

Bainbridge Performing Arts Lobby Rental Rates Effective 10/18/2016

RECITAL, RECEPTION OR LECTURE IN LOBBY

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

Rental Fee is \$350.00 for a five-hour block. Additional time outside 5 hours included in rental is \$75/hour
Yamaha C7 Grand Piano available for additional \$150. Professional tuning available for additional cost

Rental fees for recitals, receptions or lectures in BPA's 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.

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. BPA has fire lane restrictions, which must be observed for events with seating.

Access to public relations listings:

Posting on BPA web site, Reader Board, and inclusion in BPA Email Event Notifications. Submittals to Town & Country for Reader Board and Sampler newsletter, submittal to Bainbridge Island Broadcasting. Press release to media list and listings in Arts News. Submittal does not guarantee publication. 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.

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.