



DANCEWORKS STUDIO RENTAL POLICIES

GENERAL INFORMATION AND POLICIES

- Renter agrees to list DANCEWORKS STUDIO THEATRE as the venue on all printed materials associated with the event.
- A Public Performance in the Danceworks Studio Theatre includes undisturbed use of both studios, lobby, and common areas.
- The Danceworks Studio Theatre is available for performances generally after 6pm on Fridays and Saturdays and all day on Sundays. All rehearsals/performance are subject to availability. Danceworks must approve all production personnel working in the space. A list of preferred subcontractors is available upon request.
- A preliminary production meeting is required with Renter, Renter's production personnel, and Danceworks production staff prior to renter's first rehearsal in the space.
- The Renter will complete the Theatre Rental Information Form along with signed letter of agreement prior to occupying space for rehearsal or performance.
- All performances must take place outside Danceworks regular studio classes and activities.
- Danceworks Studio Theatre is a multi-use facility and we ask renters to respect it as such. The studio is used for daily technique classes and rehearsal; the premises must be cleaned and equipment restored before you leave each night. (This includes striking props & costumes and lifting the black masking that covers the mirrors at the end of the night).
- A Danceworks representative must be on the premises at all times during rental.
- Renter must vacate the premises within a half hour of the end of the performance, failure to do so will result in a charge equal to that of a post show reception.
- Renter must restore the studio to its original condition immediately following final performance. (This includes restoration of Repertory Plot (circuits, instruments and color), removal of all spike marks from the floor, sorting and filing all color media, and striking all sets, costumes, props and sound from the premises.)
- No glycerin, oil based products or other fluids are permitted on the studio floors.
- Only clean shoes will be permitted onstage.
- No smoking, eating, or drinking is permitted in either studio.
- No alcoholic beverages are permitted on premises.
- Renters are strongly encouraged to utilize Danceworks Box Office to handle ticket sales.
- The office phones, computers, copier, or fax machine are not to be used for any reason.
- DANCEWORKS IS CLOSED ON ALL MAJOR NATIONAL HOLIDAYS.

DANCEWORKS BOX OFFICE POLICIES:

- Advanced ticket purchases can be made during office hours and 2 hours prior to each performance on the phone or in person.
- Advance ticket sales are accepted online at <http://www.danceworksmke.org> 24 hours a day. Online ticketing closes 24 hours prior to the opening performance.

- Acceptable payment forms include cash, check (payable to Danceworks, Inc), VISA, and MasterCard. Online and phone orders are by credit card only.
- Renter is responsible for all merchant fees on credit card orders. (Merchant fees are 5% of total gross credit card sales for phone and walk up orders.)

DANCEWORKS FRONT OF HOUSE POLICIES:

- Renter agrees to provide (3) front of house volunteers per performance. Names and phone numbers of the volunteers must be given to the Box Office Manager by Wednesday prior to first performance.
- House opens approximately 30 minutes prior to performance start time.

ITEMS NOT PROVIDED IN DANCEWORKS RENTAL:

- Promotional materials (tickets, programs, postcards, fliers, press releases, etc.)
- Signage (if renter is utilizing the Danceworks Box Office, signage for tickets sales will be provided.)
- Front of house volunteers (3 per performance)
- Videographer
- For the Formal Performance renter must contract their own Lighting Designer/Stage Manager