



BARYSHNIKOV ARTS CENTER

## RENTAL INFORMATION & POLICIES

### Building hours/BAC hours

- Typical BAC studio hours are Monday – Friday, 10a – 6p. Special arrangements for earlier/later hours, and/or weekends can be made, but must be discussed with BAC's Operations staff. Hours preceding 9a or exceeding 7p (M-F) may require additional staffing at the cost of the tenant.
- The building opens at 9a and typically closes at 10p, however, tenant will not have access to their space outside of their rental period, so space usage must be made clear to BAC Operations department upon booking. If prior arrangements are not made, BAC will ask the tenant to leave the space at the end of their daily rental period.

### Staffing Requirements

- Any delivery/pick-up that can not be carried on/off of the elevator in a single load and by a single individual must be discussed with BAC's Operations and Production Staff and may require a minimum of a single BAC crew member to be hired for a 4 hour call.
- Any activity that requires BAC crew must be approved by BAC's Operations and Production staff with a minimum of 5 business days notice. If notice of less than 5 business days is given, then the production department reserves the right to deny the request of the tenant.
- BAC must receive notice of a cancelled, postponed, or changed crew call with at least 3 business days notice. If less notice is given, the tenant will be responsible for paying all booked individuals for the originally booked calls, as well as any additional staffing that is required to fill any amended or postponed calls.
- A BAC Crew Chief will be hired for every crew call. In the event that only one BAC crew member is needed, the Crew Chief will serve as this crew member, and no additional staff will be required.
- All BAC hourly staff hired for your rental will receive an hourly minimum.

### Load Ins/Outs:

- Rental dates and times must include and factor in load in and load out times. Please include a day/portion of a day on either side of your rental each for load in and load out activity, dependent on the size/scale of your rental. In certain circumstances this may require additional days of load in and load out beyond your rehearsal schedule or may result in a loss of rehearsal time.
- Tenant must make use of BAC's technical staff at Tenant's expense - the exact number of crew members will be contingent upon the quantity, size, and scope of the materials being loaded in/out and will be determined by BAC's Operations and Production Department.
- All load-in and load-out scheduling must be discussed with BAC Operations and Production staff and will be scheduled in accordance with the needs of the building.
- Load-ins that will exceed 4 hours will typically begin between 8am and 9am and must be complete by 5p.
- Standard Load-ins (4 hours or less) may not begin prior to 9am and must be complete by 1p.
- Additional delivery of non-postal materials must happen from 9a-10a or from 11a – 4p. Deliveries may be turned away if attempted from 10a - 11a or from 5p - 7p

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- Rehearsal activity cannot take place in the same space as load in/out activity.
- All load-out activity, including restoring the space to it's original condition, must be completed by 10p. In the event of a performance in one of the spaces within 450 W. 37<sup>th</sup> St, you may be asked to complete your load-out activity prior to 6p. Please discuss your load-out schedule with BAC's Operations and Production staff before scheduling your load-out.

### **Ancillary Spaces**

- Rental only includes access to space(s) outlined in rental agreement. Renting companies have access to lobby spaces on the floor their rental takes place on, but can not utilize this space as extra rehearsal space, office space, or meeting space unless the tenant has a lockout of all spaces on that floor.
- The lobby spaces on Floors 1 and 2 belong to the Orchestra of St. Luke's and cannot be accessed by BAC renters unless permission has been granted by the OSL Production office located on the ground floor.
- Floor 3B is exclusively reserved for tenants of the Jerome Robbins Theater as a performance space, and the table and green room space found on this floor are not for general public use.

### **Receptions & Showings**

- All receptions and showings are booked on a first-come, first-served basis at the discretion of BAC's Operations and Production staff.
- Please note that your rental hours will include time for set up and breakdown of your event to be determined by BAC's Operations and Productions Staff.
- Tenant must make use of BAC's technical staff at Tenant's expense - the exact number of crew members will be contingent upon the quantity, size, and scope of the materials being loaded in/out and will be determined by BAC's Operations and Production Department.
- Food and beverages other than water are not generally allowed in the studios or theaters. If you would like to serve any of these items during your event you must get approval from BAC at the time the booking is made. There may be an additional cleaning fee for any event serving food and beverages.
- BAC does not provide catering services. Catering services are to be arranged for by the tenant at their own expense (as approved by BAC). There must be at least one member of the tenant present for the arrival and pick up of any catering or party rental deliveries.
- All events must comply with fire code regulations when considering the configuration of the space and the overall capacity of the event. Capacity of a space is defined as the total number of people allowed to be in the space. This includes guests/audience, organizers, performers, and staff.