

## **124 Bank St Theater Space Usage Agreement**

### **The Theater**

The theater is part of HB Studio and is in a residential area. Renters must maintain a reasonable volume when outside of the main theater building. This includes the theater entrance, the garden and dressing rooms.

The renting producer/production manager and stage management team must do a walk through of all facilities with HB's theater staff upon arrival. They are then responsible for relaying that information to the rest of their production team and to their performers.

The theater staff must meet anyone who will be manipulating the provided equipment upon arrival. If the person designated to handle the lighting, sound, and video equipment presents as unqualified, the producer will be asked to replace that person or add a skilled supervisor.

The renter is responsible for removing all trash from the theater every night. No food can be left out or in the cans in the building. The bins for trash removal are located in front of 122 Bank St.

The renter is responsible for maintaining the restrooms in the theater during occupancy. The trash must be emptied and any debris on the floor must be removed. Stock will be replaced by theater staff.

The renter must inform theater staff of any schedule changes. A theater staff member must be present at all times of occupancy. The studio staff cannot open the theater without authorization from the theater staff. There are no exceptions.

The renter is responsible for restoring the theater to exactly how they found it within the agreed upon rental dates and times. Any last minute (within 24 hours of the end date) additional time will be charged a double hourly fee of \$150/hr and is subject to availability. The equipment must be restored by a qualified technician.

A closing walk through must be done with a theater staff member at the end of each day.

### **The Dressing Rooms**

Dressing rooms are located in 122 Bank Street, along with HB office, classroom, meeting, and rehearsal space. It is important not to disrupt the work happening in that building.

The garden is shared by all three HBS buildings, with classrooms facing the yard. Rental access may be revoked if there are noise complaints. The garden gate must also remain locked after 7pm for security.

The Green Room (1st floor of 122 Bank St) access is limited to the main room. The sectioned-off office area, the basement, and storage rooms are off limits.

The Green Room is also a work area by day for HB's facilities manager. Theater staff must provide first access and escort renting groups to the dressing rooms every day of the rental. There can be no un-announced first entry to the Green Room and only theater staff will provide access. There can be no music or noise above a speaking volume before 4pm on weekdays. The room must be completely restored every night including trash, chairs, and belongings.

The Upstairs Dressing room (2nd floor of 122 Bank St) adjoins a meeting room, separated from the dressing room by a sliding door. The meeting room is off limits.