

PERFORMANCE IN HODGES HALL

Main Hall-Seating capacity 245

Rental Fee is \$400.00 plus technical package and staffing (priced according to the lessee's requirements, see below) for a five-hour performance block due 60 days prior to the performance date.

One technical staff member is included with the rental and shall be present at all rehearsals and for the show.

Additional hours in the facility will be charged at \$35.00/hr for the facility plus required hourly staff time.

Required hourly staff rates:

House Manager - \$18.00/hr for show calls only.

Additional hourly rates (optional based on use):

Technical Director- \$25.00/hr with a 4 hour minimum

Box Office/Ticket seller - \$12.00/hr

Stage Manager - \$20.00/hr

Stage Hand - \$15.00/hr

Concessions Personnel - \$10.00/hr

Ushers - \$10.00/hr

\$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 \$12.00/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:

Five hours in the facility:

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

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

There is no charge for use of the basic work and house lights with no lighting changes.

Lighting package options;

The Full Stage package of lighting equipment is \$90.00/ day

Half Stage package with the mid-traveler curtain closed is \$45.00/day

Downstage package with the main curtain closed is \$18.00/day

All lighting packages 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 will be charged to include both the facility rental at \$35/hr and the Technical Director at \$25.00/hr (\$60/hr) and 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. Please see the technical specification sheet for equipment descriptions.

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:

The charge for the use of the sound system is \$50.00 per day (12 hours) and \$15.00 per additional show with no changes to the sound system set-up.

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. 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. The charge for the paper tech is \$35 per hour, as it requires an exclusive use of the main hall to look at lights and listen to the audio. There is no additional facility fee as the paper tech must be scheduled at a mutually agreeable time and is subject to availability of the facility.

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. Please communicate your kitchen usage needs with the Production Director 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 production director 2 weeks prior to your event.

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 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

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.

Additional Options for Rentals:

Piano is \$100.00 per event.

Dance Floor is \$100.00 per event and includes one taping. If you require the floor to be moved for tap performances, the charge is \$15 per re-taping.

Additional load-in time billed at \$60/hr, facility time of \$35.00/hr plus Production Director time billed at \$25.00/hr.

Technical or rehearsal time in the facility in addition to the five hour block covered by the rental fee billed at \$60/hr, \$35.00/hr for the facility and \$25.00/hr for the Technical Director, charged in one hour blocks.

Boxlight MP-60e 3500 lumen projector is \$50.00 per show.

9'X12" Fast Fold Projection Screen (front or rear projection option) is \$100 per show

Use of adjacent portable classroom is \$15/hr.

Stage Manager

For a larger production, a Stage Manager is recommended to facilitate and organize the tech and performances.

The Stage Manager will know when to get the talent in place, decide that the show is ready to begin and communicate with the House Manager to get the OK to begin, communicate with the BPA technician when to execute changes in lighting or sound, communicate with any stage crew to execute staging changes, know the scope of the show and what it will take to get from beginning to end, facilitate all backstage communication including actor arrival, clean-up and strike. BPA is not responsible for the smooth running of an event if the lessee does not provide a stage manager to run the show.

Concessions Personnel or Ushers

If the lessee is selling concessions and has a ticketed event requiring ushers they may either supply their own volunteers or BPA will provide staffing for an additional charge of \$10.00/ hr. Arrangements for BPA personnel must be made at least two weeks in advance of the event.