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| **MEZZANINE THEATRE RENTALS – 2018/19** *(valid thru June 30, 2019)* | | |
|  | **Half-Day Presentation**  **$675** *(A.R.T./NY Members)*  **$850** *(Non-members)* | **Performance Package \***  **$1,620 / day** *(A.R.T./NY Members)*  **$2,025 / day** *(Non-members)*    *\* ONLY AVAILABLE WHEN THEATRE IS NOT BOOKED WITH A LONG-TERM RENTAL* |
| **Hours** | 5 consecutive hours between 10am-10pm.    Additional hours are:  $125 members / $155 non-members | Access from 9:30am until 11pm.  Ability to rent consecutive days as a “lock-out”. |
| **Capacity** | Audience capacity is dependent on the seating layout currently in the theatre.  Stage capacity is dependent on the current production. | |
| **Theatre Setup** | Current layout existing in the theatre (can not be changed).  It could be a proscenium, alley, thrust, in-the-round, or L-shape – the possibilities can be viewed on our website: <http://www.art-newyork.org/theatre-facilities>. Please inquire with questions. | |
| Dressing Rooms \*\* | *\*\* Available ONLY when there is not a long-term production renting the theatre.\*\**  Two dressing rooms can accommodate 4-5 people each. Each has a restroom with shower.  Backstage “green hallway” outfitted with one call board, mini-fridge and microwave. | |
| **Presentation** | One presentation of up to 2.5 hours included. Additional length is $37.50/hour, billed in  30-minute increments. | One presentation of up to 2.5 hours is included.  Additional presentations are $150 each. |
| Ticketing | Renter manages its RSVP list. No pre-sales through a ticketing service are permitted. If tickets are to be sold, RSVPs may be taken in advance by email or phone with the purchase occurring at the door prior to the presentation. | **Advance tickets may be sold**.  Renter sets up and manages its own box office service and provides someone to manage will-call onsite.  Renter must follow all ADA guidelines  regarding ticket sales. |
| Staffing | Renter must provide a house manager to manage the RSVP list and be present in the lobby for the duration of the presentation | Renter must provide one box office staff and  one house manager to be present in the lobby  for the duration of the performance. |
| Reception | Renter may hold a reception within the 2.5 hour presentation length.  No alcohol may be sold. Suggested donation for beer and/or wine is possible. | |
| **Technical** | |  |
| Lighting | Basic Stage Wash. Renter to provide operator.  (no programming or re-focusing) | Full use of technical inventory, including ability  to move and focus lighting fixtures, utilize audio,  and set up projection inventory.  Renter is responsible for setting up all equipment  required for the performance and striking/restoring it following the performance. All set up and strike must occur within access hours. Renter must provide qualified technicians to set up and operate the equipment. |
| Sound | Basic system with 2 speakers and  iPod playback operated from booth.  Renter to provide operator. |
| Other | Comm system available. |
| Not Included | Video/projection, audio (including mics),  soft goods, etc. These are available as a part of the “Performance Package”. |
| **Insurance** | General Liability required. You may provide your own or buy into our TULIP  at a cost of $125 for 1 performance, $145 for 2-5 performances. | |
| **General** | WiFi available throughout the space. A limited number of folding tables and chairs are available.  (There are no music stands or pianos onsite). Fully ADA accessible, including the booth and  dressing rooms. Adjacent lobby space available. | |
| **Payment & Contract** | 25% non-refundable payment by check due within 3 business days of booking, the remainder is due one week before rental. No cancellation less than one week in advance. Booking is non-transferrable. | Contract required. 50% non-refundable payment by check due upon signing (within 3 days of booking), the remainder plus security deposit is due one week before rental. No cancellation less than one week in advance. Booking is non-transferrable. |