

# BAM Rentals Manual

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# About the BAM Rentals Manual

This manual contains the basic information needed by producers for a safe, well-planned and successful event in BAM's facility.

Please use this manual to familiarize your organization with BAM's house rules and procedures regarding events. The rules are designed for your safety and well being, and for the protection of BAM property.

If you have questions please contact the Rentals Manager, Brooklyn Academy of Music, 718.636.4198; fax 718.636.4126.

## 1 Reserving a Space

The first step in the planning process is to reserve your space for the event. In order to assist you in this process we need to know the nature of the event, preferred dates and times, expected attendance, and general technical requirements. Please fill out the attached *Rental Inquiry Request* and return it to us to begin this process.

Once we have received this information you will be contacted by the Rentals Manager to review the conditions of the rental, set up an appointment to meet and tour the space, and discuss the details of your event. get any additional information required to give you an estimate.

Once an estimate is done you will need to decide if you wish to put a hold on the reserve a space, BAM will require a signed Reservation Hold Agreement and a non-refundable deposit of \$500.00 to confirm your hold on BAM's calendar. Please note that BAM cannot give estimates for events without technical information.

In order to finish this process we will need complete information on your event, including complete technical information. We will then create a final budget and prepare a Licensing Agreement. No public announcement about an event at BAM may be made until after the Licensing Agreement has been signed by both parties.

## 2 Charges & Payments

BAM will prepare a budget of the estimated expenses based on the information you provide. This budget will be included as part of the Licensing Agreement. At the time the Licensing Agreement is signed a deposit of 50% of the estimated expenses will be due. The balance of the estimated expenses is payable no later than ten (10) working days prior to the scheduled load in for the event.

The estimated expense will vary based on the event, but will typically include the following:

## Rental Fee

	<b>Basic</b>	<b>Not-for-Profit Organizations</b> (less 25% discount)	<b>Community*</b> (less 35% discount for Cinemas & 50% discount for all other spaces)
Opera House	\$7,000	\$5,250	\$3,500
Harvey Theater	\$3,500	\$2,625	\$1,750
BAMcafé	\$1,500	\$1,125	\$750
Attic or Penthouse Studio	\$1,000	\$750	\$500
Cinemas (four theaters)†	\$1,500 to \$2,250	\$1,125 to \$1,688	\$975 to \$1,463

\* For Brooklyn not-for-profit organizations, small businesses and individuals. BAM reserves the right to evaluate individual requests.

† Weekend rates apply. Please call for more information.

### ***The Rental Fee at BAM includes:***

1. Full complement of in-house lighting instruments
2. Technically advanced sound system
3. Soft goods (i.e. legs, borders, scrims)
4. Dressing Rooms

**Important Note:** *The rental fee is only a portion of your total cost.* The final cost for your event will be the rental fee plus the house charges listed below. The stage area of the space rented will be bare of lighting equipment, draperies, etc., so there is a cost associated with the set-up of even the most minimal event.

### ***The Rental Fee does not include:***

#### **Stage Labor**

The needs of the attraction, together with the conditions of Local 4 Agreement, will dictate total crew required. BAM's Production Department and crew chief, in consultation with the renter, will determine the crew requirements. Estimates will be provided only upon receipt of your written technical information.

#### **Front-of-House**

Theater Manager(s) and ushers are required for all events. Ushers assist in enforcing the house rules and are responsible for evacuating the theaters in case of emergency. The theater manager will determine the number of ushers.

#### **Security & Custodial**

BAM provides all security and custodial services. Outside security services are not permitted on the premises except in cases of special security requirements and must be agreed to in advance.

#### **Box Office and Tickets**

All ticketing for your event must be done through BAM's Box Office. The Box Office fee includes Box Office advance sale (BAM accepts checks, cash, or Visa/MasterCard and American Express only), and in-house mail orders and/or Ticketmaster phone orders. Tickets may also be issued to the renter on consignment. At no time may the renter accept payment for consignment tickets on BAM's premises.

### **Insurance**

All events must pay the cost of BAM's General Liability coverage for the event. In addition renters must provide BAM with proof of their own General Liability coverage or pay to be covered under BAM's policy.

### **Equipment Rental**

The rental fee includes the cost of any equipment available at BAM. Our technical specifications are available upon request. Should renter require additional equipment that cost will be included in the estimated expenses.

### **Other Charges**

- All estimates for labor charges will include payroll taxes and employee benefits. If your engagement includes a holiday, Sunday or Monday, or if overtime is required, additional labor charges will apply.
- A payroll-processing fee will also be included in all estimates.
- Wardrobe personnel. (There is no access to laundry facilities, including irons and ironing boards, unless the renter has engaged BAM's wardrobe personnel.)
- There may be other charges depending on the nature of your event, (e.g. production coordinator, hair and make-up personnel, piano tuning, etc.). These will be included in the estimate.

### **Optional Services**

- Rehearsal studios.
- Archival Video of event (restrictions apply, any archiving of a rental event at BAM will incur additional charges).
- Catering (see section 7)

## **3 Policies and Restrictions**

When producing an event in one of the BAM theaters, producers are required to follow the rules and regulations governing the use of the theaters and of any of the unions having jurisdiction at BAM. BAM operates under the jurisdiction of IATSE Local 4 (Stagehands), Local 764 (Wardrobe), Local 751 (Treasurers and Ticket Sellers), ATPAM (Theater Managers and Press Agents) and DC37 (Maintenance & Security). BAM retains the right to change these rules at any time, or to establish specific guidelines, if necessary, for a specific event. Your cooperation is necessary to keep things running smoothly before, during and after your event.

### **Cancellations**

If for any reason an event must be canceled, the producer/sponsor must notify the Rentals Manager as soon as possible. Verbal notification must be followed by written notice. Deposits are not refundable, but may be transferred to a different date or event organized by the same producer.

### **Supervision of children**

Adult supervisors must be present during any event where artists, guests, or members of the audience are younger than 18 years of age. BAM reserves the right to set minimum requirements for adult supervision.

### **Smoking**

BAM is a non-smoking facility. No smoking is allowed anywhere on BAM's premises except in designated areas.

### **Restrictions on the Use of the Theater**

- No standing or climbing over seats.
- No standing, dancing, or sitting in the aisles
- Children under the age of 5 will not be admitted to the theater, except for family programs. Designating an event as family programming must be agreed to in writing in advance.
- No flash photography or video or audiotaping during performances. Arrangements must be made to accommodate press, or to make archival recording.
- Late seating is at the discretion of BAM Theater Management in consultation with the renter.

## 4 Technical Requirements

The BAM Production Department must be provided with final written technical requirements and information at least three (3) weeks before the date of the first performance. This information includes, but is not limited to, light and sound designs, crew requirements and all rehearsal, technical and performance schedules. Failure to comply can result in contract cancellation.

**Note:** All scenery, equipment, costumes, and paraphernalia must be fireproofed in accordance with the laws, ordinances and regulations of the City, State and Federal Governments. Proper affidavits of fireproofing must be submitted to the Production Coordinator prior to load-in.

## 5 Advertising / Publicity

The renter will be responsible for all advertising and publicity for the event. BAM is to be notified of all publicity and/or advertising before going to print or media, and must have 48 hours to approve all use of BAM's name, logo, mark, or related information. This includes public service announcements, television or radio advertising, newspaper and other print ads, posters, flyers and all forms of public advertising publicizing your event. No publicity may be released or announcement may be made about the event that refers to BAM until a signed Licensing Agreement is in place.

## 6 Ticket Procedures

To guarantee that an event does not exceed the legal occupancy limits, producers are required to order tickets from BAM's Box Office. The number of tickets issued will not exceed the legal occupancy of the space to be used, whether tickets are free or for purchase. Access will be granted into BAM theaters only with an approved ticket. This rule will be strictly upheld. This is to insure that overcrowding and other unsafe conditions do not occur.

- Tickets must be ordered through the Rentals Manager
- The BAM Box Office must issue all tickets for the event.
- No tickets will be issued unless a deposit of half the estimated fee as noted in Licensing Agreement is paid.

- The box office will sell tickets for four weeks prior to a scheduled event or tickets can be issued to the renter on consignment. (Speak with the Rentals Manager about details.)
- Renter must notify the Rentals Manager of the total number of consignment tickets sold at least two business days prior to the event.

## 7 Catering Services, Great Performances, Inc.

BAM's in-house caterers, must handle all catering and food services unless other arrangements have been agreed to in writing beforehand. Please contact Trey Moynihan at 212.727.2424 or visit the company's web site at [www.greatperformances.com](http://www.greatperformances.com). There will be a separate contract and budget for all catering.

## 8 Theater Descriptions

### **The BAM Opera House**

Located at 30 Lafayette Avenue. It is the largest of BAM's theaters and can accommodate 2,109 patrons (Orchestra: 934, Mezzanine: 574, Balcony: 529, Boxes: 72) or 2,033 patrons when the orchestra pit is used. The stage measures 50' x 48' with a proscenium opening of 46' and is equipped for every type of production with the latest technology in sound and lighting equipment. The orchestra lift is an elevated acoustically treated platform 8' 6" (1.02m) deep x 43' 3" (13.18m) wide.

The facilities include 3 private and 15 chorus dressing rooms (total capacity 120 performers), a green room, and a management office. When wardrobe personnel are engaged (at additional cost) the amenities also include a wardrobe shop with laundry facilities.

### **The BAM Harvey Theater**

Winner of the 1988 Architectural Theater Award, the Harvey (formerly the Majestic) is a self-contained venue located at 651 Fulton Street. It has a capacity of 873 seats (Orchestra: 632 amphitheater style seating, Gallery: 241 individual seats). The stage measures 37'x 38' and boasts a first class hydraulic fly system. Situated over four floors, the dressing room facilities include 1 private, 3 principal and 5 chorus rooms accommodating a capacity of 74 persons.

### **The BAM Rose Cinemas**

Also located at 30 Lafayette Avenue and features state of the art projection, sound, and video equipment. They may be rented for private screenings, conferences, and other events.

Cinema #1 capacity 103

Cinema #2 capacity 155

Cinema #3 capacity 272

Cinema #4 capacity 222

### **The BAM Lepercq Space (BAMcafé)**

This is a restaurant and banquet facility located above the grand lobby. It can accommodate up to approximately 400 standing or up to 250 seated patrons. The banquet space measures 125' long x 42' wide x 36' high. It includes theatrical lighting and sound with support systems for videos. Ideal for exceptional weddings, parties, receptions and seminars.

**The BAM Richard Alan Hillman Attic Studio & Penthouse Studio**

Located respectively on the 6th and 7th floor of 30 Lafayette Avenue, our newly refurbished rehearsal rooms are also used for very small scale theater presentations. They are primarily reserved for visiting artists. Other uses are permitted by application. The Attic Studio is approximately 80' x 40' and the Penthouse is 50' x 40'

# Rental Inquiry Request

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Info:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Venue you are interested in:

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What Type of Event are you planning (Concert, film screening, conference, wedding, etc.)?

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What dates and how many performances (if applicable)?

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Please give us a brief description of the event:

Include as much technical information as possible, attach additional information as needed. If you have a ground plan and/or light plot for the event that would be best. If not please give us some idea of what you will need, for example: Do you have any scenery? Will you require microphones? Etc.

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Please return all inquiries to the Rentals Manager.