

### **RECITAL, RECEPTION OR LECTURE IN LOBBY**

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

Rental Fee is \$250.00 for a five-hour block due 60 days prior to the performance date. One staff member is included with the rental and shall be present for the event. Additional hours will be charged at \$20.00/hr for the facility plus required staff time.

Additional optional hourly rates:

Technical Director - \$25.00/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: - \$12.00/hr

Concessions Personnel - \$10.00/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.

### **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 recitals, receptions or lectures in Bainbridge Performing Arts 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.

Piano use is \$100.00 per 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



# Bainbridge Performing Arts' 2009-2010 Season

## *C. Keith Birkenfeld Lobby Rate Information (effective 1/11/10)*

---

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 staff member to provide support:**

BPA staff will provide support for your event including showing you where tables and chairs are located and opening and closing the facility.