



BCPA Users' Handbook

July, 2017

Disclaimer

Please note: All event plans for Center use are subject to the approval of Center Staff. The information contained in this document is intended to be used for planning purposes only and is subject to change at any time. Measurements and inventory contained herein should be regarded as approximate. Please contact the Center prior to making any decisions that require critical measurements or signing any agreements that require the use of the Center. You may not advertise an event as being hosted at the Center without a fully executed Event Agreement (a contract signed by both parties). Please contact the Center with any questions.

Mission and Priorities

...So That All May Enjoy

The Bowie Center for the Performing Arts is intended to be utilized as an instructional and civic facility for the Performing Arts and to be available for multiple activities, including but not limited to: music, dance, theater, drama, creative arts therapy, stage crafts, lectures, films, meetings, workshops, and concerts. The BCPA is open for appropriate use by all persons, regardless of race, color, disability, religion, gender, sexual orientation, or national origin.

BCPA Center staff members have as their primary mission the completion of scheduled events with the following priorities:

- At all times, Center staff and volunteers will carry as their first priority the safety of all patrons and staff.
- At all times, Center staff and volunteers will carry as their second priority the protection of Center and Event owned property.

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Center Location

Street Address:

Bowie Center for the Performing Arts
15200 Annapolis Road
Bowie, MD 20715

The Center is located in Bowie, MD; it is directly adjacent to Bowie High School and the Bowie Library. Parking is generally available in the lot immediately outside the facility.

Mass Transit:

Unfortunately our location is not convenient for mass-transit. There is no bus service to or from Bowie after 8PM or on weekends.

Metro bus B24-B25

map & timetable: <http://www.wmata.com/bus/timetables/md/b24-25.pdf>

The nearest bus stop location, Belair Drive and Sussex Lane (near Route 450/Annapolis Road), will put you immediately across Annapolis Road from the Center.

The most convenient Marc / Metro station to the BCPA is New Carrollton. From the New Carrollton Station:

Take the Metrobus B21, B22, B29, B31 or C28 to the Bowie Park and Ride location on Route 197 near Route 50 (across from the Bowie Town Center). At the Bowie Park and Ride, transfer to the B24- B25 and ride to Belair Drive and Sussex Lane. Walk across Route 450/Annapolis Road to the BCPA.

There is no bus service to/from Bowie after 8:00 pm or on weekends.

World Wide Web

<http://www.bowiecenter.org>

Telephone Numbers

Switchboard: (301) 805-6880
Information Line: ext. 24
Fax: (301) 805-6887

Note: In case of an after-hours emergency contact the Prince George's County Public Schools security office on (301) 499-7019.

Center Staff

Executive Director

--Currently Vacant--

Technical Director

Kerry Brandon
(301) 805-6880 ext 4
kerry.brandon@pgcps.org

Assistant Technical Director

Zachary Bretscher
(301) 805-6880 ext 6
zack@bowiecenter.org

Facility Managers

Michael Macey
Jarrell Benson

Front-of-House Coordinator

Donna Lee

Outreach Coordinator

Deidra Stevens
deidra@bowiecenter.org

Administrative Assistant

Clara Rogers
(301) 805-6880 ext 3
clara@bowiecenter.org

Custodial Care

Elliott Sampson

Rental Procedures Requirements and Definitions

Basic Set Up

Basic set up for the Main Hall or the Recital Hall includes a house repertory light plot with minimal cuing, house audio/visual playback equipment, stock chairs and tables, up to two microphones, a podium, and a lectern as necessary. Set up requirements beyond this are billed to an event at current rates.

Required Personnel

The personnel required for an event will be determined on a case by case basis. In some cases, volunteers may be used; however the Center requires anyone working an event or using our equipment to be approved well in advance.

Your rental rate will include a Facility Manager, who will be in overall charge of the facility during your event and may include other staffing as appropriate. The Center can also provide any necessary personnel not actually included in your rental. Costs for this service vary, but are clearly itemized in any estimate for your event.

The minimum number of people required to use our facilities is at the discretion of the Center, but generally:

For closed rehearsals:

- Facility Manager
- Usher(s)
- Technicians

For open rehearsals:

- Ushers
- Technicians
- Security (as determined by the Center)
- Additional personnel at the discretion of The Center

For closed technical rehearsals:

- Facility Manager
- Technical Director
- Technicians
- Additional personnel at the discretion of the Center

For performances: Facility

Manager House

Manager

Technical Director

Ushers

Technicians as necessary

Security (as determined by the Center)

Additional personnel at the discretion of The Center

For other events:

Facility Manager

Additional personnel at the discretion of The Center

Rental Procedures

1. Estimate the time needed for your event.
 - a. Remember to include setup, rehearsal, and load out/cleanup time. The Center typically requires at least one rehearsal exclusively for technical matters. This is in addition to any rehearsals for performers/presenters.
 - b. There is a minimum four-hour rental. Hourly fees apply to any time required for setup prior to your arrival or for cleanup/restoring the space after your departure. These times should be taken into account in your estimate when possible.

Tip: The Event Worksheet will help you to come up with a realistic estimate.

Tip: It is possible to schedule both rehearsal and performance in the same day, but be careful of rentals that exceed nine hours as overtime rates are considerably higher than the regular rates.

2. Contact the Center to ensure the availability of your date(s). Ask Center staff to put a “hold” on the date. Your hold will be good for ten working days.
3. Complete an Event Worksheet prior to the expiration of your hold. Be careful your dates may be released without further notice if the Event Worksheet is not returned in a timely manner.
4. Forward the Event Worksheet to The Center. The Center will process your worksheet and will contact you with any questions. Two caveats:
 - a. The Center will not process incomplete Event Worksheets.
 - b. If there are questions and you fail to address them in a timely manner, your dates may be released without further notice.

Tip: The Center will usually attempt to contact you to confirm receipt of the worksheet. If you do not hear back within two or three days, please follow up and make sure that we have it!

5. If your event is approved, an Event Estimate will be created and forwarded to you. Again, time is of the essence. You will usually have ten working days to approve the estimate but this includes the time required to make any changes that you request.
6. Once The Center receives your approval it will, at minimum, send an Event Package, an Invoice, and an Event Agreement. It may also send an Event Information Report and one or more Riders to The Event Agreement.

Tip: Riders are documents that specify what The Center is providing and what the Event is providing. Once signed by Center and Event, riders become part of the Event Agreement. Always make sure that something you need is spelled out clearly in the Event Agreement or a rider.

Review and sign the Event Agreement and any Riders. Return these with your insurance certificate by the date indicated and a certified check or money order made out to “The Board of Education of Prince George’s County,” for your deposit.

Note: All of the above steps and full payment must be completed no later than 30 days prior to your event.

7. Schedule a production meeting with the Center Staff to ensure that all technical and front-of-house advancing requirements are covered.

Tip: Once your Event Package has been returned and the Event Agreement is executed by The Center, the Front-of-House Coordinator and the Technical or Assistant Technical Director working your event will be your main points of contact. They can answer questions, help you plan, and generally make your life quite a bit easier! Other meetings may be necessary prior to your event. You should maintain contact with The Center even if it is just to make sure that everything is still on track.

8. Enjoy your Event!

Tip: The Center will make every effort to ensure that everything is ready for you. Should you find something amiss, please let the Facility Manager know as soon as possible. Likewise; if your plans change, for whatever reason, let us know as soon as possible and we will endeavor to adapt.

Note: When an Event has scheduled hours in the facility, it may be billed for a minimum of four hours plus any additional personnel costs in the event of a “no-show.” If you need to cancel scheduled hours in the facility, please notify the center immediately or within 24 hours.

9. Wrap it up. Soon after your event you will receive a settlement sheet from The Center showing any amount due.

Note: Amounts due must be paid by certified check or money order made out to “The Board of Education of Prince George’s County.”

10. Bask in the glow of a successful event. The Center will be happy to schedule a post-event meeting with you if you’d like to discuss what worked, what didn’t, and what’s next!

Tip: Your input is very important to us. All Events are encouraged to complete the After-Event Survey that accompanies the final invoice. Additionally, The Center will gladly host, at no charge, a post-event critique meeting with any Event that wishes to offer and receive feedback. Formats vary and events should contact The Center for more information.

Other Notes

- Your dates are not firm and are subject to cancellation without notice until the Event Agreement is executed and any required deposits as well as an insurance certificate have been returned to the Center.
- Please read your Event Agreement and the Riders carefully. Make sure you understand them clearly before you sign. The Center will always endeavor to answer your event-related questions.
- Center staff is available in person, by telephone, or by email, to aid you in the completion of your paperwork or to answer any event-related questions that you might have.
- The Center prefers that all requests not addressed in the Event Agreement be made in writing. Email is acceptable; however discussions of any nature pertaining to the event must not be construed as being part of the Event Agreement unless they have been formalized in a Rider and signed by both parties.
- The Center will endeavor to support non-written requests, but cannot guarantee to do so. No Center staff member is authorized to guarantee support beyond the Event Agreement and Riders.
- Requests for additional support may incur fees. The Center makes every effort to inform Events of these fees in advance but the press of time leading up to an event sometimes makes this impossible. If you have questions or are not clear about these issues, please ask when you make a request. The *Event Agreement* requires an Event to pay any such fees incurred by The Center.
- Event Agreements, Deposits, and Insurance forms must be completed, and on file, no later than thirty days prior to your event or it is subject to cancellation

Rental Rates

- Current rental rates are available on the BCPA web site (www.bowiecenter.org).
- Rates are subject to change without notice until an Event Package has been executed.
- The Center charges hourly rental rates that vary depending upon the intended use.
- All rental rates feature limited staffing which is determined on a case-by-case basis.
- There is a minimum four-hour rental. Events splitting a day with more than two hours in between may be subject to an additional minimum.
- Hourly fees apply to any time required for setup prior to your arrival and for cleanup/restoring the space after your departure.
- An overtime rate of time-and-a-half will be applied to any time over nine hours (i.e. eight hours, and a required thirty minute meal break, and two fifteen-minute breaks) in a single call.
- Depending upon the nature of your event, additional staffing may be required by The Center. Additional staffing is available by request as well but will incur additional charges.

Technical Information

The Main Hall

Auditorium

- The Center released up to 768 seats depending upon the specific needs of an Event.
- The orchestra has 536 seats including seven wheelchair accessible spaces and six “transfer seats” with fold up arms.
- The balcony has 232 seats including four wheelchair accessible spaces and two “transfer seats” with fold up arms.
- The Center typically does not release any seats from rows R and S prior to the day of a show.
- All wheelchair spaces offer a companion seat immediately beside them.
- No other seating is allowed in the auditorium. Seats may not be added and standing is not permitted.
- No other use of the handicapped and companion seating spaces is permitted.
- Adaptive listening devices are available to audience members.
- The auditorium is about 77’ wide at the back entrance opposite the stage.
- The auditorium is about 57’ from back wall of house to DS of stage apron.

Note: There is no food or drink allowed in the auditorium at any time and violation of this rule is grounds for eviction from The Center. By prior approval with the Center only, food and drink may be permitted in the back hallway, the shop, the green rooms, and the dressing rooms.

Stage Dimensions: Depending upon how it is configured, the usable stage dimensions are about 32’ wide (16’ from center line to leg) by about 32’ deep (including the apron). The fire curtain line must be kept clear at all times.

Lighting and Control

- ETC Sensor Dimmers, 288 available for FOH and Stage lighting positions.
- House and lobby lights are controlled through a Unison system. Gallery lights are controlled through manual dimmers.
- Theatre Control: ETC EOS console. Also the Center has available an ETC ION console that can be run as a designer’s workstation provided it is not in use in the Recital Hall.
- Instrumentation:
 - 12 VL-1000 moving fixtures
 - Seachanger dicroic CYM mixers on ETC Source4 fixtures of varying focal lengths
 - Conventional Source4 ERS fixtures at an assortment of focal lengths
 - Conventional 6” and 8” Fresnel fixtures
 - Cyc lights
 - Lycian Midget Follow Spots (3) on the 2nd FOH catwalk

Sound

- Mixing Console: Yamaha CL-5 with 2 Rio3224-D stage boxes located stage right.
- Wireless and hard-wired intercom system
- Wireless hand-held and lavalier microphones are available
- Assortment of wired microphones
- CD/DVD/computer playback
- Up to six stage monitor mixes
- Program feeds to backstage, dressing rooms, and Recital Hall

Projection

- Hitachi CP-XI250 XGA projector with a Da-Lite screen hung at mid-stage
- VGA inputs are located down stage right and in the control room

Rigging

- The Center features 28 line sets.
- Lines 1-4 are motorized and are dedicated to the Grand Drape, masking, and first electric.
- Lines 5-28 are standard single purchase counterweight sets.
- Lines are operated from a working rail located about 25' off the deck.
- Loading rail is at about 55'.
- The steel grid is about 65' off the stage deck.
- Rail order does not coincide with the actual location of the line set on stage.
- Actual line sets are numbered from downstage to upstage.
- All rigging at the Center is subject to the approval of the Technical Director.
- Outside riggers must be approved in advance by The Center. ETCP certified stage riggers are preferred.
- Operation of the rigging system is limited to BCPA Staff.

Other Available Items for the Main Hall

- Wenger Diva acoustical shell
- Standard soft goods as well as white and black scrim and a cyclorama
- Sky cyclorama
- Fiber optic Star Drop
- 7' Nordiska Grand Piano
- Lectern
- Podium
- Player's chairs
- Music Stands
- Tables, table covers and skirts
- Full-stage marley dance floor

The Recital Hall

The BCPA Recital Hall is a black box style theater with sound and lighting independent from the Main Hall.

Dimensions

- Room: 43' x 46'
- Ceiling Height: 21'-9"
- Height to Grid: 16' The grid is on 4' centers

Entrances and Exits

- There are double doors that exit to the lobby located on the north wall (1 set) and east wall (2 sets).
- There is a single door leading directly to the front parking lot on the east wall.
- There is a double door exiting to the connecting high school hallway on the south wall.

Lighting and Control

- Dimming: 96 ETC Sensor Dimmers, with 89 available for events
- Control: ETC Express 48/96
- 30 Source4 ERS with various lens trains available
- 2 Source4 ERS 15-30 zooms
- 20 Source4 PARS
- 8 Desisti 6" Fresnels

Sound

- Portable Audio Rack with the following:
 - 2 Shure UC wireless receivers w/ handheld SM58 and/or body pack lavalieres available
 - Soundcraft mixing console
 - 4 channel amplifier
 - CD and cassette playback
- Speakers
 - Mains: 2 EV Sx300 12" speakers, 300W Two-way speakers. Grid Mounted
 - Additional 2 EV Sx-300 speakers,

Video (Portable)

- Hitachi CP-X260 LCD Projector

Other Available Items for the Recital Hall

- 6' Pramberger Grand Piano
- Installed mirror and dance barrses
- Cyclorama and black soft goods curtains on traveler tracks
- Lectern
- Podium
- Audience/Meeting chairs
- Players' chairs
- Music stands

Other Spaces Available at the BPCA

Lobby

Events requiring spaces or services such as those listed below may be subject to additional rental fees.

- Art openings
- Vendors (number and placement of tables is restricted)
- Photographers
- Pre and post event music

Green Room: 40' x 20' with a movable dividing wall to make two 20' x 20' rooms

Dressing Rooms: Roughly 9' x 9', 2 on the East Green Room and 2 in the West Green Room

Ensemble or "Stars" dressing room: Roughly 9' x 9'

Scene Shop

Please contact The Center for policies, pricing, and availability

Facility Policies

Animals Prohibited

No animals or birds, including animal performers or pets, are permitted in the Facility without the written permission of the Executive Director, excepting service animals.

Advertising, Tickets, and Program Copy

- No event may advertise the Center as a venue prior to the execution of a contract between The Center and the event sponsors.
- The Center shall be referred to as The Bowie Center for the Performing Arts or with the shorter BCPA in all advertising, program copy, and on any tickets printed.
- All tickets and advertising may also incorporate the Center logo, available on the website at <http://www.bowiecenter.org>.
- All Event advertising must be honest and include accurate information on performance time and ticket prices.
- No advertising or publicity may state or imply that the BCPA sponsors are responsible for the USER's activities during the period of use.

Assignment of the Event Agreement (Sub-letting)

A user is not permitted to assign, transfer, sublet, or to otherwise dispose of the Event Agreement without the written consent of BCPA.

Applicable Laws and Policies

- The *Joint Use Agreement for the Bowie Center for the Performing Arts* (revision 27) is the document establishing procedures for the use of the Center. Also known as a "Memorandum of Understanding" between The Prince George's County Public School System, The Maryland-National Capital Park and Planning Commission, The City of Bowie, and The Bowie Regional Arts Vision Association, Inc.
- All Center users are required to comply with all federal, state, and local laws; ordinances and regulations, including tax and license fees of federal, state, and local governmental agencies or bodies; and all BCPA policies, rules, and regulations.
- Events held by partner organizations are subject to the rules and policies of those organizations as well as to BCPA policies. Should these policies conflict, those of the partner organization will take precedence unless the safety and security of The Center or Event would be compromised.

Balloons

Balloons are not permitted anywhere in the facility at any time.

Box Office and Ticket Sales

Complimentary Tickets

- All events are required to provide 10 complimentary, preferred-location tickets to the BCPA for each performance in the Main Hall and 5 complimentary, preferred-location tickets for each performance in the Recital Hall.
- The Center generally returns unused tickets to an event for sale.

Box Office

- The Center does not provide box office services.
- All box office functions remain the responsibility of the user unless other arrangements are made with the BCPA.
- On a space-available basis, the BCPA will provide lobby space for a Box Office table, as well as a table for ticket sales during event hours.
- Hourly rates may apply for this service after event hours.

Ticketing

- Users may not sell or distribute tickets or passes in excess of the seating capacity of The Center as determined by the BCPA staff on an event-by-event basis.
- All box office functions are the responsibility of The Event unless other arrangements are made with The BCPA.
- BCPA reserves the right to require reserved seating for any event. An Event must bear all costs associated with that process.
- All persons entering the auditorium, regardless of age, are required to have a ticket.
- BCPA retains the right to make determination of ticket refunds for cause in keeping with the Center policies including but not limited to:
 - Seats blocked by equipment when exchange for comparable location is not possible
 - Failure of projection equipment
 - Failure of act to appear or to go on stage within reasonable time of schedule provided by user

Main Hall Seating Reserved to the Center

- The Center reserves all seats in rows R and S.
- These seats are in addition to any complimentary tickets required per §42 in the Event Agreement.
- The Center reserves all handicapped and companion seating including wheelchair spaces and companion seats located in the following auditorium locations: K12, K11, Q13, Q14, Q104, Q105, Q106, Z1, Z2, Z3, and Z4.

Center Equipment (See also *General Technical*)

- All Center equipment must be operated by Center staff or trained personnel approved, in advance, by the Executive Director or the Technical Director.
- Subject to the above requirements, approved operators may be employees of The Center, employees of the user, or volunteers.

Chaperonage

The Center requires that all minor children with an event be under the immediate supervision of an adult at all times. Partner events are required to comply with minimum institutional chaperone numbers. In the absence of such a policy, the Center requires chaperonage as follows.

Pre-school	1 chaperone per 10 children
K-5	1 chaperone per 15 children
6-8	1 chaperone per 20 children
9-12	1 chaperone per 25 children

Computers, Printers, and Network Access

- The Center does not provide computers or printers for event use.
- Access to the wireless and wired network is offered as a courtesy only. BCPA does not guarantee that such access will be available. All such services are provided “as-is” and are dependent upon equipment availability and adequate set-up time.
- The Center assumes no risk or responsibility in offering such access and provides no technical support beyond password information to the wireless access points.
- Users are advised that they are responsible for ensuring that such access fits their needs, and that they may not permit outside parties access.
- Users are further advised that if access is mission-critical, other arrangements will need to be made.
- The Center does not provide copier use unless arrangements for billing are made in advance.

Conduct of Audience Members, Patrons, and Non-BCPA Event Personnel

- Patrons are required to comply with requests by Center staff and other duly authorized personnel in the performance of their duties.
- The BCPA reserves the right to eject from the facility any objectionable person or persons. (See ejection policy)

Contracts

- The BCPA retains approval rights over any event and exercises those rights through the scheduling/contracting process.
- All events require the execution of an Event Agreement in the case of non-Joint Use Agreement entities or an Event Letter in the case of partners.
- All Event Agreements must be executed, deposits received, and insurance certificates received no later than thirty days prior to an event.
- The Event Agreement, and Riders, are the sole authority on what The BCPA has agreed to provide to an event. Discussions, of any nature, pertaining to an event should not be construed as being part of the Event Agreement unless specifically included in the Event Agreement.
- Requests for technical support not listed on the Technical Rider must be made in writing to, and approved by, the Facility Technical Director. The Center will try to support such requests; however, no guarantees are made. Additional fees may be charged for such requests.

Control of Premises

BCPA maintains control of both the management of and access to the Facility.

- The Center will enforce all necessary laws, rules, and regulations as well as access control as it deems necessary.
- Users are financially responsible for damage to any Center property or equipment caused by any of its employees, agents, or invitees (other than the audience).

Copyright

An Event assumes all costs arising from the use of patented, trademarked, franchised, or copyrighted materials used on or incorporated within.

- Events are required to indemnify PGCPs and BCPA from any claims or costs, including legal fees, which might arise from the use of any such material.
- Events are required to assume responsibility for establishing and enforcing a policy governing the photographing, audio recording, and/or videotaping.
- BCPA reserves the right to impose such a policy should it deem such action necessary.

Defacement/Modification of BCPA Property

An Event is not permitted to injure, mar, or deface the BCPA or any of its equipment.

An Event will not make, nor allow to be made, alterations of any kind to the BCPA or its equipment.

Default

If a user defaults in the performance of any of the terms of the Event Agreement, the Event is subject to cancellation. In this case a User is liable for the full amount provided for in the Event Agreement. A deposit would be retained by the BCPA, in such circumstances.

Event Cancellation (see also *Weather Policy*)

- BCPA reserves the right to interrupt or terminate any event when the Facility Manager determines that there is a concern of public safety or Center security.
- Should an Event be cancelled by the user, any reimbursable expenses incurred by the Center in connection with the event will be deducted from any deposits received. The event will be invoiced for any amount over the deposit.
- The BCPA reserves the right to terminate any contract for good cause. When The Center cancels an event it will refund any deposit less reimbursable expenses to the user.
- “Good cause” does not include subsequent scheduling of a more preferred Event by the BCPA.
- Users are required by the Event Agreement to indemnify BCPA against any damages that might occur as a result of a cancellation for cause.

Event Package/Event Agreement

- Events using the Center require an Event Agreement signed by both parties in the case of non-partner organizations.
- Events under the auspices of a BCPA Joint Use Agreement partner require a confirmation letter in the case of partners’ usage.
- The Event Package is subject to modification through formal or informal riders agreed upon by both parties in writing.
- These documents form the entire agreement between the parties. It is imperative that all event requirements be detailed therein.
- The Center refers to the agreement and riders as an “Event Package.” Discussions of any nature pertaining to an event are not to be construed as being part of the Event Package unless specifically addressed in the Event Agreement or by Rider.

Eviction Policy

The following are cause for eviction from The Bowie Center for the Performing Arts:

- The use of offensive, profane, or threatening language to staff or patrons
- Failure to comply with instructions from Center Staff in the performance of their duties
- Failure to comply with Center policies
- Possession of unauthorized banners or signs
- Possession of food or drink unauthorized areas
- Possession of any object or material that Center Staff determines to be an obstruction of the view of a patron or is otherwise disruptive
- Failure to wear shirt, shoes, or other appropriate attire
- Spitting, throwing, or dropping objects from balcony, upper lobby, or other areas.
- Horseplay inside or outside of the facility
- Public drunkenness or other forms of intoxication
- Fighting, threatening to fight, or other aggressive behavior

Note: Persons who are asked to leave the Center but fail to do so are subject to arrest and prosecution.

Fees

In return for the use of The BCPA, an event agrees to pay a rental fee. BCPA rental rates are set by the Center's Governance Board and are subject to change at any time until an Event Package has been executed by both parties. Rental fees are due regardless of ticket sales, unanticipated expenses, or the like.

Fire Announcement

- A general announcement of 45 seconds or less will be made with house lights at half prior to all events.
- This announcement will include evacuation instructions, food and drink policies, and photography/recording policies for each event.
- At the discretion of the Center, this announcement may be made live or recorded in advance.

Financial

- Any equipment or set up provided by The BCPA and not detailed in a Rider may, at the discretion of The BCPA Executive Director, result in additional fees. Users are required to agree to pay any such fees at settlement.
- The BCPA provides estimated pricing prior to the conclusion of an event. Users are required to agree to pay actual usage fees, including set up and reset times at settlement as invoiced by The BCPA.

General Technical

Staging

- All flammable materials need to be treated with flame retardant; this includes wood, fabric, etc.
- Doors may not be blocked and hallways may not be used for storage space.
- Lagging to the stage floor is not permitted.
- All Non-BCPA personnel who are to operate facility equipment must be approved by The Center.
- During load-in and strike appropriate personal protective equipment must be worn at all times.

Rigging

- All rigging requests, no matter how minor, must be approved by The Center well in advance.
- Unapproved rigging will not be permitted under any circumstances.
- All rigging must be performed by Center staff or under the supervision of an ESTA certified entertainment rigger to be approved by The Center
- All rigging decisions should be approved not later than thirty days prior to an event.

Lighting

- User access to the company box requires a BCPA approved electrician to make both the tie-in and disconnect.
- All non-BCPA personnel who are to operate facility equipment must be approved by The Center
- Electrician must be approved by The Center not later than fourteen days in advance
- Unless specifically covered in a Technical Rider, The Center will provide lighting support as determined possible by Center staff.
- All such services are provided “as-is” and are dependent upon equipment availability and adequate rehearsal time.

Sound

- All non-BCPA personnel who are to operate facility equipment must be approved by The Center.
- Unless specifically covered in a Technical Rider, The Center will provide audio support as determined possible by Center staff.
- All such services are provided “as-is” and are dependent upon equipment availability and adequate rehearsal time.

Handling Funds

- The Center does not accept cash, personal checks, or credit cards.
- All payments must be made by certified check or money order made payable to “The Board of Education of Prince George’s County.”
- The Center will not take custody of any event funds, ticket revenue, or the like.
- In any handling and/or controlling of ticket revenue or other funds, users are required to indemnify The BCPA against any loss of sales or sales tax, unless willfully caused or permitted through gross negligence by The Center.

House Management

- Events that that exceed an hour may be required by The Center to offer an intermission.
- Standing room is not permitted.
- Except as required by law, animals are not permitted in the facility.
- Tobacco use is prohibited in all areas.

Indemnification

The Center requires that all users indemnify Prince Georges County Public Schools and The BCPA for damages during their use of the facility. (See the Event Agreement for specifics.)

Insurance

The Center requires a certificate of insurance in which the user is named as insured.

- Minimum policy limits are \$2,000,000 combined single limit.
- The term of coverage must coincide with the dates listed in the Event Package, including move-in and move-out.
- The Certificate must list “The Board of Education of Prince George’s County” and the “Bowie Center for the Performing Arts” as named additional insured parties.
- In rare cases, The Center may waive the insurance requirement and issue a Hold Harmless agreement.

Interruptions or Termination of Performance/Evacuation of the Facility

The Center reserves the right to interrupt or terminate an Event, or to evacuate the facility for reasons of public safety.

- In such a case The Center will grant sufficient time to complete the program, without additional charge, if providing such time does not interfere with another user.
- If it is not possible to complete the Event, rental will be forfeited, prorated, or adjusted at the sole discretion of The BCPA.

Objectionable Persons

The BCPA reserves the right to eject from the facility any objectionable person or persons.

- Users are required to indemnify The BCPA and its employees against any damages that may be sustained through the exercise of such right.
- The Center reserves sole right to make the determination of “objectionable.”

Food and Drink

- No food or drink is permitted in the main auditorium at any time.
- Food and drink is permitted in other areas of the center with prior approval of the Executive Director.

Lost Articles

- The BCPA reserves the sole right to collect and have custody of articles left in the facility by persons attending any event in the facility. Lost items are held on site or transferred to Bowie High School.
- The Center specifically disclaims responsibility for losses by users, their agents or employees, or ticket holders due to theft, disappearance of equipment, or other personal property.

Performance Approval

BCPA retains right of approval over any event. A user is required to agree that no event activity shall continue if The BCPA objects on the grounds of character, offense to public morals, failure to uphold advertising claims, or violations of content restrictions agreed to by both parties at the time of execution of this Agreement.

Personnel and Security (see also House Management or Ushers)

- The Center reserves the right to determine the appropriate number of staff and type of security measures required for any event.
- Any personnel and security measures required by The Center are reimbursable expenses and will be the responsibility of The Event.
- Events are responsible for providing personnel determined by the Executive Director as necessary for the safe operation of The Center.
- The Center will work with events to ensure that all personnel are acceptable to both parties.
- Should the user prove unable to provide personnel and security measures deemed necessary, The Center may provide them and charge the user or the event may be cancelled.
- The Executive Director has the responsibility and authority to terminate any event that is determined to place the facility or patrons at risk. In the absence of the Executive Director, the Facility Manager has this authority.
- Event Personnel are not permitted to work anywhere in The Center without the presence of a Facility Manager approved and scheduled by the Executive Director.
- Center Staff are only permitted access to the non-public areas of The Center when they have been scheduled.

Parking

Under the terms of the Joint Use Agreement (see *Applicable Laws and Policies*) The Center does not receive parking priority and therefore does not guarantee parking of any sort. The Center assumes no responsibility for vehicles parked on the property or for property in those vehicles.

Photographers, Videographers, and Audio Recording Engineers' Information

Note: The term "photographer" is used generically to refer to Photographers, Videographers, and Audio Recording Engineers.

- Generally, recording policies are left up to the individual Event and The Center will enforce their wishes. However, The Center is required to enforce applicable law including copyright and trademark statute and may require proof of an events' right to record. This is all handled via Rider in the contract phase of the scheduling process.
- All events will have policies relevant to this document explained to the audience in the pre-show announcement in addition to appropriate signage in the lobby. That announcement may be made via recording or live by The Event.
- Ushers will enforce these policies and audience members who do not comply will be asked to leave The Center.
- Tripods or other bulky equipment are not permitted in the auditorium unless cleared with both The Event and The Center prior to the event.
- Photographers are not permitted in the handicapped seating areas without specific clearance from the Facility Manager. Even with such clearance, photographers will be required to move if the space is required by The Center for any reason.
- Photographers and/or equipment are not permitted to block seats, major or minor aisles, or doors and must not disturb other audience members.
- Users planning to have a professional photographer present during their event must so notify The Center, in writing, no later than 14 days prior to their event. Unless such notifications are made, The Center reserves the right to refuse admission to the photographer regardless of existing contracts between The Event and the photographer.
- Professional photographers are advised to contact The Center well in advance of the event to facilitate smooth setup and strike. Professional photographers are advised to arrive well in advance of the event start time. All equipment must be set up and approved by the BCPA Facility Manager prior to the house opening.
- The house will not be held for such setup. If the Facility Manager determines such setup would delay the house, it will not be permitted regardless of existing contracts between The Event and photographer.
- Persons desiring audio feeds or the like from The Center must request them, in writing, no later than fourteen days prior to the event. Late requests may not be honored.
- The Center may require proof of any Event's right to record.

Publicity

Pending availability, The Center may provide publicity on its web site at www.bowiecenter.org, via telephone information message, on the Marquee, or through local media.

- Events requesting publicity support must provide content for these services no later than one week prior to the required posting date.
- Any such services are provided by The Center "as-is" and are dependent upon funding, staff availability, and adequate lead time.

Rehearsals

Rehearsals at The Center’s “rehearsal rate” receive very limited support including access to the appropriate space and rehearsal lighting only.

- Event Rehearsals are limited to space(s) listed in the Event Agreement or a Rider to the Event Agreement.
- All rehearsals will be closed to all non-Event persons unless noted in a rider to the Event Agreement.
- Open rehearsals- must be approved in advance and will result in additional fees.

Removal of Event Property

An Event is required to remove all materials belonging to it from the premises by the deadline in the Event Agreement. The Center will consider any materials left behind to be abandoned and will dispose of them.

Retention of Contracted Privileges

Should BCPA not insist upon strict or prompt performance of a section of the Event Agreement, The Center retains the right to enforce other sections strictly.

Riders to the Event Agreement

Riders may be issued in print or via email.

All Riders must be agreed upon in advance by both parties.

An agreement shall be enacted by the signature of both parties.

Acceptance of Center generated Riders is a condition of the Event Agreement and failure on the part of an Event to accept a Rider will be grounds for cancellation of an Event for good cause.

(See Event Cancellation.)

Safety

- Users are required to conduct Event activities with full regard to the public safety.
- The final decision about whether an activity is safe or not rests with BCPA staff.
- All aisles and exits, both off stage and on, must be kept clean and clear and free of obstructions.
- No Strollers, tripods, or other bulky items are permitted in the auditorium without the prior approval of the House Manager.
- Exit signs may not be blocked.
- Audio or electrical cables, ropes, support mechanisms, and the like must be run overhead or covered with carpet and/or taped down when installed on the floor.
- Events are responsible for knowing the location and operation of fire extinguishers and fire alarm pulls.

- Literature on display must be limited to reasonable quantities. Reserve supplies shall be kept in a neat manner out of aisles and other thoroughfares.
- No flammable liquids, pyrotechnics, or other hazardous substances are permitted in the facility without prior consultation with and approval from the Executive Director.
- Compressed gas bottles must be secured in a manner that prevents them from falling or being knocked over.
- The fire curtain line must be kept clear at all times.

Scene Shop and Scenery

- The Center does not provide tools of any sort.
- All tools brought in by an event are subject to Center inspection.
- The Facility Manager and Technical Director have the right and responsibility to refuse any tools or halt any actions deemed unsafe. This includes the operation of tools without appropriate attire and safety gear for all operators.
- The Center reserves the right to refuse scenic or display pieces or other materials that are deemed by the Executive Director or Technical Director to be unsafe.
- Scenic or display materials used within the Center must be flame retardant or flame proof.
- The Center reserves the right to insist upon appropriate certificates or field flame tests as deemed necessary by the Technical Director or the Executive Director.
- Painting or spraying of toxic or flammable materials is prohibited anywhere but in the scene shop area.

Services Provided

When entering into an Event Agreement, the BCPA guarantees to provide very limited services including:

- Heating/air conditioning
- Basic overhead light
- Access to the agreed upon spaces
- In the Recital and Main Halls, a repertory lighting plot will be provided
- Any other services are provided at the expense of the user except when provided for in a written agreement (Rider)
- The Center does not guarantee any service not provided for in the Event Agreement. Any such services, if offered, are provided on an “as-is” basis

Settlement

- At the conclusion of an event BCPA will provide the user with a statement detailing usage, labor, and any other costs pertaining to the event.
- Final payment is due from user within 10 working days of the event.
- Payment should be made in person at The Center.
- Payment must be made via certified check or money order.

- Should a refund be due, The Center will apply a credit to the user’s next event or a check for the amount will be issued by Prince George’s County Public Schools.

Staffing

The BCPA retains the right to determine the appropriate number of staff and security personnel necessary to produce that event and to protect the public.

- BCPA may provide a Personnel Rider prior to any event. Acceptance of such a Rider is a condition of the rental.
- In the event of a failure to accept such a Rider, an event is subject to termination for “good cause.” (See *Event Cancellation*)
- The BCPA retains the right to require adequate training of any event personnel at the expense of the user.
- The definition of “adequate training” is solely at the discretion of the Center’s Executive Director.
- Ushers
 - The Center requires ushers at all performances and many other events.
 - Typically ushers are provided by The Center for a set hourly fee per usher.
 - The number of ushers required for any event is at the discretion of The Center.

Unavoidable Happening

Users are required by the Event Agreement to indemnify BCPA against the occurrence of unforeseen events including, but not limited to; fire, casualty, labor strike, or other occurrence which renders impossible the fulfillment of the Event Agreement.

Vendors, Catering, Hospitality, Food

The BCPA recognizes that many of our users rely on vendor and concession sales to help defray the costs of production. However the Center’s only contractual relationship is with parties who have a signed Event Agreement with us. The BCPA is not obligated to provide labor, space, or equipment for vendor and concession sales unless such items are requested according to the following policies:

- Any additional costs incurred by the Center as a result of Vendor or Caterer activities are invoiced to an event at settlement. (See *Settlement*)
- Events will be billed for any cleanup required after their departure. (See *Settlement*)

The following conditions apply to all groups who bring concessions and vendors to an Event:

General

- All concessions, vending, catering, and hospitality activities must be coordinated with The Center.
- Unapproved concessions, vending, catering, and hospitality activities will not be permitted.
- Concession sales are limited to specific times and approved spaces on an event-by-event basis.

- Only approved food and drink items may be sold.
- No food or beverages are permitted in the auditorium at any time.
- Any vendor engaged in illegal activities, including the selling of bootleg or "knock-off" items, will be asked to leave the premises.
- Vendors and caterers are responsible for removing all waste from the site.
- The BCPA does not guarantee access to clean up facilities.

Tables

- The BCPA heavily restricts the number and position of tables throughout the facility. At all times BCPA staff members have the final say regarding the number and placement of tables.
- The number and location of tables and displays permitted is dependent upon different circumstances for each event and will vary.
- Tables must be requested in writing or email and approved at least 2 weeks in advance.
- Tables or displays may not be set up within 6 feet of artwork displays and must not block any doors, aisles, or thoroughfares.
- Tables and displays must be in place and set up before the lobby opens to the general public.

Food

- A certified food handler is required when perishable foods will be served to the public and must be approved by The Center at least two weeks in advance.
- No food preparation is permitted in the facility. All food is to be cooked off site.
- All perishable food is to be kept at safe temperatures using commercial grade ice or hot water baths.
- No consumer grade appliances (hotplates, electric cookers, etc.) are permitted.
- All food waste and trash must be removed by Event to the dumpsters located in the rear of the building.
- It is the responsibility of the Event to communicate these requirements to vendors.

Verbal Agreements

Discussions of any nature pertaining to an event are not to be construed as being part of the agreement unless specifically included in the Event Agreement or a Rider.

Weather Policy

- Events conducted by BCPA partners are subject to cancellation policies of their parent organizations.
- In the case of a PGCPs event, if the school system shuts down, the event will be cancelled.
- Decision-making regarding the cancellation of a non-partner event will be determined by The Executive Director after consulting with The Event and other appropriate personnel.
- Cancellations will be publicized, when possible, on The Center marquee, web page, and phone system. Users and patrons are advised to call The Center prior to venturing out in inclement weather.