**A Quick Guide to Renting at the A.R.T./New York Theatres**

Before you decide if A.R.T./New York Theatres are the best place for your show (and we hope we are!) we’d like to give you a little more background as to what to expect. A.R.T./New York will be with you every step of the way – from the initial contract conversations, to choosing a seating layout that best suits your needs, discussing your ticketing process, and facilitating periodic design meetings at 8 weeks and 4 weeks from your load in. Some policies and procedures are unique to the spaces themselves, and they are outlined below.

**For those renting the Mezzanine Theatre:**

* The first day of your load in will be Tuesday of your first week, and access to the building starts at 9:30am.
* When you arrive, the lights and speakers will have been taken to the ground. There are also two projectors in road cases that are available for you to hang as part of your design.
* There will be some soft goods pre hung in a rep plot. There are other soft goods you may incorporate into your design that are stored in hampers.
* You will be responsible for hanging your light and sound plots, and on your way out we will ask you to strike the grid to prepare for the next group in.
* For more information about the Mezzanine, visit www.art-newyork.org/mezzanine.

**For those renting the Jeffrey and Paula Gural Theatre:**

* The first day of your load in will be Monday of your first week, and access to the building starts at 2pm.
* When you arrive, the lights will be hung (unfocused) in a rep plot and the speakers will be taken to ground. There is no rep plot for the speakers. You are free to use the light rep plot and focus the lights to your specifications if it works for your configuration, or you can take the lights to ground and rehang a plot of your design. There are also two projectors in road cases that are available for you to hang as part of your design.
* Should you need soft goods, they are stored in hampers and available for your use.
* If you hang your own light plot, be sure to build time to restore the rep plot into your strike. You do not have to focus the lights.
* For more information about the Gural, visit [www.art-newyork.org/gural](http://www.art-newyork.org/gural).

**General Notes:**

* The seating risers will be in the last show’s configuration. Be prepared on Day 1 to come in and turn over the theatre so the risers are in your configuration. This usually takes between 4-6 hours with 4-6 people.
* On your way out, you can leave the risers where they are (as the next group will re-configure them to what they need). In the interest of efficiency for all renters, everyone touches the risers once.
* During your load in, tech, and previews your access hours will be from 9:30 AM to 11:00 PM. Once you open, your access hours will be 2 hours preshow through 1 hour post show.
* The dressing rooms each have an Equity cot. There is one mini fridge and microwave backstage. There is also a bathroom with a shower in each of our dressing room spaces.
* You will be responsible for providing all production staffing for load-in, tech rehearsals, run crew, and strike.
* You will be responsible for handling your own ticketing. This encompasses setting up the ticketing website with your ticket prices, choosing general admission or assigned seating, and providing a box office person at every performance.
* For performances, you will need to provide a House Manager to be in the lobby for the duration of every performance, and ushers(s) to assist with seating. You can also offer concessions if you’d like. Your staff will work in conjunction with A.R.T./New York’s venue staff, and your team will participate in an orientation for building policies and procedures prior to your first performance.

This is a brief overview about the policies and procedures of our spaces. If you have any questions please reach out to us at theatres@art-newyork.org for more information. We look forward to working with you!