



Information Packet

About HEREstay

HEREstay is a curated rental program, which provides subsidized performance and rehearsal space, technical support, and a full box office. HEREstay Artists can also access equipment that is not typically available in venues our size such as video projectors, wireless microphones, color scrollers—all at subsidized rates. One of our most vital services, the program supports 500 independent artists annually. It has allowed many upstart companies and emerging artists to realize their full artistic vision on a small budget.

This packet

Please review this packet for more information about our spaces and presenting a HEREstay project. If you have specific questions about HERE's spaces, rates, terms, or availability, please contact General Manager Amanda Cooper at amanda@here.org or 212-647-0202 ext 310. To submit an application, please fill out our HEREstay application on our website (<http://www.here.org/programs/here-stay> under "how to apply") and fill out the digital form.

Spaces

The Mainstage Theatre is a flexible black box performance space with a sprung wood floor which measures 46' x 46'. It can seat up to 150 persons (but usually seats 99) and is equipped for every type of production with a sound package, as well as a well-equipped lighting inventory for you to create your plot. Suitable for theatre, music, dance, performance, multi-media installations, readings, auditions, meetings, symposiums, presentations, conferences, weddings, parties, receptions or classes. Curtain time is 8:30pm and 4pm for matinees. Available weekly and, very occasionally, daily or hourly.

The Dorothy B Williams Theatre (DOT) is a 63 seat accommodating black box performance space which measures approximately 34' x 38' and is equipped with a pre-installed sound package, as well as a well-equipped lighting inventory for you to create your plot. Suitable for theatre, music, dance, performance, multi-media installations, readings, auditions, meetings, symposiums, presentations, conferences, weddings, parties, receptions or classes. Curtain time is 7pm and 2pm for matinees. Running time of the event must be 75 minutes or less. Available weekly and, occasionally, daily or hourly.

Rates

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| Mainstage | Non-Profit: \$4,200.00/ week, \$750/ day Commercial: available upon request |
| DOT | Non-Profit \$2,500/week, \$415/day, \$15/hour Commercial \$5,500/week, daily and hourly rates available upon request |
| Café | please contact herb-n-peach eatery, extension 308 |

Terms

1 week of rent due upon signing

Special rates and terms apply for readings, classes, auditions, but availability is scarce

Includes

Sound Package
Extensive Lighting Inventory at your disposal
Technical Support
Box Office Management
Ovationtix Ticketing
Placement on HERE's website
Dressing Rooms

Optional

Additional Equipment Rental

State-of-the-Art Video Equipment at subsidized rates
Soft Goods Rental
Piano Tuning

POLICIES AND RESTRICTIONS ON THE USE OF HERE FACILITIES

Producers are required to follow the rules and regulations governing the use of our theaters, the serving of refreshments, number of guests and patrons and other important administrative stipulations. These guidelines have been established with your safety and the security of HERE property in mind. HERE retains the right to change these rules at any time without notice, or establish specific guidelines, if necessary, for a specific event. Your cooperation is necessary to keep things running smoothly before, during and after your event.

Occupancy

Events May Not Exceed the Legal Occupancy Restrictions.

Cancellations

If for any reason an event must be canceled, the producer must notify us as soon as possible. Verbal notification must be followed by written notice. Deposits are not refundable, but may be transferred to a different date and event organized by the same producer if cancellation is made 60 days in advance and early enough to find a replacement booking.

Food and Beverages

HERE's on site café is run by herb-n-peach eatery. No outside food or beverages are allowed for sale. Please contact the café directly to arrange special events and space rentals.

Technical Requirements

HERE's Production Manager must be provided with all technical requirements and information at least three (3) weeks before the date of the event. This information includes, but is not limited to, light and sound designs, crew requirements and all rehearsal, technical and performance schedules. Failure to comply can result in contract cancellation. NOTE: All scenery, equipment and paraphernalia must be fireproofed in accordance with the laws, ordinances and regulations of the City, State and Federal Governments. Proper affidavits of fire-proofing must be submitted to the Production Staff prior to opening.

Ushers

Ushers are required for all events and must be provided by the producer. Ushers take tickets, assist in enforcing the rules and are responsible for evacuating the theaters in case of emergency. The number of ushers required will be determined by HERE.

Custodial

HERE provides custodial services once daily.

Insurance

All producers must present legible copies of up-to-date liability insurance certificates at least two (2) weeks prior to the event. The liability requirements are specified in the contract.

Marketing

HERE is to be notified of all publicity and/or advertising before going to print or media. No publicity may be released until a signed contract is in place. HERE will not do listings or releases on your behalf. Please ask about community resources, which can help promote your event.

Tickets

To guarantee that an event does not exceed the legal occupancy limit, producers are required to sell tickets through HERE. The number of tickets issued will not exceed the legal occupancy of the space to be used whether tickets are free or for purchase. Access will be granted into HERE theatres only with an approved ticket. This rule will be strictly upheld. This is to insure that overcrowding and other unsafe conditions do not occur. The box office will sell tickets for two weeks prior to a scheduled event. Details about ticket sales receipts and payments to the producer from the box office are outlined in the contract.