of your valuable rehearsal time. BPA prefers that this paper tech take place at least 2 weeks prior to the show date. This allows time for any changes in the repertory plot and any sound editing to be accomplished. Changes to lighting and sound decisions made during paper tech less than 2 weeks prior to show date cannot be guaranteed. The BPA Production Director can also provide suggestions based on your technical needs which may enhance your show.

**Onsite front-of-house staff member:**

BPA House Manager will provide front-of-house support and ensure that the audience is seated according to BPA and fire marshal policies. The House Manager will also be the point of contact for all lobby and kitchen activities.

**Use of dressing rooms:**

There are 2 dressing rooms at BPA. The Patterson Room is located through the upstage left door is a room that has a divider curtain and can accommodate up to 30 people. The Green Room is located upstairs and can accommodate up to 15 people. Each dressing room is equipped with in house sound monitors and a wall mounted video screen showing the stage view.

**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.

**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.

**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 and event press release, inclusion in monthly event summary, manual posting in online listing venues, submittal to other venues and follow up press contact (submittal does not guarantee publication) as well as posting on BPA's website. In order for BPA to offer the best publicity in advance of your event, please supply the following items at least two months in advance:

Event title, dates, days and times

Length of event, does it have intermission?

Appropriate for what ages?

Ticket price and contact information

Brief event description (50 words or less) for distribution with monthly event summary

Longer event description (150-200 words) for distribution with event press release and event page on website

JPEG- 468 pixels wide by 150 pixels tall for use on event page on BPA website

High resolution image(s) for sharing with press (including photo credit) for distribution to press