

BUTLER ARTS CENTER

CLOWES MEMORIAL HALL
SCHROTT CENTER FOR THE ARTS
LILLY HALL STUDIO THEATRE
EIDSON-DUCKWALL RECITAL HALL

Policies and Procedures

Last Updated July 29, 2016

Table of Contents

About

Venues	5
Staff Listing	6
Priority Scheduling	7

General Rules

Admission into Clowes	9
Admission Backstage	9
Alcoholic Beverages	9
Animals Prohibited	9
Artist's Contracts/Riders	9
Blocking of House Egresses	9
Cancellations Due to Weather and Other	
Emergency Conditions	10
Control of Premises	10
Controlled Substances	10
Curtain Time	10
Delivery and Storage of Goods	10
Food/Drink	10
Insurance	10
Interruption or Termination of Event	10
Keys to Facility	10
Non-Exclusive Right	11
Parking	11
Patron Safety	11
Payment for Damage	11
Public Safety	11
Printed Program	11
Recycling	11
Security & Emergency Medical Protection	12
Settlement	12
Smoking Policy	12
Unpaid Balances	12
Venue Announcement	12

Front of House

Artist Meet and Greet	13
Book Sales	13
Catering	13
Event Decorations	13
Lobby Displays	14
Merchandise Sales	14
Promotional Displays and Tables	14
Reception Area in Krannert Room	14
Reception Area in Main Lobbies	14
Reception Areas: Owings Suite, Outside Marquee and West Marquee	14
Signage	14

Media Relations and Marketing

Advertising Services	16
Inclusion in Clowes Marketing	16
Marketing Requirements	16
Media Inquiries	16
Media Table	16
Parking for Live Recording	16
Parking for Media Event	16
Press Conference	16
Press Internet Access	17
Press Passes	17
Press Photography	17
Press Releases	17
Recording an Event (audio and video)	17

Box Office and Ticket Services

Accessibility for People with Disabilities ...	18
Artist/Production Complimentary Tickets ..	18
Butler University	18
Group Sales for Free Events	18
Group Sales for Paid Events	18
Inclement Weather	18
On Sale/Ticket Distribution Date	19
Refunds/Exchanges	19
Ticket Distribution for Paid Events	19
Ticket Pricing and Production Holds	19
Ticket Requirement for Free Events	19

Technical Services and Backstage

All Stage Work	20
Chaperoning of Children	20
Conduct and Performance	20
Company Switches	20
Control of Stage Equipment	20
Defacement of Stage	20
Dressing Rooms	20
Dressing Room Supplies	20
Egress from Stage Areas	20
Entrances (cast and crew)	21
Fire Curtain	21
Firearms and Special Effects	21
Fireproofing	21
Followspots	21
Green Room	22
House Equipment	22
Laundry	22
Lighting Inventory	22
Loading Dock	22
Loaders	22
Meal Break – Non-Work Time	22
Meal Penalty	22
Opening of House	22
Orchestra Shell	22
Orchestra Pit	23

Table of Contents (cont.)

Parking for Production Personnel	23
Pianos	23
Production Questionnaire and Production Meeting.....	23
Recording and Video Services.....	24
Reduction of Stage Crew	24
Riggers.....	24
Scenery Removal.....	25
Security of Valuables	25
Signage Backstage	25
Sound Equipment	25
Sound Levels	25
Staffing.....	25
Technical Coordination	26
Technical Information Deadline	26
Technical Packet.....	26
Technical Work	26

About the Butler Arts Center

The Butler Arts Center is the premiere arts destination in Indianapolis, Indiana and is made up of 5 venues on the campus of Butler University: Clowes Memorial Hall, Howard L. Schrott Center for the Arts, Eidson-Duckwall Recital Hall, Lilly Hall Studio Theatre, and Lilly Hall Black Box.

The Butler Arts Center is a multi-purpose performing arts facility that serves as a cultural and educational resource for Butler University and the greater Indianapolis community. The BAC is also made available for rent to not-for-profit and for-profit organizations pending availability.

Clowes Memorial Hall

Clowes Hall opened in 1963. The 2,200-seat proscenium theatre was conceived by Dr. George Clowes and his wife, Edith Whitehill Clowes, as a center of culture and entertainment. Since then, more than 9 million people have seen a performance in Clowes Hall since it opened on Oct. 18, 1963. In the summer of 2013, Clowes underwent the start of a significant restoration, with replacements being completed so far with new seats, carpeting, and paint in the interior. A new roof over the building, and a new state of the art sound system.

Howard L. Schrott Center for the Arts

Completed in 2013, the Schrott Center is a full-sized laboratory for students and faculty to participate in and experience the arts. Theater students are able to perform for larger audiences, in a proscenium theater. Dance students are able to showcase their individual performances and choreography on the Schrott stage. The adjustable acoustics can be tailored so music ensembles can maximize their presence and tone. Students studying art and design have the opportunity to exhibit their art in the facility. And arts administration students are able to learn firsthand the ins and outs of managing an artistic venue.

Eidson-Duckwall Recital Hall

In 2004 the former chapel space in Robertson Hall was renovated to create the Eidson-Duckwall Recital Hall, an acoustically sure, dedicated recital hall with high-quality recording potential. It also includes dressing rooms and pre- and post-performance reception and green room spaces. This renovation provides the University and the community with a first-class venue for musical concerts, as well as intimate lectures and gatherings.

Lilly Hall Studio Theatre

Home to the Butler Theatre department, the Lilly Hall Studio Theatre is a traditional black box venue and an important addition to the Butler Arts Center. The flexible space provides students and faculty a home to explore various staging techniques and styles while providing a well-rounded education in the background of theatre. The Studio Theatre additionally doubles as a classroom for theatre students and gives them a place to craft their dramatic and technical skills.

Lilly Hall Black Box

In 2013, the Black Box Theatre was added onto Lilly Hall as part of a major building expansion. The Black Box provides students an additional black box flat floor space in which to produce their own productions as well as an additional transitional room for cabaret style productions.

It is the responsibility of the Butler Arts Center to provide you with the services needed to present your event to your patrons. Because we are usually not part of the creative team that produces the show or event, it is important that we be informed of all the needs of the show or event well before it comes to on the BAC venues. These needs include schedules and all resources: human and equipment. This allows us to prepare well in advance for the needs of all Lessees of the space. This document is an attempt to make the entire process, from scheduling to performance, as Lessee-friendly, and with as few surprises as possible.

Butler Arts Center Staff

Butler Arts Center

Ty Sutton	Executive Director	x9720	tlsutton@butler.edu
Aaron Hurt	Director of Operations	x8684	ahurt@butler.edu
Meg Liffick	Arts & Culture Marketing Director	x6117	mliffick@butler.edu

Clowes Memorial Hall

<i>Building</i>	Info Desk – Main Line	x9697	SL-Monitor Mix	x6027
	Box Office – Info Line	x6444	SR-Stage Manager Office	x9615
	Coat Room	x9611	Admin Office FAX	x9820
	Conference Room	x6848	Box Office FAX	x8456
	Krannert Kitchen	x9602	Coat Room FAX	x6461
	Owings Suite	x8805	Executive Office FAX	x9271
	Admin Office – Intern Desk	x9025	Stage Manager Office FAX	x6410

<i>Administrative</i>	Lisa Whitaker	Business Manager	x9613	lwhitake@butler.edu
	James Cramer	Community Relations Manager	x6414	jcramer@butler.edu
	Joanna Hodges	Marketing Manager	x6411	
	Lance Patterson	Event Manager	x9341	lpatters@butler.edu
	Doris Schwandt	Administrative Assistant	x9987	dschwand@butler.edu
	Carrie Barcus	Info Desk Receptionist	x9698	cabrown3@butler.edu
<i>Education</i>	Allie Combs	Education Program Coordinator	x9942	agcombs@butler.edu
	Donna Rund	Education Manager	x8052	drund@butler.edu
<i>Box Office</i>	Sheila Sharp	Box Office Manager	x9852	sksharp@butler.edu
	Jackie Sands	Assistant Box Office Manager	x6446	jsands@butler.edu
	Julie England	Subscription Coordinator	x6348	jengland@butler.edu
<i>Stage</i>	John Lucas	Stage Tech – Lights	x6423	jluca@butler.edu
	Jimmy Winegard	Stage Tech – Flyman	x9615	jwinegar@butler.edu
	Ernie Yezzi	Stage Tech – Sound	x9612	eyezzi@butler.edu
	Jeff Gooch	Stage Tech – Video	x9298	jgooch@butler.edu
<i>Custodial</i>	Jeff Burton	Lead Custodian	x9617	jmburton@butler.edu
	Cindy Norrick	Custodian	x9617	cnorrick@butler.edu
	Dallus Watkins	Custodian	x9617	dwatkins@butler.edu
	Nancy Brunner	Custodian, part time		

Schrott Center for the Arts

<i>Administrative</i>		Operations Manager	x9619	
<i>Stage</i>	Dennis Long	Production Manager	x8683	dalong1@butler.edu
		Assistant Production Manager	x8683	

Eidson-Duckwall Recital Hall

<i>Administrative</i>	Courtney Hardy	Event Manager	x9657	ckhardy@butler.edu
-----------------------	----------------	---------------	-------	--------------------

Lilly Hall Studio Theatre

<i>Administrative</i>	Courtney Hardy	Facility Manager	x9657	ckhardy@butler.edu
	LaKisha Cooper	Theatre Department Secretary	x9659	ljcooper@Butler.edu

Lilly Hall Black Box

<i>Administrative</i>	Courtney Hardy	Facility Manager	x9657	ckhardy@butler.edu
-----------------------	----------------	------------------	-------	--------------------

PRIORITY SCHEDULING

All Lessees must be in compliance with the rules and regulations outlined in this document. Scheduling of events is the responsibility of the Executive Director and the Director of Operations of the Butler Arts Center. Requests for scheduling performances and support spaces will be determined on the basis of the following use priority. Each category within this priority shall be assessed all fees and costs appropriate to that category.

Level I

Butler University events or performances mandated by the schedule of the annual academic calendar (i.e., Orientation, Winter and Spring Commencement).

Level II

Performance dates by resident companies requiring full weeks for performances (i.e., Broadway Across America, Butler Ballet, and Music For All).

Level III

In CMH: Butler Arts Presents, Clowes Education Series, Jordan College of the Arts ensembles.

In SCA: Jordan College of the Arts Ensembles, Butler Arts Presents

In EDRH: Jordan College of the Arts Ensembles, Student Recitals, Butler Arts Presents

Lilly Hall: Jordan College of the Arts Ensembles, Student Productions, Butler Arts Presents

Level IV

Butler University academic programs and major lectures involving a whole building.

Level V

Butler resident arts organizations, departments, and student organizations.

Level VI

Other Not-For Profit organizations and For-Profit businesses.

The Butler Arts Center operates on a fiscal year ending May 31. **Requests for available dates should be made by October of the year preceding. (i.e. October of the current year for dates of the next year, June 1 – May 31).** Once each level of priority use has been confirmed, the calendar will open to all other Lessees.

Special permission is needed to schedule dates during scheduled Butler University holiday periods including Easter, Thanksgiving, Christmas, New Year's and Butler University Breaks. Special rental rates may apply during these periods to compensate for labor overtime rates.

All events must be booked a minimum of eight weeks in advance unless the Lessee is University sponsored or is a regular Lessee. University events that are only using the Clowes Hall Krannert Room, or Clowes Hall lobby, may only be booked starting 90 days out from the proposed event. A deposit guarantee is due on signing the Standard Rental Agreement or at a minimum of six weeks before the event date and/or before the beginning of ticket sales or the promotion of the event. The deposit guarantee is based on the total budget of the event agreed upon by the presenting organization and the Butler Arts Center. Payment of the deposit guarantee may be in the form of check or certified bank letter of credit. The Butler Arts Center may waive these provisions if the renter is a regular Lessee.

If an event reservation is released by the Lessee four weeks or less prior to the confirmed (booked) event date(s), the presenting organization will be charged the agreed upon rental fees plus any costs incurred by the Butler Arts Center as a result of the planned utilization or cancellation.

A courtesy hold may be placed on the Auditorium before issuing a Standard Rental Agreement. If the date is challenged during this time, the Lessee obtaining the first hold will be given the opportunity to respond (2 business days) before the date is released to another renter. At this time a non-refundable deposit of \$500 must be submitted to retain the date. Signing an agreement and the receipt of the advance deposit guarantee officially reserves the date.

No blind dates will be held. A date hold must include the name of the act to be presented. Final date confirmation and Standard Rental Agreement will be withheld until the Lessee has provided the Butler Arts Center with an official offer to the act, letter of intent or deal memorandum from the act to be presented and the technical rider.

To inquire about space availability, please fill in a Request for Space Form. These forms are available by contacting Aaron Hurt, Director of Operations. Phone requests can be made by calling 317-940-9697 Monday through Friday 8:30am – 5pm. Forms can also be sent via email by requesting them at rent@cloweshall.org.

General Rules

Admission

All patrons must possess a ticket for admission for a paid event at the Butler Arts Center. This includes infants. For the enjoyment of all patrons, it is strongly recommended that children age two and under not attend performances. Strollers and baby seats will not be allowed in the auditorium and if left in the lobby will be done so at the owner's risk.

Tickets are required for free events when 750 or more patrons are expected in an auditorium or 150 or more are expected in the Krannert Room.

Admission Backstage

Entrances backstage will be secured at half-hour before the scheduled curtain time. It is the responsibility of the sponsoring organization to have someone stationed at the backstage entrances if artists, musicians and/or technicians are expected to arrive later than half-hour. If the BAC needs to staff these doors, the cost of labor will be charged to the Lessee. Staffing by the BAC must be made at the signing of the Lease Agreement.

No guests are permitted backstage from half-hour before show time until the conclusion of the program. This includes during intermission. All guests must either have backstage identification and/or the sponsoring organization must provide the BAC an approved guest list. No other guests will be allowed backstage unless Lessee has arranged in advance. All guests will be instructed where to enter the backstage area. Additional event staffing may be required to facilitate backstage visits at Lessee's expense,

For safety reasons, no guests are permitted anywhere onstage. This is a logistical concern as well as a safety issue. Stagehands need to be able to do their show work and post-show work quickly and without obstruction.

Alcoholic Beverages

Alcoholic beverage usage shall, at all times, comply with Butler University's "Regulations Governing the Use of Alcoholic Liquor at the University Event." A copy is available from the Executive Director.

Animals Prohibited

Because of Butler University's concern for the health, well-being and comfort of our patrons and all others involved during BAC events, patrons are prohibited from bringing animals of any kind into any event held at a venue in the Butler Arts Center. Animals used in performance may be brought in only during actual rehearsals or performance. Such special arrangements must be made in advance with the Executive Director and/or the Director of Operations. Traveling animals are subject to inspection by Indianapolis Department of Animal Care and Control.

Service animals with appropriate documentation are the only exception to this provision.

Artist's Contracts/Riders

The Lessee will submit to the Executive Director copies of any and all contracts, riders, or letters of agreement with the performers whose services form the basis for use of the spaces as per the Terms and Conditions of the Lease. This material needs to be received no later than eight (8) weeks prior to the engagement or prior to tickets going on sale, whichever comes first.

Blocking of House Egresses

Due to fire regulations, no aisle or part of an aisle can be blocked in any manner.

Cancellations Due to Weather and Other Emergency Conditions

Cancellation of an event will be considered on an individual basis. Please check with the Executive Director regarding cancellation of an event in the case of inclement weather. Detailed information is provided in the Terms and Conditions portion of the Lease Agreement.

Control of Premises

It is understood that no agreement with the Lessee relinquishes the Butler Arts Center's right to control the management of the facility and to enforce all necessary laws, rules and regulations as per Terms and Conditions of the Lease Agreement.

Controlled Substances

No use or possession of controlled substances is permitted on the Butler University campus.

Curtain Time

Curtain will not be held beyond advertised time except for the following reasons: equipment malfunction, weather or traffic conditions as determined by the Administrator in Charge, illness or tardiness on the part of a performer. The Butler Arts Center's Administrator in Charge for the event, in cooperation with the Box Office Manager, House Manager and Production Stage Manager, makes the final decision determining the holding of a curtain.

Delivery and Storage of Goods

Materials delivered to the BAC when a Lessee is not in the building will not be accepted unless prior arrangements have been made. In accepting delivery of goods addressed to the Lessee, The Butler Arts Center is acting for the accommodation of the Lessee and shall not be liable for any loss or damage thereof. Lessee assumes all responsibility for any property that may be placed in storage during or between the event(s) (See Scenery Removal). The Butler Arts Center will not accept any goods shipped to the Lessee if any sum is to be paid to the carrier upon delivery.

Food/Drink

Only lidded beverages and water bottles purchased at BAC venue are allowed in the auditorium. Patrons may also take in food purchased at the BAC but caution patrons to use discretion in opening crinkly plastic packages that make noise and disturb people seated around them.

The Butler Arts Center asks that all Lessees help keep the venue clean by placing food and beverage trash or recycling in the appropriate containers in the Lobby, Green Room and Dressing Rooms at the end of the event. If there is a spill, please notify an event staff member as soon as possible.

Insurance

Liability insurance agreements must be made out to Butler University and on file no less than fourteen (14) business days prior to event. Limits of liability are specified in the Terms and Conditions section of the Lease Agreement.

Interruption or Termination of Event

The Butler Arts Center retains the right to interrupt or terminate any event when, in the sole judgment of BAC management or Butler University Police Department (BUPD) or other authority, such action is necessary in the interest of public safety.

Keys to Facility

No keys to the Butler Arts Center venues will be given to any Lessee or artist hired by the Lessee. Keys are assigned only to employees of the BAC and only such employees shall open the Hall. The BACstaff will be responsible for unlocking other interior spaces.

Non-Exclusive Right

The Butler Arts Center shall retain the right to use and license use of portions of any BAC venue not covered in the Lease with an individual Lessee, provided that such use will not interfere with the Lessee's activities.

Parking

No delivery trucks, including catering, can remain parked in the circle drive and/or by the east or west side entrances, as all exits must be free and clear. These trucks must be properly parked no later than two (2) hours prior to curtain. The Director of Operations will designate parking location at time of load-in.

No vehicles of any size may be parked on the patio between Clowes and Lilly Hall without the permission of the Director of Operations.

Requests for VIP parking must be made in writing to the Director of Operations no later than five (5) business days prior to an event. Lessee must provide a list of VIP names and a copy of VIP parking pass one (1) business day prior to the event to guarantee VIP parking. Additional BUPD or Venue Event Staff required to handle parking will be charged at the appropriate hourly rates.

Patron Safety

Backpacks and large bags, greater than 12 inches by 12 inches, of any kind are not allowed in the Butler Arts Center. Patrons will be asked to return such items to their vehicle if possible. A patron may be allowed to check a bag at Coat Check in the Main Lobby; however, the bag will be opened and inspected in the patron's presence before it is accepted for checking. The Butler Arts Center reserves the right to inspect any bag or package being brought into the facility.

When tickets are issued, ticket stubs are required to re-enter the building. If a patron chooses to leave the building at any time during a performance or intermission, they must have their ticket stub or they will not be allowed to return. Tickets may need to be scanned out and rescanned for re-entry.

Payment for Damage

Lessee agrees to pay costs of repair and/or replacement for all damages to a BAC venue or its equipment resulting from use by the Lessee. Lessee also agrees to pay additional custodial and/or stage labor costs if warranted for excessive cleanup or damage.

Public Safety

Lessee agrees that they will conduct their activities with full regard to public safety at all times. Lessee also agrees to observe and abide by all applicable regulations and requests by duly authorized university and governmental agencies responsible for public safety.

Printed Program

When a Lessee is supplying programs for patrons, at least half a page must be devoted to Venue Facility Information. A .pdf file is available on the BAC website at www.ButlerArtsCenter.org. The sizes of the Facility Information .pdf are Letter Size (8.5"X11"), Playbill Size (5.5"X8.5") or half Playbill Size (5.5" X 4") Lessee agrees not to alter or edit information without written approval of Lessor. If Lessee fails to include the facility information within the printed program, Lessor has the sole right to insert said information. Lessee shall pay the cost for production and insertion of same.

Recycling

The BAC recycles program books, office paper, newspaper, magazines and corrugated cardboard. Aluminum cans and all plastics are sorted and recycled at concession stands. For safety reasons, glass is not sorted within the venue but at the University's waste management facility. Items not recycled on site to benefit the University are recycled by the waste management company for the benefit of all. Restrooms are stocked with recycled paper towels, coreless toilet tissue, biodegradable foam soap and our restrooms have water conserving WC's. Backstage batteries are reused in front of house flashlights. THE BAC uses CFL and LED light bulbs wherever possible. Administrative offices reuse manila folders and reduce paper

use by scanning, sending and storing electronic documents. As always, the community is encouraged to join the BAC in its efforts to reduce, reuse, and recycle.

Security and Emergency Medical Protection

The BAC schedules two (2) Butler University Police Officers and one (1) EMT for all major events. If your event requires additional security, you must inform the Director of Operations at least three (3) weeks prior to the event. The final decision regarding the extent of security required will be made by the Butler Arts Center and/or Butler University Police Department. All costs shall be paid by the Lessee.

Settlement

Events sponsored by Butler University require a signed Lease Agreement by the responsible contact person and the responsible budget officer, as well as the 19-digit Butler account number in order to be settled.

For all other events, settlement requires a W-9 (or W8-BEN for foreign visitors). In addition, Not-For-Profit organizations must show proof of status by providing a copy of their 501 (c) 3 form. If a Not-For-Profit cannot produce the proper information, they will be required to pay the For Profit rates and pay the Indiana State Sales Tax.

Settlement will be by bank wire transfer next business day or university check. The Butler Arts Center will not have a blank check or cash available for day/night of show settlement. Further details regarding settlement can be found in the Terms and Conditions portion of the Lease Agreement.

Smoking Policy

The Butler Arts Center is a smoke-free complex which includes E-cigarettes which are disallowed per city code. The designated public exterior smoking area is to the west of Clowes Hall on the Patio.

Unpaid Balances

Lessees have 30 days from receipt of settlement to pay any remaining balance in full or to make payment arrangements with the Executive Director. Interest is compounded monthly on any unpaid balance after 30 days. If a balance remains from a previous event, the BAC reserves the right to withhold a contract from the lessee for any new event until the account is reconciled and/or require a deposit.

Venue Announcement

Three minutes prior to curtain a pre-recorded emergency announcement must be played. At the request of the Lessee, the copy can be read "live," but arrangements must be made prior to the performance.

Front of House

Artist Meet and Greet

Author or guest artist appearances to meet with patrons will take place in the West Lobby of Clowes Hall, the main lobby of Schrott, or an agreed upon space in the other venues. An eight-foot skirted table and stanchions will be provided. Patrons must queue appropriately to permit patrons to exit the Auditorium. All exits must remain accessible. Additional labor costs will be at Lessee's expense if the meet and greet goes beyond one half (1/2) hour following the end of the Auditorium event.

Book Sales

All book and periodicals sales are managed by Follett through the Butler University bookstore. Any change in the arrangement must be approved by Follett and a written copy of approval must be on file at the Butler Arts Center. All proceeds from the book sales will remain with Follett.

Catering

Per the Marion County Board of Health, a licensed caterer must provide food service at all public receptions. If a vendor other than Butler University's caterer of record is used, the caterer must file with the BAC a copy of their valid certificate of liability, liquor license (if alcohol is being served), Board of Health license and ServSafe certificate at least seven days prior to the scheduled event. There is an additional catering charge when the caterer of record is not used (refer to Schedule A of the Lease Agreement for details.) If the caterer of record declines service or if the caterer of record's quote is a higher fee than an outside catering company for the same or like menu, then the fee is waived. All of these items must be documented and received by the BAC no later than 5 business days prior to the event for the approval to be granted.

In an effort to provide optimal customer service, the Butler Arts Center must approve menus, dishware, and setups prior to events. Depending upon expected attendance, turn-around time between events in the hall, and available staff for changeovers, the BAC may ask that items that cause additional cleanup (such as tacos, chips, crackers or cakes and sweets with icing) be eliminated from menus. The Butler Arts Center reserves the right to charge for additional labor in instances when there is considerable cleanup following a catered event. BAC venues provide standard setups for each area of the buildings that meet both ADA and Fire Marshall guide lines. Any alterations to standard setups must be approved in advance by the Director of Operations.

Private receptions may be catered by the Lessee themselves under the following conditions: Only prepared foods from a licensed restaurant (such as carry-out meals or a supermarket deli tray), or unopened packaged foods (soda, cookies, nuts) that do not require preparation may be served. No "homemade" items are permitted. Plastic gloves and proper utensils are expected and may be borrowed. Basic food handling instructions will be provided by the Butler Arts Center.

Alcohol may not be served for private functions unless a licensed bartender or certified pourer for beer/wine is used. The event must have a licensed bartender present and proof of valid liability insurance, including additional coverage for alcohol, on file 7 days prior to the event.

The Butler Arts Center annually contracts for its bar service. Often additional bartenders for private events can be arranged by the BAC with the cost of the bartending added to the settlement.

Event Decorations

All building decorations must be approved prior to event before installation. Decorations (including table decorations and balloons) must be certified as flameproof. The BAC maintains a supply of flame retardant treatment chemicals which are available for purchase. If items cannot be flame proofed, the lessee must pay for a fire watch. No open flame candles are permitted. All candle decorations must be enclosed in glass containers. The use of tape, tacks, staples and nails to affix decorations to walls is prohibited. Any damage to walls or fixtures will be the responsibility of the lessee. Decorations or their installation must not interfere with the egress of patrons (i.e. all exit doors must be totally accessible both physically as well as visually). Final determination on placement will be made by BAC staff.

Lobby Displays

Due to the architectural design of the Main Lobby, there must be a pathway 14-feet wide in all public areas. Final determination on placement of tables, carts and displays will be made by BAC staff.

Merchandise Sales

Per the Terms and Conditions of the Lease, The BAC will collect a commission as well as Indiana State Sales Tax from all vendors. The Executive Director must approve any and all exceptions at time of signing of the Lease Agreement. Merchandise will be counted in and out by the Event Manager and settled night of show.

Promotional Displays and Tables

Sponsor and/or media tables or displays need prior approval from the Marketing Manager and/or event Lessee. If there is space available, tables will be placed by BAC staff. Promotional activities including product give-away, prizes and distributed materials including the methodology of distribution must also be approved in advance. The distribution of any food/beverage must be by a licensed food vendor in compliance with catering requirements (see Catering, pg. 13).

Reception Area in Krannert Room

The Krannert Room entrance must be accessible at all times.

Catering preparation is restricted to food warming only in the Krannert Room kitchen. No stovetop, oven or toaster oven is available or allowed. There is a garbage disposal, so food may be disposed of properly if not consumed or taken out in "to go" boxes which are available upon request.

The Krannert Room West landing is available for catering prep. The carpeted areas must be protected from damage with plastic sheeting. Any damage or excessive additional cleaning required will be the responsibility of the Lessee.

Reception Area: BAC Lobbies

A large food display can be positioned center between the north and south walls, along the north wall or along the south wall in both Clowes and Schrott. Additional beverage tables may be positioned on the east and west ends of the main lobby per BAC staff.

Reception Areas: Owings Suite, Outside Marquee and West Marquee

All egresses from the Owings Suite and the West Marquee to the Outside Marquee and terrace entrances must be free and clear. It is recommended that only one 8-foot table be located along the south wall in each area. No more than three highboys or one four-foot round can be positioned in these spaces.

Signage

Exterior signage is limited to a banner mounted off the outside marquee. Signage may only display the name of sponsoring organization, event name and date(s). Corporate sponsorship and/or media signage is not permitted outside. Only BAC technical staff and/or BU facility personnel can install signage. Please make arrangements in advance with the Director of Operations for the installation of banners.

Corporate and/or foundation sponsorship signage cannot be displayed within the auditorium unless it is part of the scenic element of the event. The BAC will only permit corporate and foundation logos using gobos projected on the interior red walls. The cost of creating gobos will be at the Lessee's expense.

Corporate and/or foundation signage is permitted in the Lobby areas. Acceptable locations include terrace rails (size may not exceed width and depth of walls) and tables. Signage must be certified flameproof and/or made of flameproof material (see Event Decorations, pg. 13).

Temporary signage of any kind is not permitted on any walls (painted or cement) within the Butler Arts Center. The BAC has a limited number of easels, display boards, 3-sheet A-frames and sign stands to allow for temporary signage. Please make arrangements in advance to reserve signage equipment.

Media Relations and Marketing

Advertising Services

The Butler Arts Center is able to provide advertising services at the Lessee's request. Charges for these services vary. Please contact the Marketing Manager for additional information.

Inclusion in Clowes Marketing

A brief description of the event and a high resolution photograph for inclusion on www.ButlerArtsCenter.org and in monthly calendar advertisements must be received no later than forty-five (45) days prior to the event.

Marketing Requirements

The venues must be stated using the appropriate space's full name: Clowes Memorial Hall of Butler University, Schrott Center for the Arts, Eidson-Duckwall Recital Hall, Lilly Hall Black Box, or Lilly Hall Studio Theatre. The Director of Arts and Culture Marketing must review all marketing plans and approve all copy for all advertising as per the Terms and Conditions of the Lease Agreement.

Media Inquiries

At the time of issuing the lease agreement, the Butler Arts Center must have the proper information regarding the Lessee's media/marketing contact including e-mail, cell phone and fax number. The Marketing Manger will forward all inquiries to this individual.

Media Table- Clowes Hall

The location is just north of the east entrance in the East Lobby. Exterior signage is provided by Clowes when a media set-up is required. Lessee must provide personnel for this table.

Parking for Live Recording

Parking and special hook ups for production truck(s) are available behind Clowes Hall. Specific arrangements must be scheduled through the Director of Operations. Note that per union contract additional stagehands may be required for live recordings at Lessee's expense.

Parking for Media Event

The circle drive in front of the Butler Arts Center must be free and clear for emergency vehicles and patron drop-off. Therefore, all media (radio and TV) vehicles must be parked in the Butler Arts Center lot. Specific location will be assigned by the BAC and approved by the Director of Operations in conjunction with BUPD.

Special permission may be given by the Director of Operations for specific exterior live feed. Only one (1) vehicle may be temporarily parked in front of the BAC, along the grass island opposite the front doors. The driver of the vehicle must be present at all times in case emergency access is needed. The vehicle may only be parked in this location an hour and a half prior to curtain and must be removed no later than a half an hour after the announced curtain time. Note that per union contract additional stagehands may be required for media events at Lessee's expense.

Press Conference

Press conference locations can be in the following locations pending event:

Stage Left (Clowes Only)

Green Room

Owings Suite (Clowes Only)

Upper West Lobby (Schrott Only)

Specific locations must be designated at time of issuing lease agreement. Additional space rental costs may apply. Microphone and multi-box needs must also be determined at that time. Lessee must provide an escort for all media to and from the press conference.

Press Internet Access

Wireless internet access within the BAC is strictly zoned so as not to interfere with wireless microphones backstage. A hard wire connection can be arranged if the media wish to submit their work electronically. Provisions must be made no later than one (1) business day prior to the event. This request must be submitted in writing to the Director of Operations. The written request must include a media contact name, phone and email address as well as what services are needed.

Press Passes (when no media table is used)

Press passes and tickets will be left at Will Call. Those picking up credentials and tickets will be instructed to report to the Information Desk to meet Lessee's representative. A press list must be provided to the Box Office Manager and Marketing Manager at least 24 hours prior to the event. The Lessee is responsible for the creation of a physical press pass. Assistance in this area can be provided by the Marketing Department.

Press Photography

Press photography (print and TV) during an event is only permitted when approval by the Lessee and/or attraction has been submitted in writing to Butler Arts Center no later than two hours prior to the event.

Lessee's assigned representative is to remain with the media at all times. The BAC must be notified of this assignment no later than two hours prior to the event.

The location for said activity will preferably be Main Floor House Right between rows D and E, soundboard location, or 1st Terrace Right Box E(Cloues Only). A multi-box at one of these locations will be provided by the BAC if requested at the time of issuing the lease agreement at Lessee's expense. For the safety of those appearing on stage, NO FLASH photography is ever allowed.

Press Releases

Copies of all Press Releases must be sent to the Marketing Manager for review at least three (3) business days prior to their release to the media.

Recording an Event (audio and video)

No recording will be permitted without written permission from Lessee and/or attraction. This written permission must be on file no less than three (3) business days prior to the event.

Locations for live recording (especially video) must be approved by the BAC at the time of issuing the Lease Agreement.

All boom and hand held camera locations must be approved by the BAC.

Seat holds for sound, video and special lighting needs must be provided ten (10) business days prior to tickets going on sale.

Note that per union contract additional stagehands may be required for live recordings at Lessee's expense.

Box Office and Ticket Services

Accessibility for People with Disabilities

Seating on the Main Floor is barrier-free with ramping at Clowes Hall, and without ramping in the other BAC Venues, on both sides of the house for easy access to Lobby and restrooms. Ample parking is available in the BAC Lot and Packing Garage. Accessible seating is available online at Ticketmaster.com or by phone 800-982-2782. A wheelchair may be borrowed (for transport only) at the Information Desk.

The following services are available by calling 317-940-9697 or Relay Processing at 317-940-6444 or by email at info@cloweshall.org fourteen (14) days prior to the performance:

- American Sign Language Interpreters
- Audio Description
- Braille Programs (please allow as much time as possible to notify our Braille subcontractor)
- Large print programs
- Sound enhancement devices

Artist/Production Complimentary Tickets

Complimentary seats held for artists/production will be held until four (4) hours prior to curtain. At that time all holds will be released except for four (4) seats that will be held until one (1) hour prior to curtain. Any seats requested to be held for purchase will be released at time of load-in unless other arrangements are made. The BAC will be allowed twenty (20) complimentary tickets in the top ticket price, free of charge for each performance for distribution as it deems appropriate. At least ten (10) of these complimentary tickets will be no further back than Row K on the Main Floor in Clowes, and on the main floor in Schrott. In addition, the BAC will be allowed to hold up to fifty (50) tickets in the top ticket price for purchase.

Butler University

Butler University Community Pre-sales or Discount ticket offers are strongly encouraged. There are over 5,000 individuals employed or enrolled on the Butler University campus. Special efforts made to communicate with this audience can benefit your organization or event. (See Media Relations & Marketing, pg. 16)

Group Sales for Free Events

The BAC will not provide Group Services for free events. If group tickets are available for free events, the client will provide a contact person and phone number for group inquiries. Patrons will be referred to this number for approval. The contact person will email all group requests to the Box Office Manager. The order will be processed and the Box Office will notify the client when tickets are ready for pickup. Group tickets will not be mailed and must be picked up 24 hours prior to the performance. Group tickets will not be held in Will Call. The availability of Group tickets for free events will not be advertised to the public.

Group Sales for Paid Events

Group Sales services are available for paid events through the Box Office. Up to 12% per ticket fee is assessed to cover processing and commissions for the Group Sales staff.

Inclement Weather

If the performance goes on as scheduled, refunds or exchanges will not be offered unless there is an official State of Emergency in the patron's county of residence. If there are multiple performances, the BAC will make every effort to exchange the tickets before offering a refund. Due to contractual and financial obligations, the BAC will not cancel an event for weather conditions unless Marion County is under an emergency travel order.

On Sale/Ticket Distribution Date

Tickets will go on sale or be distributed (for free events) six (6) weeks prior to the event date unless approved in writing by the Box Office Manager. We recommend that events be put on sale to the public on Friday or Monday. Saturday on sale dates are **not** available. Tickets cannot be made available until the Box Office Deduction Form is completed and signed by Lessee.

Refunds/Exchanges

There are **no** refunds or exchanges. Refunds will only be offered for performances that have been rescheduled or cancelled. If the performance goes on as scheduled, refunds **will not** be offered. The Butler Arts Center has the right to make exceptions on an individual basis for customer emergencies, and other uncontrollable situations.

Ticket Distribution For Paid Events

The Butler Arts Center is a Ticketmaster venue. Therefore, all clients renting the facility agree to sell their tickets exclusively through the Ticketmaster network which includes the BAC Box Office, Ticketmaster Ticket Centers, and Ticketmaster Charge-By-Phone at 800-982-2787 or online at www.ButlerArtsCenter.org, or www.Ticketmaster.com. No phone orders will be accepted by the BAC Box Office. Tickets are required for admission to any event for all patrons, including infants, when an admission is charged, no exceptions.

Tickets distributed from the box office must be pulled as complimentary tickets or paid in full. Consignment of tickets is not allowed without written approval from the Box Office Manager and the Executive Director. Ticket types and prices cannot be adjusted on consignment tickets. Tickets cannot be left in Will Call with money due.

The Box Office reserves the right to stop selling future events one hour prior to an event. Patrons are encouraged to come to the Box Office during regular business hours and up to one hour prior to an event. The Box Office staff always does its best to accommodate patrons, but there are times when ticket selling must be limited to patrons who are purchasing tickets for that day or evening's performance, and not extended to future events. It is up to the discretion of the Box Office Manager on Duty in such instances.

Ticket Pricing and Production Holds

Ticket pricing and scales must be confirmed in writing no less than ten (10) business days prior to going on sale. At the same time, holds for sound, video and special lighting needs must be provided.

Ticket Requirement for Free Events

Tickets for free-ticketed public events are distributed through the Box Office and Ticketmaster.com. No phone orders will be accepted by the Box Office. Tickets are required for any event in the Auditorium when the expected attendance is 750 or more, or 150 or more in the Krannert Room. Ticket information must be received 10 days prior to the on-sale distribution date along with the ticket limit. All free tickets must state the seating time. This information takes priority over the name of the event or Lessee. All open seats will be released fifteen (15) minutes prior to the event start time. It is recommended that the limit be 2 or 4 per patron. If the Lessee would like to accommodate out of town patrons or groups by phone, please provide to the Box Office Manager a contact name, phone number and email address of the person responsible within the presenting organization when providing the required ticket information. Arrangements may also be made for tickets for free events to be made available on Ticketmaster. There is a small service charge to the patron to have the convenience of printing such tickets at home.

Technical Services and Backstage

All Stage Work

The Butler Arts Center is a union house. The stagehand agreement is with IATSE Local 30 of Indianapolis. A copy of the current Agreement can be made available by the Executive Director or the Director of Operations. There are four full-time union stage personnel employed by Clowes. In addition, the BAC has a Letter of Agreement with the wardrobe union, IATSE Local 893. **A technical packet can be obtained on www.ButlerArtsCenter.org.**

Chaperoning of Children

Events incorporating groups of children must have adult supervision of at least one (1) adult per fifteen (15) children who remain present and attentive throughout all rehearsals and performance(s). Adults will need to be backstage and in any and all support areas. The Lessee must supply these adults and any credentials if necessary.

Conduct and Performance

The Lessee or Artist conduct and performance shall not be such as to encourage the audience to leave their seats. Should the audience become disorderly and move out of their seats, the Lessee or Artist shall stop the performance and request the audience to return to their seats.

Company Switches

Company switches are located upstage right in Clowes, and upstage left in Schrott. Under no circumstances will anyone other than BAC personnel, designated by a BAC electrician, attempt to connect or disconnect to/from these switches.

Control of Stage Equipment

Although the Butler Arts Center operates state-of-the-art facilities and is extremely well equipped; there is a finite number of each resource. Resources are booked on a first-come, first-serve basis; therefore, advance planning is necessary by the Lessee. The BAC will make every effort to have the equipment available and in good working order. However, if equipment is out of service for any reason, the BAC will not be responsible for providing replacements. Any malfunction of equipment should be reported to the Director of Operations. It should also be noted that no stage rigging, stage lighting or any other stage equipment can be used or changed without the prior written approval of the Director of Operations.

Defacement of Stage

No Lessee shall allow nails, tacks, stage screws, or similar material to be driven or placed in any parts of the premises without the written approval of the Director of Operations. Repair of all damage is the responsibility of the Lessee.

Dressing Rooms

Dressing rooms assignments are made through the Director of Operations. Dressing rooms are lockable, but keys are held by BAC employees and never given out. If additional security is desired, it will be at the sole expense of the Lessee. A diagram of the Dressing Rooms/Green Room spaces are available from the Director of Operations. *Note: Due to Fire Marshal and ADA regulations, hallways backstage must remain free and clear from road boxes, instrument cases, tables and other obstructions that would block egress in the event of an emergency allowing for a minimum 42" wide path.*

Dressing Room Supplies

The BAC will provide restroom paper goods and soap in all dressing rooms. Lessee is responsible for providing additional supplies as those required for application and removal of make-up. Hand and bath towels are available for rental.

Egress from Stage Areas

Egress on the stage areas of BAC venues must be maintained at all times.

Entrances (musicians, cast, crew and catering)

All artists, musicians, technical and service personnel must enter BAC Venues via the primary backstage entrances:

Clowes Memorial Hall

- The ramp located on the east side of Clowes off the parking lot (catering)
- The entrance off the loading dock located at the NE corner of the building (local and road crews)
- The ramp located on the north side of Clowes off the production parking area (cast and VIPs)

Schrott Center for the Arts

- The stage entrance on the north side of Schrott off the parking lot

Eidson-Duckwall Recital Hall

- The stage entrance on the west side of the building

Lilly Hall Black Box and Studio Theater

- The main entrance

Fire Curtain (Clowes and Schrott only)

Fire curtain must be able to fall unimpeded at all times.

Firearms and Special Effects

All incendiaries, explosives, lasers, strobes, smoke effects involving fluids and gasses must meet applicable NFPA fire safety codes as well as written approval from the Indianapolis Fire Marshal and may be subject to inspection. All use of firearms and special effects must conform to Butler University Weapons Policy.

Fireproofing

All scenic and costume materials brought in by Lessee must be flameproof and/or conform to NFPA codes. A flame proof certificate for all scenic and costume elements must be presented to the Director of Operations at time of load-in. Such documentation is required to be filed with the Fire Marshal. If certification is not met, the BAC has the right in its sole and absolute discretion to make any and all corrections at Lessee's expense and/or not permit the use of scenic elements and decorations. If items cannot be flameproofed, the lessee must pay for a fire watch for all dress rehearsals and performances.

Followspots

For performances requiring followspots the BAC requires a company member to call the cues for the followspot operators. Note that per IATSE Local 30 contract and past practice, all local equipment must be run by local crew.

Clowes Memorial Hall

House Followspots: (3) Xenon Gladiators 2.5k

(2) Xenon Super troupers; removable - 2k

Followspot Booths: (1) booth(s) with a maximum width of (3) spot(s) per booth
120 ft. throw to proscenium

Booth Power: Single phase, 30 amp breaker(s) 3 phase 30 amp Breakers

Additional followspot locations are available in Third Terrace but must be determined prior to tickets going on sale.

Schrott Center for the Arts

House Followspots: (2) LightSky F330

Followspot Booths: (2) booths with a maximum width of (1) spot per booth
100 ft throw to proscenium

Booth Power: Single phase, 30 amp breaker

Green Room

Green Room is a common area for all cast and crew, local or otherwise. If Lessee requires privacy, the Director of Operations will make best efforts to feed local crew elsewhere in the venue and limit access to area by other BAC employees, however, due to venue limitations this may not always be possible.

House Equipment

BAC furniture may be used for lectures at the discretion of the Executive Director, but not as props for performances.

Laundry

Sets of washers and dryers are available for rental at \$10/pair per day. Irons, steamers, etc., are the property of Wardrobe Union Local 893 and may only be used by Union personnel.

Lighting Inventory

The lighting inventory will be used as is. No re-lamping will be done unless necessary to replace an expired lamp and no conversions will be made.

Loading Dock

Lessees are encouraged to use the loading dock on either the east or west side of Clowes Hall, or the north side of the Schrott to unload their equipment. Immediately after unloading, tractors must be removed from the east side of Clowes and north side of Schrott as they extend over the pedestrian sidewalk. Trucks, buses and automobiles must turn off their engines while in the loading dock area, and are requested to limit idling while on campus. Arrangements for shore power must be made for trucks, buses, and other vehicles with the Director of Operations or 1st Electrician.

Loaders

Local Union contract conditions designate number of loaders and pushers required for truck deliveries. Additionally, if after consultation it is determined that a truck crew size adjustment is necessary because of the type or amount of freight in any size truck then an increase or reduction in crew may be called for. Expenses for any increase are the sole responsibility of Lessee.

Meal Break – Non-Work Time

All meal breaks are considered dark time on stage. During this time **no work, including rehearsals** can take place until the crew returns. This policy is in place to help ensure the safety of all persons on stage and is a requirement of the IATSE Local 30 agreement. Failure to follow this policy can result in additional labor cost usually at a higher rate.

Meal Penalty

No more than five (5) continuous hours may be worked without providing the working stage crew with a meal break. This can be for either one (1) hour during which the crew may leave the work area/building or a thirty (30) minute break during which a meal is provided on site at the expense of the Lessee. During the shorter break, the stage crew remains on payroll. The half hour does not begin until the food has arrived and is ready to be served. Failure to observe this policy will result in significant increase in labor cost.

Opening of House (Auditorium)

The House opens thirty (30) minutes prior to performance unless prior arrangements have been made for General Admission events to open straight through. All pre-sets, sound and light checks must be completed prior to opening. Final determination of house opening time to be a consensus between the House Manager and Production Stage Manager in consultation with the lessee.

Orchestra Shell

A full Wenger Forte orchestra shell is available in both Clowes and Schrott. There will be a labor charge for set-up and take-down of the shell.

Orchestra Pit

In Clowes Hall, the orchestra pit is a hydraulic lift. For this reason, no dancing is allowed on the pit, and seating on the pit is only allowed for lectures and K-12 education programs.

Pit use is determined for all events at the issuing of the Lease Agreement by Clowes Hall. If pit seats are to be sold this decision must be made at time of ticket set-up. For all music and dance events the pit must be in one of three locations: a) pit level; b) monitor level; or c) stage level. Pit seating cannot be added after tickets are already on sale. Additional charges may apply for moving the pit from its standard stage level setting.

Parking for Production Personnel

The north parking lot is reserved as a Visitor lot Monday through Friday, 8am to 5pm, and is open to all Butler registered vehicles after hours. All stage personnel are required to display a parking hangtag from their rearview mirror available from the venue's stage office or Information Desk to park within "A" permit areas on campus. During performances, stage personnel (including actors, musicians and technical crew) and front of house staff **must not park in the BAC Lot** so that it remains available to patrons. Suggested parking includes the production lot (if available), Lake Road or Hinkle Fieldhouse. *Vehicles may not be parked outside designated parking spaces or on the grass. Neither the Butler Arts Center or Butler University will not be responsible for vehicles ticketed and/or towed without the parking pass.*

No technical trucks or crew buses may remain parked in the BAC Lot after unloading. All production vehicles must be parked in the production lot immediately behind and to the west of Clowes (within the gated area) or moved to an approved location elsewhere on campus.

Pianos

Clowes Memorial Hall

- 7' Steinway Grand Piano and a 48" Yamaha Upright Piano.

Schrott Center for the Arts

- 9' Steinway D, 9'6" Bosendorfer Imperial, 5' Yamaha, and a 5' Steinway

Eidson-Duckwall Recital Hall

- 9' Steinway D, 48' Yamaha Upright Piano

The use of the pianos by the Lessee is at the sole discretion of BAC Staff. The pianos at Butler University will only be tuned to A440. The cost of tuning will be at Lessee's expense. Should the Lessee request arrangements for any other piano, it is the responsibility of the Lessee to supply the desired piano with no charge assessed to the BAC.

Production Questionnaire and Production Meeting

For all non-BAC sponsored events when a technical rider cannot be provided, a production questionnaire will be sent with the Letter of Agreement. The questionnaire must be returned eight (8) weeks prior to the first day of load-in. The questions answered will determine the labor and equipment estimates provided for in the Lease Agreement therefore accurate detail is required on the part of the Lessee. Depending upon the complexity of the show presented, Lessee will also be required to submit a light plot, sound plot, and a ground plan with use of scenery, fly system and soft goods no later than six (6) weeks prior to load-in.

At the discretion of the Director of Operations, a production meeting may be called. This meeting will take place no later than four (4) weeks prior to load-in. As part of the rental fee, three (3) hours are included for production meeting(s). Any additional time will incur a cost. More meetings may need to be scheduled if the event is complex or technical information is incomplete. The need for additional meetings is determined by the Director of Operations.

At production meeting(s), the Lessee will be asked questions regarding times, equipment, staging, etc. that were not covered in the technical rider or production questionnaire. It is imperative that one voice

representing the event answer these questions. This one voice must be empowered to answer all technical questions, determine schedules, and incur expenses regarding technical equipment and personnel. Final decisions are made at this meeting. Any changes afterward are difficult to accommodate or may incur additional costs. It may not be possible to reschedule these resources if meetings are delayed or if changes are made afterward.

When the event is represented by committee, the committee members need to discuss their needs prior to the production meeting, designate their spokesperson and delegate decision-making authority. One person/one voice representing the event is needed to coordinate with the BAC production staff. If options need to be discussed before making final decisions, a planning meeting can be set up through the Director of Operations to discuss these options. This will give the Lessee an opportunity to explore various staging, sound, lighting, rigging, etc. possibilities before the production meeting. A clear and firm understanding of needs must be expressed in the production meeting. This is the time to fine-tune options explored beforehand and to finalize those options.

Immediately following the production meeting, crew and equipment are booked for the event. BAC stagehands generally are advised of their schedule two (2) to four (4) weeks before an event. This is necessary because of the nature of the stagehand pool, and the volume of work the Butler Arts Center is required to accommodate. In order to ensure that the proper crew is assigned to a given event, the Director of Operations assigns crews for shows well in advance. Again, if the Lessee is not prepared to give details in the production meeting, or changes are made after the meeting, the best production may not be possible for the event and/or the Lessee may incur additional costs.

Recording and Video Services

BAC production staff will facilitate any recording requested by the Lessee. The BAC does not guarantee the control of the theater that would be inherent in a studio. There are three types of video recording available: archival, monitored, and edited. Lessee must specify which service is desired at the time the lease is signed.

- 1. Archival** – BAC production staff will “push and play” video. There is no monitoring of the shoot and therefore no cost for Union labor. Lessee will be charged for cost of recording media only.
- 2. Monitored** – BAC production staff will monitor video throughout production (adding appropriate pans and zooms, etc.) for a higher quality academic archive recording. Lessee will be charged labor plus media.
- 3. Edited** – BAC production staff will monitor, edit and convert to media and/or upload finished video, provide links and embed codes within five to seven business days. Lessee will be charged for labor to shoot, edit, add titling and convert media at \$50/hour.

Reduction of Stage Crew

Local conditions do not allow for the changing of work personnel except for specific reasons such as splitting crew for meal breaks. Even under these conditions, work must be covered by a department designee.

When work is concluded by all departments, normally following completion of conventional light focus, the “in” crew can be reduced to the “show” crew.

Riggers

Motorized equipment used for overhead installation including presentation/production storage will be handled by riggers as defined in BAC agreement with IATSE Local 30. The riggers pay rates and working conditions are different from stagehands and loaders. Riggers are considered an inclusive department and do no other work.

Scenery Removal

All scenery, props, costumes, equipment, etc., belonging to the Lessee must be removed by the Lessee immediately following the final performance. All items not removed from spaces will be assumed trash and

disposed of accordingly unless arrangements are made in advance with the Stage Office. Any additional labor charges incurred will be billed accordingly.

Security of Valuables

No lockbox is provided. It is suggested that anything valuable not be brought into the backstage area.

Signage Backstage

Permanent directional signage is placed throughout the backstage area to direct artists and crew to all rooms, stage right and stage left. Additionally, bulletin boards are provided outside each individual dressing room as well as the two chorus dressing rooms to accommodate temporary company signage and notices. Large call boards are located upstage right and downstage left for companies in residence. Such boards must be used in lieu of taping to painted walls and fixtures. Damage done to the facility by placing signs anywhere other than on bulletin boards will be assessed accordingly.

Sound Equipment

BAC Venues are equipped with a complete LCR (left/center/right) theatre sound system that is stationary and tuned to the house. If the artist is carrying its own equipment, the BAC sound technician, after consultation with the representatives of the Lessee or company, will facilitate use of the company's equipment in conjunction with the venue's system. In cases where a sound system is used other than that of the BAC venue's, the mixing console will be placed in the soundboard location (back of Main Floor House Right).

Sound Levels

The BAC Venues each have a full range, high level sound system that is matched to the existing room, and which produces approximately 1-1 ½ seconds of reverberation. Added sound systems for this room must consider this room condition to be effective and clear, and also including sound level/power and proper coverage.

The sound levels shall be limited for public safety. Sound level shall be monitored with a properly calibrated sound level meter at the rear of the house or mix position for "averaged continuous sound level using "dBC Slow," as a live read out. A long term average (Leq) may also be used with stated time constant.

1. Average (RMS) continuous power for any one concert shall not exceed "96 dBC – Slow," (also "Leq), measured and summed continuously over one entire concert, event, or any 4-hour period in one day.
2. Averaged, brief or loud passages for any one event shall not exceed "105 dBC – Slow." Instantaneous level peaks might exceed this number for only brief, very short periods of time (under one minute typically).
3. At no time in the venue shall any maximum, instantaneous sound level peak or instant transient in any seat exceed 11xdBC, and which might be considered unsafe or painful to the public. This shall apply within one meter of any loudspeaker. BAC audio staff will periodically check the levels throughout the performance.

Staffing

All Lessee's production needs are coordinated through the Director of Operations. BAC management reserves the right to determine minimum crew requirements as provided in its contract with IATSE Local 30 and/or as needed for the safe operation of the facility. Lessee will receive in advance the estimated hourly cost of required personnel.

Technical Coordination

The Butler Arts Center requires that a Union Stage Technician be present during your event and all rehearsals or work calls. This includes wardrobe day work, meetings or meals behind the proscenium. Cost for event technical supervision will be included in the Lessee's cost estimate provided by the BAC. Lessee will solely be responsible for staffing for any spontaneous events that occur that are not covered in the initial

estimate. The Stage Technician will act as the BAC's representative regarding implementation and enforcement of the Technical Services and Backstage Regulations.

Technical Information Deadline

The following documents are due to the Director of Operations no later than six (6) weeks prior to event: list of cast members and technicians; production schedule including all rehearsal schedules and running times; copies of set and lighting designs; list of any special requirements.

Technical Packet

A full packet of information on stage dimensions, equipment, etc., is contained in the venue's Technical Packet available online at www.ButlerArtsCenter.org.

Technical Work

Construction on stage (except for the installation or disassembly of stage scenery) is prohibited. No scene painting is allowed on stage except for touch up work with drop cloths in place.