



DANCEWORKS THEATRE RENTAL POLICIES

GENERAL INFORMATION

- All performances must take place outside Danceworks regular studio classes and activities.
- A Public Performance in the Danceworks Studio Theatre will include undisturbed use of both studios, lobby, and common areas.
- 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.
- This will include a technical walk through and an explanation of specs regarding our lighting and facilities.
- 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 and costumes and lifting the black masking that covers the mirrors and windows, as well as returning ballet barres as needed, at the end of the night).
- Renters may use Danceworks Box Office for ticket sales. Use of Danceworks Box Office services includes added fees. These fees include use of our ticketing system for managing sales, fees for sales, box office staff support leading up to the show and box office staff during the performance.
- Danceworks does not provide front of house staff or ushers. Renter is encouraged to provide their own volunteers or ushers.
- Lighting designers, technical personnel and a stage manager are not provided by Danceworks.
- Videographers and photographers are not provided by Danceworks.
- A Danceworks representative must be on the premises at all times during rental.
 - Renter agrees to obtain liability insurance that lists Danceworks, Inc. as the covered entity for the duration of their rental at Danceworks.
- Danceworks assumes no responsibility to Renter or Renter's students, dancers, or guests for personal injury, damage, or loss of personal property incurred while on the Danceworks premises.
- Renter assumes responsibility for any damage that occurs to the space during the period of rental.
- A copy of Renters liability insurance is due 7 days prior to the Renters time in the space. Proof of liability insurance may be provided as a hard copy or via email to aalto@danceworksmke.org.

RENTAL POLICIES

- Renter must vacate the premises at the end of the reserved rental, 10:30 pm on February, 3rd 2024. 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.
- Renter agrees to leave the space in the way they found it. This includes garbage, water bottles, chairs, ballet barres, studio mirrors, etc. If space is found unkept, renter understands that Danceworks has the right to charge a cleaning fee.

- No glycerin, oil based products or other fluids are permitted on the studio floors.
- Only clean shoes will be permitted onstage.
- No smoking, eating, drinking, or alcohol during the performance is permitted in the theater.
- No alcohol sales are permitted.
- The office phones, computers, copier or fax machine are not to be used for any reason.

DANCEWORKS BOX OFFICE POLICIES (If included):

- Renters will provide their own programs and marketing materials.
- Renter agrees to list DANCEWORKS STUDIO THEATRE as the venue on all printed materials associated with the event.
- Unless Danceworks Box Office is being utilized The Danceworks phone number should not be listed on any promotional material.
- If the renter chooses to utilize danceworks Box office services, the phone number should be listed as 414-277-8480.
- Advance ticket sales are accepted online at www.danceworksmke.org 24 hours a day. Advanced ticket purchases can be made during office hours. Tickets can also be purchased during Danceworks open hours or when box office opens before a show. Online ticket sales end 2 hours prior to the performance.
- Ticket reservations are taken with advanced payment only. No tickets will be held without payment.
- Acceptable payment forms include 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.)
- We can hold seats before sales go live that can then be sold later if needed. These would be less desirable seats that can be complimentary for some guests. Please work with the box office to coordinate.
- The rental settlement will be finalized within two weeks of the end of the rental period. We provide sales updates for shows on a weekly basis. Please reach the box office if you have questions regarding sales. Once the show is closed the renter will receive a copy of the ticket orders, ticket financials, patron contacts and the settlement in the rental closing packet.

DANCEWORKS FRONT OF HOUSE POLICIES:

- House opens approximately 30 minutes prior to performance start time.
- Renter should notify Danceworks of any lobby set up that will occur.
- Danceworks will offer concessions in the lobby prior to each performance.

POST SHOW RECEPTION

- In the event the renter chooses to have a reception with the additional reception fee following the show:
 - The fee includes the use of one table and tablecloth, stereo equipment and one staff person to remain on site.
 - The renter is in charge of setting up and cleaning up and the clean up time is included in the rented time.
 - Every quarter hour post the rented time will be charged \$25.

ITEMS NOT PROVIDED IN DANCEWORKS RENTAL:

- Promotional materials (programs, postcards, fliers, press releases, etc.)
- Signage (if renter is using the Danceworks Box Office, signage for tickets sales will be provided.)
- We do not provide Liability insurance and proof of Liability insurance for the duration of the rental is to be provided to Danceworks 7 days prior to rental.

DANCEWORKS PROMOTIONS:

- Danceworks will post Renters publicity at our studios in the form of posters/postcards/press releases provided by Artist. These materials can be coordinated with the Danceworks front desk team and dropped off during regular business hours.
- If the Danceworks Box office is utilized, a link to the ticket order will be provided from our website.