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www.bowiecenter.org

How to Rent the BCPA

Thank you for your interest in renting the Bowie Center for the Performing Arts. If you are interested in renting our facility and are not affiliated with Prince George's County Public Schools, the Maryland-National Capital Park and Planning Commission, or sponsored by the City of Bowie, this information is for you. If you are affiliated with one of the above entities, please contact Dr. George at the Center before proceeding, as different policies may apply.

If you're interested in renting the facility, our staff will be happy to assist with your event, but in order for us to do so we ask that you read the following in order to familiarize yourself with the Center prior to submitting an event for approval. The process is relatively painless but, as you may know, there is a lot of planning required in order to mount a successful event of any sort. We earnestly solicit your assistance in helping us to understand your event so that we may provide the best support possible!

1. Plan your event.

- Before you can even think about renting a space, you need to know specifics about the needs of your event. The Center's *Event Worksheet* can give you an idea of what you'll need to know in order to rent our spaces. In general we need dates, specific times, types of usage, and special requirements.

Tip: Don't forget 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.

- You may contact the Center for availability but dates may not be reserved without a completed *Event Worksheet*.
- The Center requires that all paperwork be completed not-later-than ninety days prior to an event.

- The Center does not typically accept bookings within 30-90 days of an event.
- The Center requires a non-refundable deposit in the amount of the full estimated cost of the event with the return of the signed Event Agreement.
- Don't forget insurance! For non-JUA partner events, the Center requires a certificate of insurance in which the user is named as the insured.
 - Minimum policy limits of \$2,000,000 combined single limit are required.
 - Insurance must cover all of the dates listed in the Event Agreement, including move-in and move-out.
 - It must also list additional insureds including **both** the Board of Education of Prince George's County **and** the Bowie Center for the Performing Arts.

Tip: It is possible to schedule both rehearsal and performance in the same day but be careful of rentals that exceed nine hours as the overtime rate can be very high.

Please note: There is a minimum four hour rental. Hourly fees apply to any time required for setup prior to your arrival or for clean-up/restoring the space after your departure. These times should be taken into account in your planning when possible.

2. Complete an *Event Worksheet* and forward it to the Center via email, snail-mail, carrier pigeon, or personal drop-off. The Center will process your worksheet, usually within two weeks and will contact you with any questions.

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, follow up!

3. Upon approval of the Event, an estimate will be generated and forwarded. The Center needs a response to the estimate within a specific time-frame, generally fourteen days—although this can vary. If the Center does not receive a response within the time frame indicated, the event is cancelled without further notice to the user.
4. Upon approval of the estimate, an Event Package will be created and forwarded via email. This package will contain, at minimum, an invoice and an Event Agreement. It may also contain 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 the Event and the Center they become part of the Event Agreement. Always make sure that everything you need is spelled out clearly in the Event Agreement or a rider.

5. Review and sign the Event Agreement and any riders. Return it, along with your deposit (certified check or money order made out to "The Board of Education of Prince George's County") and an insurance certificate by the date indicated.

Please Note: Your event is not firm and is subject to cancellation without notice until the Center has executed an event agreement (contract) and all fees have been paid. All of the above steps must usually be completed not-later than 90 days prior to your event.

6. Stay in touch!

Tip: You should maintain contact with the Center even if it is just to make sure that everything is still on track.

7. Schedule a production meeting with the Center Staff. As your event comes closer, Center technical, front of house, and publicity staff will be in touch. If you would rather schedule a meeting earlier contact the Center. Remember, it's never too early to think about publicity!

Please Note: your event may not be advertised listing BCPA as the venue until it is confirmed, that is until the Center has executed an event agreement (contract), and all fees have been paid.

8. Enjoy your Event!

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

9. Wrap it up. Soon after your event you will receive a settlement sheet from the Center showing any amount due at settlement. All payments are due within fourteen days. Additionally, you will receive an After-Event Survey. Please take a moment to complete it and return it via email.

Tip: Your input is very important to us. All events are encouraged to complete the Post-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.

Some Other Notes

- Your Event Agreement is a legally binding contract. Please read your entire *Event Package*. Make sure you understand the entire package clearly before you sign. The Center will be happy to answer your event-related questions.
- Your dates are not firm and are subject to cancellation without notice until the *Event Agreement* is executed and the required deposits have been provided to the Center.
- You may not advertise an event at the BCPA until it has been confirmed; that is, until an Event Agreement has been signed and all required deposits made.
- You must provide the Center with a certificate of insurance naming you as the insured, with minimum policy limits of \$2,000,000 combined single limit. The term listed on the certificate must include all of the dates of this agreement, including move-in and move-out. Additionally, "The Board of Education of Prince George's County," and, "The Bowie Center for the Performing Arts" must be named as additional insureds.
- The Center accepts only certified checks or money orders made out to "the Board of Education of Prince George's County." The Center is not permitted to accept cash, credit/debit cards, or personal / business checks.
- 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.

- You are welcome to come in person to the Center; however we request that you make an appointment whenever possible. Due to production requirements, Center staff schedules tend to be quite fluid and we cannot guarantee availability without an appointment.
- The Center requires that all requests for support not addressed in the Event Agreement be made in writing. Email is acceptable providing that both parties clearly indicate agreement.
- 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. The *Event Agreement* requires an Event to pay any such fees as invoiced by the Center.
- Rental Rates:
 - Current rental rates are always available on the Center website at www.bowiecenter.org.
 - The Center charges hourly rental rates that vary depending upon the intended use.
 - The Center offers discount rates for non-profit or in-county organizations. Such rates are offered pending verification of status.
 - All rates feature limited technical and, where appropriate, front of house staffing.
 - 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 or for clean-up / 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 plus a thirty minute meal break plus two fifteen-minute breaks) in a single call.
 - Sundays and holidays are subject to an hourly surcharge as indicated on the rate sheet.
 - Depending upon the nature of your event, additional staffing may be required by the Center and may incur charges. Additional staffing is usually available by request as well.