



15200 Annapolis Road, Bowie, Maryland, 20715-1800
(301) 805-6880

User's Guide and Application Materials

The Bowie Center for the Performing Arts is operated under a partnership agreement 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, Incorporated.

...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 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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Dear Potential User of the Bowie Center for the Performing Arts,

Thank you for your interest in the facility. Within this handbook are a number of documents that will help you to plan your event in regards to the Center. Included is a copy of our Application Procedures, a listing of our Policies, our Frequently Asked Questions list, a Facility Information Packet, an Event Worksheet, and a sample Event Agreement. Please note that the information contained here is for informational and early planning use only. It is subject to change, so please contact the Center prior to making any major plans or commitments. Also, the enclosed Event Agreement is a sample. One specific to your needs will be issued by the Center so it is not necessary for you to return the sample to us. If you have any questions please feel free to call either me or Mr. Randall Whitcomb, our Technical Director. Either of us will be happy to assist you in any way that we can.

Regards,

Gerald D. George, PhD
Executive Director
Bowie Center for the Performing Arts



Event Application Procedures

Step One: The Event Worksheet

All users requesting dates at the BCPA must complete the Event Worksheet as completely as possible. We recognize that not everyone will have all of the information requested, however, without complete information the Center may not be able to assess your event and act favorably upon your request. Should you have any questions, please contact us and we will work with you to ensure our understanding of your needs.

Once the worksheet is returned to the Center it will be evaluated by BPCA staff on the basis of the following criteria:

- Availability of dates requested.
- Scheduling priorities.
- Prior experiences with the producing organization.
- Event feasibility and technical suitability.
- Appropriateness of the event to the mission of the center.

Step Two: Event Planning Meeting

Upon approval of the Event Worksheet users must then set up a meeting with BCPA Staff to go over technical requirements and to establish a time-line for the event. Other production meetings may be required by the Center or by the Event depending upon the specific needs of both parties.

Step Three: Event Estimate and Event Agreement

Based upon the Event Worksheet and the production meeting(s) the Center will generate an Event Estimate. If the Event Producers are amenable to the estimate the Center will generate an Event Agreement and send a perusal copy to the event producers. Once any details are ironed out, and any errors corrected, the Center will schedule a meeting to sign the Event Agreement. At this meeting the Producers should be prepared to deliver any required deposits (by Certified Check or Money Order only) and an insurance certificate to the Center.

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Step Four: Contract Riders

Depending upon the nature and scope of your event, the Center may issue riders to the Contract. Riders are documents that specify what the Center is providing and what the Event is providing. Once signed by Center and Event they become part of the Event Agreement.

Step Five: The Event

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. On the date of your Event the Center will make every effort to ensure that everything is ready for you. Should you find something amiss, please let us 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. Once a call has been scheduled, an Event will be billed for a minimum four hours plus personnel costs in the event of a “no-show”.

Step Six: The Final Invoice and Post-Event Survey

Soon after your event the Center will generate a final invoice. Any overpayment will be refunded and any amount due will be noted on the invoice. Any amounts due may be paid by Certified Check or Money Order to the Center. All events are encouraged to complete the Post-Event Survey that accompanies the final invoice. Your input is very important to us. Additionally, the Center will gladly host 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.

Please Note

- Center staff is available 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* or *Riders* be made in writing. Email is acceptable, however any changes must be in the form of a rider to the *Event Agreement* signed by both parties.
- The Center will endeavor to support requests not made in writing, no guarantees are made and 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. The *Event Agreement* requires an Event to pay any such fees incurred by 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.

- 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.
- 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



Facility Policies

These policies are subject to change without notice. A current and complete edition of Center policies can be found in the Center Operations Manual much of which is available for public preview. Please feel free to contact the Center with questions or concerns.

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 and 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>.

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 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.

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Audience Members and Patrons, conduct of.

- 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)

Box Office and Ticket Sales

- Users may not sell or distribute tickets in excess of the seating capacity of the Center as determined by the BCPA staff.
- 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, in which case, the Event will bear all costs associated with that process.

Center Equipment

- 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.

Conduct (see Audience Members and Patrons, conduct of)

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.
- Event Letters must be executed as soon before an event as possible.
- The Event Agreement, Riders, and the Event Letter are the sole authority on what the Facility has agreed to provide to an event.
- 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.

Event Cancellation

- The BCPA reserves the right to interrupt or terminate any event when, in the sole judgment of the Facility Manager in the interest of public safety or Center security, it becomes necessary.
- 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, in which case it will refund any deposit less reimbursable expenses to the user.

Eviction Policy

- Patrons who are asked to leave the Center but fail to do so are subject to arrest and prosecution.
- 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 in areas not authorized for such.
 - Possession of any object or material which Center Staff determine obstructs 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 inappropriate areas.
 - Horseplay inside or outside of the facility.
 - Public drunkenness or other forms of intoxication.
 - Fighting or threatening to fight.

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 as well as food and drink and photography / recording policies for each event.
- At the discretion of the Center, this announcement may be made live or recorded in advance.

House Management

- Events that that exceed an hour may be required by the Center to offer an intermission.
- Standing room is not permitted.

Miscellaneous

- Except as required by law, animals are not permitted in the Facility.
- Tobacco use is prohibited in all areas.

Food and Drink

- No food or drink is permitted in the Center without prior approval of the Executive Director.
- No food or drink is permitted in the Main Auditorium at any time.

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 to 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, or, in his absence, the Facility Manager has the responsibility and authority to terminate any event that is determined to place the Facility or patrons at risk.
- 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.

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, 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 with the Technical Director or the Executive Director.
- Painting or spraying of toxic or flammable materials is prohibited anywhere but in the scene shop area.
- Compressed gas bottles must be secured in a manner which prevents them from falling or being knocked over

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 has 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 hands.
- 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.

Recording, photography, videography. (See also separate document entitled Photographers, Videographers, and Audio Recording Engineers' Information .)

- The Center is required to and does enforce applicable law including copywrite and trademark statute.
- The Center may require proof of any event's right to record.
- 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.
- Photographers must not disturb patrons.
- Photographers are advised to contact the Center well in advance of the event to facilitate smooth setup and strike.
- 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 photographers' setup. If, in the judgement of the Facility Manager, such setup would delay the house it will not be permitted.

Recording, photography, videography (cont.)

- Persons desiring audio feeds or the like from the Center must request them, in writing, no later than fourteen days prior to then event. Late requests will not be honored.
- All events will have policies 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. (see eviction policy
- Photographers are not permitted to set up in the handicapped 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 seated with audience members behind them must remain in their seats.
- Photographers and / or equipment are not permitted to block seats, major or minor aisles or door

Security (see Personnel and Security)

Ushers

- May be Center volunteers or provided by the Event.
- Must undergo a 60 to 90 minute orientation program prior to working an event.
- The number of ushers required will vary with the event
- Must be present at their duty stations for the entire event.
- May not be able to see the event. Should this be the case, the Center will endeavor to provide tickets to a different showing.



Photographers, Videographers, and Audio Recording Engineers' Information

Note: The term "photographer" is used generically in this document 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 copy write 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 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 must remain in their seats. There is no standing room permitted in the auditorium.
- 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.

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- The house will not be held for such setup. If, in the judgement of the Facility Manager, such setup would delay the house, it will not be permitted, again regardless of existing contracts between 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 then event. Late requests may not be honored.



Frequently Asked Questions

q: Who may rent the BCPA?

a: Anyone may rent the BCPA, "regardless of race, color, disability, religion, gender, sexual orientation, or national origin," for appropriate events, subject to the Joint Use Agreement for the use of the Facility?

q: What is the Joint Use Agreement?

a: The Joint Use Agreement is the document governing the use of the Bowie Center for the Performing Arts. Also known as the "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. These four entities are our Partner Organizations.

q: What is BRAVA?

a: BRAVA is the civic organization formed:

To promote the design, development, funding and creation of a regional arts facility in Bowie, Maryland, for use by children, families, and adults in classes, stage crafts, workshops, concerts, creative arts, theater programs, musical performances, drama therapy and other therapy groups, providing functional space for large group assemblies, instructional lectures, performances, demonstrations and forum discussions.

In short, BRAVA was formed to make the project that has become the Bowie Center for the Performing Arts a reality. The BRAVA web site is located at <http://www.bowieartscenter.com>

q: How is the facility scheduled?

The Bowie Center for the Performing Arts is operated under a partnership agreement 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, Incorporated.

a: Currently the Center is in open scheduling for the remainder of 2007 and for 2008. Open scheduling for 2009 will begin 2 June, 2008.

- Scheduling is based upon the calendar year, not the fiscal year.
- The facility is scheduled based upon criteria listed in the Joint Use Agreement for the use of the Facility. Essentially this means that our partner organizations begin scheduling in January for the following calendar year. For example, in January of 2008, we will begin scheduling for calendar year 2009.
- Bowie High School and PGCPSS Region IV have first priority on dates and start scheduling in January for the following year. Maryland-National Capital Park and Planning Commission and the City of Bowie have second priority on dates and schedule in March.
- Additionally, during March, there is priority scheduling for up to 45 days "during the school year" for arts-related groups from the community as a whole. These are not free days. Requests for these days are accepted on a first-come first served basis between March first and thirtieth.
- Open scheduling for any remaining dates "during the school year" begins on the second of June. Requests for these dates are handled on a first-come, first served basis.
- Up to 45 days during the school year may be scheduled by partners and non-partners. These days may be applied for between March first and March thirty-first of the prior year.
- Open scheduling for the following calendar year begins June second and is handled on a first-come-first-served basis.
- Please note that requesting a date does not guarantee that date.

q: Will the Center hold a date for me until I can start the scheduling procedure?

a: Yes. If you request the date in writing or via email, during the appropriate scheduling period, the Center will hold it for up to thirty days. After that point, if the scheduling process has not been initiated the date may be released without warning.

q: Do I need insurance?

a: Yes. Center policy currently requires all users to carry a \$2,000,000 (aggregate limit) liability policy with additional named insureds as follows:

- Bowie Center for the Performing Arts
- Board of Education of Prince George's County
- Bowie Regional Arts Vision Association

q: How much does it cost to rent the facility?

a: Rental fees are currently in the process of being determined. Call the Center for an estimate.

q: Can my event be bumped (cancelled) without my agreement?

a: All events are tentative and subject to cancellation until either an event letter has been issued by the Center in the case of partner organizations or an event agreement has been executed, and a deposit and insurance certificate has been received by the Center. After this point an event may only be cancelled "for good cause" as provided for in the contract. "Good cause" **specifically excludes** "the subsequent scheduling of a more preferred event" by the Center.

All contracts must be written, certificates of insurance and deposits (via certified check or money order) must be received no later than thirty days prior to the event. Events not meeting this requirement are subject to cancellation.

q: Can I cancel my event once a contract has been signed?

a: If you cancel after the contract is signed you may forfeit any deposit and may be invoiced for the full rent as well as any expenses incurred by the Center.

q: If the Prince George's County Public Schools are closed will my event be cancelled?

a: If your event is sponsored by PGCPS, it will be cancelled anytime that Bowie High is closed for weather related emergencies. If your event is not sponsored by PGCPS the Executive Director, after consulting with the event and other appropriate personnel, will make the decision as to whether it will be cancelled or not.

q: Will the Center provide help with my production?

a: Absolutely. Center staff members have experience in all aspects of production and are more than willing to help if asked. Depending upon the scope of the help needed, fees may have to be charged, but you'll always know in advance.

q: May I use the Center free of charge?

a: No. All non-partner events are charged fees as provided in the Joint Use Agreement.

q: May I have food and drink in the Center.

a: Food and drink, including water, are not permitted in the main auditorium - the seating area of the main hall - under any circumstances. This is as specified in

the Joint Use Agreement, and Center staff members have no control over this policy.

Food and drink may be permitted in other parts of the Center by special arrangement only. The Center does not offer any sort of catering. The Center will require an additional deposit whenever an event includes food or drink.

q: May I take pictures, or make video or audio recordings?

a: Unfortunately, there is no simple answer to this question. As a general rule any 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 in the contract phase of the scheduling process. More information for professional and amateur photographers, videographers, and audio recording engineers is located in our *Photographers, Videographers, and Audio Recording Engineers' Information* as well as in our *Facility Policies*.



Facility Information

Please note: The information contained in this document is for planning purposes only and is subject to change at any time. The measurements contained herein are approximate. Please contact the Center prior to making any decisions that require critical measurements. Finally, please note that this is not a complete listing of Center policies. Please contact the Center for more information.

Contact Information

World Wide Web		http://www.bowiecenter.org
Box Office / Information Line		(301) 805-6880
Fax		(301) 805-6887
Executive Director	Dr. Gerald George	gdgeorge@bowiecenter.org gerald.george@pgcps.org
Technical Director	Mr. Randy Whitcomb	rwhitcomb@bowiecenter.org randall.whitcomb@pgcps.org

The Main Hall

Depending upon your needs a rental of the Main Hall might include the following:

- For Rehearsals: use of the auditorium and stage under work lights only.
- For Technical Rehearsals: use of the Auditorium, the stage, the basic technical setup, personnel, and any extra equipment requested.
- For a Meeting / Performance: use of the green room, the dressing rooms, the lobby, the Stage, the basic technical setup, personnel (to be determined on a case by case basis), and any extra equipment requested.

Auditorium

- The Auditorium seats 807 people.
- The Orchestra has 534 seats including seven wheelchair accessible spaces and six seats with fold up arms.
- The Balcony has 273 seats including four wheelchair accessible spaces and two seats with fold up arms.
- All of the 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.
- Adaptive listening devices are available to audience members.
- The auditorium is about 77' wide at back
- The auditorium is about 57' from back wall of house to DS of proscenium wall

Please Note: There is no food or drink allowed in the Auditorium or backstage at any time. This Possession of such is grounds for eviction from the Center. With permission, food and drink are permitted in the back hallway, the shop, the green rooms, and the dressing rooms.

The Main Hall (cont.)

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.)

Lighting and Control

- ETC Sensor Dimmers, 272 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 Insight w/ Emphasis server.
- Instrumentation:
 - 12 VL-1000 robotic fixtures
 - Seachanger dicroic CYM mixers on ETC Source4 fixtures of varying focal lengths.
 - Conventional Source4 ERS fixtures
 - Conventional six and eight inch Fresnel fixtures.
 - Cyc lights
- 3 Lycian Midget Follow Spots on the located on the 2nd FOH catwalk.

Sound

- Mixing Console: SoundCraft K2
 - 40 single channel input channels
 - 4 stereo input channels
 - Programmable Muting
- Wireless and hard-wired intercom system.
- Wireless stick and lavalier microphones are available.
- Conventional microphones
- CD/DVD playback

Projection

Hitachi CP-XI250 XGA projector with a Da-Lite screen hung on line set 27. Multiple inputs and switching are available.

Rigging

- There are 28 line sets. Lines 1 through 4 are motorized. Lines 5 through 28 are standard single purchase counterweight sets.
- The grid is about 65' off the stage floor.

The Main Hall (cont.)

Rigging (cont.)

- The rail order does not coincide with the actual location of the set on stage however the line sets are numbered from downstage to upstage.
- All rigging at the Center must be done under the supervision of the Technical Director. Outside riggers must be approved, well in advance by the Center. ETCP certified stage riggers are preferred.

Line	Use
1	Valance*
2	Grand Drape*
3	1st. Leg*
4	1st Electric*
5	Downstage Cloud* (Orchestra Shell)
6	Open
7	Open
8	1st Border
9	2 nd Leg
10	2 nd Electric*
11	Midstage Cloud*
12	Midstage Traveler
28	Sky Cyc*
13	3rd Border
14	3rd Leg
27	Screen
15	3rd Electric*
26	5th Electric*
16	Open
25	Open
17	Open
24	Open
18	Screen*
23	Upstage Traveler
19	Upstage Cloud*
22	4th Electric*
20	4th Border
21	4th Leg

*Can not be moved.

Other Available Items for the Main Hall

- Wenger Diva acoustical shell
- Standard soft goods as well as white and black scrims and a blue cyclorama
- Sky blue cyclorama
- 7' Nordiska Grand Piano
- Podium
- Lectern
- Chairs
- Music Stands
- Tables

The Recital Hall

The BCPA Recital Hall is a black box style theatre with sound and lighting independent from the Main Hall. Depending upon your needs a rental of our Recital Hall might include the following:

- For Rehearsals: Use of the Hall under work lights only.
- For Technical Rehearsals: Use of the Hall, use of the basic technical setup, personnel (to be determined on a case by case basis), and any extra equipment requested.
- For a Meeting / Performance: Use of the Green Room, Use of the Dressing Rooms, Use of the Lobby, Use of the Stage, Use of the basic technical setup, personnel (to be determined on a case by case basis), and any extra equipment requested.

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 as well.
- There is a double door exiting to "no man's land" on the south wall.

Lighting and Control

- Dimming: 96 ETC Sensor Dimmers, with 89 available for events.
- Control: ETC Express 48/96
- Fixtures:
 - 6 Seachanger Wash robotic dichroic CMA color mixers.
 - 30 Source4 ERS with various lens trains available.
 - 2 Source4 ERS 15-30 zooms
 - 20 Source4 PARS
 - 16 Desesti 6" Fresnels

Sound

- Portable Audio Rack with the following:
 - 4 Shure UC wireless receivers w/ handheld SM58 and/or body pack lavalieres available
 - 1 Mackie 1604- VLZpro 16 channel mixer
 - 1 Tascam CD-A700 CD/Cassette Deck
 - 1 Alesis MidiVerb
 - 1 Rane 30L stereo Equalizer
 - 2 Crown CTs-600 amps
- Speakers
 - Mains: 4 EV Sx300 12", 300W Two-way speakers. Grid Mounted.
 - Additional: 2 EV Sx-300 speakers, 2 EV Sx-250 speakers, 2 EV S-40 powered compact speakers
- *Video (Portable)*
 - Hitachi CP-X260 LCD Projector.
 - Da-Lite 9'x 12' Dual Vision DLX Projection Screen, frame, and floor stand.

Other Available Items for the Recital Hall

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

Other Spaces Available at the BPCA

- Lobby
- Art Gallery spaces in the Lobby
- Green Room(s)

- Dressing Rooms
- Scene Shop

Please contact the Center for policies, pricing and availability.

Basic Set Up

Basic set up for the Main Hall or the Recital Hall includes a house light plot with minimal cuing, house audio / visual playback equipment, stock chairs and tables, up to two

microphones, a podium, and a lectern. Additional equipment or space requirements are charged fees approved by the Governance Board.

Required Personnel

The personnel required for an event will be determined on a case by case basis. In many cases, volunteers may be used; however the Center does require anyone working an event or using our equipment to undergo training. Your rental rate will include a Facility Manager, who will be in overall charge of the facility during your event. It may also include a Front of House Manager and other personnel. The Center can also provide any necessary personnel. 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 rehearsals:

- A Facility Manager, approved by the Executive Director. This person will be a BCPA Staff Member, and is provided as part of your rental.
- For technical rehearsals:
 - Facility Manager
 - Booth technician*
 - Stage hand*
 - Additional personnel at the discretion of the Executive Director.

For performances:

- Facility Manager
- Front of House Manager*
- Booth technician*
- Ushers*
 - Numbers will vary with the event
 - Provided by the event, although Center volunteers may be available.
 - Must be present at their duty stations for the entire event.
- Stage hands as necessary*

- For larger events a Police Officer may be required.
- Additional personnel may be required at the discretion of the Executive Director.

For other events:

- At least one person, the facility manager.*
- Additional personnel at the discretion of the Executive Director.

***Must be certified by the Center.**

Appendix



**15200 Annapolis Road, Bowie, Maryland, 20715-1800
(301) 805-6880**

---For immediate release---

Contact: Dr. Jerry George, Executive Director
The Bowie Center for the Performing Arts
15200 Annapolis Road
Bowie, MD 20715
(301) 464-2237
gdgeorge@bowiecenter.org
<http://www.bowiecenter.org>

Bowie Center for the Performing Arts Announces Volunteer Opportunities

The Bowie Center for the Performing Arts is establishing a volunteer program that allows the general public the opportunity to work in all phases of the operation of the Center. Dr. Gerald George, Executive Director of the Center, notes that with the upcoming holiday season, the Center especially needs ushers who are interested in working a wide variety of events.

On a typical evening in the Main Hall, an usher will arrive about an hour before curtain and report to the House Manager for that evening. At that point they will be assigned to a duty station for the performance, and to any odd jobs required to open the house (seating area) for audience members. (The house is typically opened at the "half hour," or thirty minutes before curtain.) During the course of the event, ushers may be required to perform a number of tasks, including seating patrons during events featuring reserved seating, assisting with preparations for the Center before or after an event, assisting latecomers in finding their seats at the appropriate time, restricting access to the house or stage areas at specific times among many others.

Ushers at the Center undergo a sixty minute orientation prior to working any events.

If you are interested in becoming a volunteer usher at the Bowie Center for the Performing Arts please contact Dr. Gerald George on (301) 805-6880 or via email at gdgeorge@bowiecenter.org.

---end---

The Bowie Center for the Performing Arts is operated under a partnership agreement 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, Incorporated.

Volunteer contact form



15200 Annapolis Road, Bowie, Maryland, 20715-1800
(301) 805-6880

Volunteer Contact Form
Interested in volunteering at the BCPA?

Please complete the following contact information.
This information will not be released without your prior consent.

Name

Email Address

Phone Number

- Are you interested in
 - Being an usher
 - Lighting
 - Sound
 - Backstage work
 - Other (Please describe)
- Please describe your availability (in general terms.. i.e. “days” “evenings”, “no weekends” or the like.)
- Are you certified in First Aid or CPR?

Your Comments

THANK YOU FOR YOUR INTEREST!

The Bowie Center for the Performing Arts is operated under a partnership agreement 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, Incorporated.

Sample estimate



Your Group Here

Your Event Here

Event Estimate
10/9/2007

Item Number	Description	quantity	unit	rate	Cost
Spaces					
1	Main Stage Usage (Load in and load out).	8	hours	\$50.00	\$ 400.00
2	Main Hall Rental	3	hours	75.00	\$ 225.00
3	Recital Hall Rental	2	day	50.00	\$ 100.00
Equipment					
4	Additional labor (Custodial and Hall setup)	12	hours	15.00	\$ 180.00
5	Wireless Microphones	8	ea	25.00	\$ 200.00
Expendables					
6	Tape	2	ea	14.40	\$ 28.80
7	Batteries	24	ea	0.96	\$ 23.04
Total					\$ 756.84

Please note: this is an estimate only. We bill actual usage based on a four hour minimum. Other charges may be due at settlement. These charges are not indicative of the BCPA permanent fee schedule.

Deposit Information

Typical deposit is full rental plus 1/2 of the estimated other costs +plus any other required deposits.

Rental			
Main Stage Usage (Load in and load out).	\$ 400.00		
Main Hall	\$ 225.00		
Recital Hall			
		sub-total	\$ 625.00
Other expenses			
Labor	\$ 180.00		
Expendables	\$ 51.84	sub-total	
	\$ 231.84	50%	\$ 115.92
Miscellaneous Deposits			
Wireless Microphone Deposit (Any refund is credited to amount due at settlement)	\$ 250.00		
		sub-total	\$ 250.00
Deposit Due			\$ 990.92

Notes

Line 1- Estimate is based upon the following usage of the Main Stage			
Date	Hours		Cost
18-Jul	5		\$ 250.00
20-Jul	5		\$ 600.00
Additional set up or strike time will be billed at the following rates:			
	Hourly	\$ 50.00	

Line 2- Estimate is based upon the following usage of the Main Hall			
Date	Hours		Cost
18-Jul	10		\$ 700.00
19-Jul	4		\$ 600.00
20-Jul	5		\$ 600.00
Additional time will be billed at the following rates:			
	Hourly	\$ 75.00	
	Up to the day rate of	\$ 700.00	

Line 2- Estimate is based upon the following usage of the Recital Hall:			
Date	Hours		Cost
19-Jul	5		
20-Jul	4		
Additional time will be billed at the following rates:			
	Hourly	\$ 25.00	
	Up to the day rate of	\$ 200.00	

Sample event agreement

Please note: This version of our event agreement has been reformatted to fit within this package.

Event Agreement



1. THE BOWIE CENTER FOR THE PERFORMING ARTS (herein called the “BCPA”) hereby grants to:

organization: Sample only, do not return.
 address:
 city/state/zip:
 phone:
 representative:

(herein called the “User”) permission to use the areas of the BCPA specified herein (herein called the “Facility”) for the sole purpose of:

(herein called the “EVENT”) on the following date(s) and at the following time(s):

Date	Time	Purpose
Sample only. Do not return.		

Move-in period shall begin at _____ on _____ and

Move-out must be completed by _____ on _____ October.

2. FEE TERMS: User agrees to pay BCPA a rental fee of \$_____ for the use of the Facility, for the performance, and in addition agrees to pay \$_____ for the move-in and move-out, and rehearsal periods granted above. The fees due under this Agreement must be paid without regard to the User’s ticket sales.
3. DEPOSIT: User agrees to make a deposit of \$_____ by certified check with the return of this signed agreement.
4. INSURANCE: User agrees to provide, with the return of this agreement, a certificate of insurance in which the User is named as insured, with minimum policy limits of: \$2,000,000 combined single limit. The term of such coverage is to coincide with the dates of this agreement, including move-in and move-out. Named additional insureds shall be the Bowie Regional Arts Vision, inc, the Board of Education of Prince George’s County and the Bowie Center for the Performing Arts.
5. TERM OF OFFER: This offer shall become void if not signed by User and returned with deposit before _____.

6. **CONDITIONS ACCEPTED:** User agrees to accept the conditions listed above and on the reverse side of this page as well as any riders by signed by all Parties and attached hereto.

Dated at Bowie, Maryland: _____

Accepted For the User by:

X _____

For the Bowie Center for the Performing Arts

X _____

Date: _____

Date: _____

7. **SERVICES PROVIDED:** The BCPA will provide at its expense heating/air conditioning, overhead light, and basic audio / visual playback equipment. In the Recital and Main Halls, a house lighting plot will be provided. All other services will be at the expense of the User except by written agreement (rider) signed by all Parties and attached hereto.
8. **COMPLIANCE WITH LAWS AND REGULATIONS:** User agrees 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.
9. **CONTROL OF PREMISES:** It is understood that through this agreement the BCPA does not relinquish its right to control the management and access of and to the Facility and to enforce all necessary laws, rules and regulations. User agrees that in the event any property or equipment is damaged or destroyed by the User, or any of its employees, agents or invitees (other than the audience), User will reimburse BCPA for such damage or destruction in an amount equivalent to the replacement value of such property or equipment, to be determined by BCPA's Executive Director, in his sole discretion.
10. **INDEMNITY:** User agrees to indemnify, defend and hold harmless the Board of Education of Prince George's County (herein called the "Board of Education"), BCPA and the employees and agents of both entities, from all demands, claims, suits, actions and liabilities resulting from injuries or death to any person, or property damage or loss by User, the Board of Education, BCPA or any other persons, however caused, during the period this Agreement covers for the use of the Facility, or occurring as a result of the use of the Facility during the agreed time period.
11. **PUBLIC SAFETY:** User agrees that at all times it will conduct its activities with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety.
12. **STAFFING**
 - a. BCPA may provide a Personnel Rider prior to any event which shall become a part of this agreement.
 - b. The Personnel Rider will detail the required personnel for the event and whether those personnel will be provided by the User or BCPA.
 - c. The BCPA retains the right to determine the appropriate number of staff and security necessary to serve and protect the public.
 - d. The BCPA retains the right to require adequate training of any personnel provided by the ser, and to require any such training to be obtained at the expense of the User.
13. **COPYRIGHTS:** User will assume all costs arising from the use of patented, trademarked, franchised or copyrighted materials used on or incorporated in the event. User agrees to indemnify, defend and hold harmless the Board of Education and BCPA from any claims or costs, including legal fees, which might arise from question of use of any such material. User assumes responsibility for establishing a policy governing the photographing, audio recording, and/or videotaping of an event. BCPA reserves the right to impose such a policy should it deem such action necessary.
14. **DEFAULT:** Should the User default in the performance of any of the terms of this Agreement, the Executive Director of BCPA, at his option, may terminate the same. User shall be liable for the full amount of the all fees provided for herein, less rent received from others for use of the facility at the time specified in this Agreement. Any deposit made by User shall be retained by the BCPA.

15. ASSIGNMENT: User agrees not to assign, transfer, sublet or to otherwise dispose of this Agreement or its rights to use the Facility to any person or company without the previous written consent of the BCPA.
16. CANCELLATION BY USER: Should User cancel the event covered under this agreement, no deposit refund shall be made and the full rental fee as called for by this agreement shall be payable by User to the BCPA. User agrees also to pay any reimbursable expenses incurred by the BCPA in connection with the event covered by this agreement.
17. CANCELLATION BY BCPA: The BCPA reserves the right to terminate this Agreement for good cause (which does not include subsequent scheduling of a more preferred event). In the event the BCPA exercises that right, it shall refund, or release User from liability for payment of the amount provided for in paragraph 2 of this agreement. Should the BCPA exercise said right to terminate this agreement, User agrees to forego any and all claims against the BCPA and further agrees to waive any and all rights of this Agreement and User shall have no recourse of any kind against the BCPA.
18. RETENTION OF PRIVILEGES: The waiver or failure of the BCPA to insist upon strict or prompt performance of the Agreement herein shall not constitute or be construed as a waiver or relinquishment of the BCPA's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the User.
19. DEFAACEMENT OF FACILITY: User shall not injure, mar, nor in any manner deface the BCPA or any equipment contained therein and will not make nor allow to be made any alterations of any kind to the BCPA or equipment contained therein.
20. REMOVAL OF PROPERTY: User agrees that all materials pertinent to the event which are not the possession of the BCPA will be removed from the premises before the expiration of this Agreement. Failure to do so will mean that the User's effects are abandoned and may be disposed of by the BCPA.
21. EVACUATION OF FACILITY: Should it become necessary in the judgment of the BCPA to evacuate the Facility because of a bomb threat or for other reasons of public safety, the User will retain the use of the Facility for sufficient time to complete presentation of this event without additional rental charge providing such time does not interfere with another Facility user. If it is not possible to complete presentation of the event, rental shall be forfeited, prorated or adjusted at the discretion of the BCPA based on the situation, and the User waives any claim for damages or compensation from the BCPA.
22. INTERRUPTIONS OR TERMINATION OF PERFORMANCE: The BCPA shall retain the right to cause the interruption or termination of any performance when, in the sole judgment of the BCPA, such action is necessary in the interest of public safety.
23. UNAVOIDABLE HAPPENING: If, for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, labor strike or other occurrence which renders impossible the fulfillment of the terms of this agreement, the User shall have no right to claim for damages against the BCPA.
24. PERFORMANCE APPROVAL: The BCPA retains approval right over performance, exhibition or entertainment to be offered under this Agreement, and User agrees that no such activity or part thereof shall be given or held 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.
25. ADVERTISING: The User agrees that all advertising of the event will be honest and true and will include accurate information on performance time and ticket prices. The User will identify the Facility as the "Bowie Center for the Performing Arts" which may not be abbreviated. No advertising or publicity may state or imply that the BCPA sponsors or is responsible for the User's activities during the period of use.
26. SEATING CAPACITY: The User will not permit to be sold or distributed tickets or passes in excess of the seating capacity of the Facility as determined by the BCPA.
27. REFUND OF TICKET REVENUE: The BCPA retains the right to make determination of ticket refunds for cause in keeping with the BCPA policies. This shall include, but not be 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.
28. TICKETS AND BOX OFFICE
 - a. Box Office: All box office functions remain the responsibility of the User unless other arrangements are made with the BCPA.
 - b. The BCPA will provide lobby space for a Box Office Table, as well as a table, upon request.

- c. BCPA reserves the right to require reserved seating for any event, in which case, User agrees to bear all costs associated with that process.
 - d. Complimentary Tickets: The User agrees 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. Unused BCPA tickets will be returned to the User ½ hour prior to the scheduled start time of the event.
 - e. Handling Funds: In any handling and/or controlling ticket revenue, the BCPA is acting for the accommodation of the User and shall not be liable for any loss thereof or any loss of sales tax on ticket revenue unless willfully caused or permitted through gross negligence by the BCPA.
29. INTERMISSIONS: The User agrees that every public performance which is not staged within a single hour will have an intermission period of not less than fifteen minutes.
 30. LOST ARTICLES: The BCPA shall have the sole right to collect and have custody of articles left in the Facility by persons attending any event in the Facility.
 31. THEFT: The BCPA shall not be responsible for losses by User, its agents or employees or ticket holders due to theft or disappearance of equipment or other personal property.
 32. OBJECTIONABLE PERSONS: The BCPA reserves the right to eject from the Facility any objectionable person or persons; and neither the BCPA nor its employees shall be liable to User for any damages that may be sustained through the exercise of such right.
 33. ANIMALS PROHIBITED: The User shall not bring or permit to be brought any animals or birds, including animal performers and pets, into the Facility.
 34. SETTLEMENT: The BCPA will provide the USER with a statement detailing any amounts due from or to the User within five working days of the EVENT. Final payment is due from User within 10 working days of the event and shall be made in person at the Center by certified check or money order. Should a refund be due the User, a check for the amount will be issued within ten working days of the close of the event.
 35. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.
 36. SEVERABILITY. The invalidity or illegality of any provision of this Agreement shall not affect the remainder of this Agreement or any other provision contained herein.
 37. ENTIRE AGREEMENT. This instrument contains the entire agreement among the Parties and shall not be modified except by written agreement (rider) signed by all Parties and attached hereto.

Sample Technical Rider

Technical Rider



1. This rider is an addendum to the *Event Agreement* entered into between the Bowie Center for the Performing Arts and

organization: Sample only, do not return
 address:
 city/state/zip:
 phone:
 representative:

(herein called the "User") dated, _____.

2. This rider, an additional *Personnel Rider*, and the original *Performance Agreement* form the entire agreement between the User and the BCPA.
3. BCPA will provide the following equipment and setups for the agreed upon rental fee or for the fees listed hereon.
4. Any equipment or set up provided by the BCPA and not detailed in this rider may, at the discretion of the BCPA Executive Director, result in additional fees. User agrees to pay any said fees at settlement.
5. USER agrees to accept the conditions listed above and on the _____ attached pages.

Dated at Bowie, Maryland: _____

Accepted For the User by:

X _____

Date: _____

For the Bowie Center for the
 Performing Arts

X _____

Date: _____

Technical Rider



Item Number	Description	Cost	Comments
1.	Bare stage to the mid-stage traveler.	n/a	n/a
2.	Dance Floor DS of the mid-stage traveler	\$45	
3.	Podium SR		
4.	Green Room with chairs to be determined at load-in		
5.	Dressing rooms with chairs to be determined at load-in		
6.	Orchestra pit at house level with sections removed for three tables. Three tables and six chairs in pit.	\$60	
7.	One batten for three banners. Banners are to be provided by the event no later than 22 October, 2007.	\$15	
8.	General "white" lighting with a podium special and a judges-table special. Lighting in multiple colors for the banners.		
9.	Podium Microphone		
10.	Microphone at Judges' table (in pit).		
11.	CD Playback		

---END OF LIST---

--Additional materials and equipment may be provided by the BCPA upon request, and may incur additional charges.-

Sample Personnel Rider

User Initials/Date _____ / _____

Personnel Rider



This rider is an addendum to the *Event Agreement* entered into between the Bowie Center for the Performing Arts and

organization: Sample, do not return.
 address:
 city/state/zip:
 phone:
 representative:

(herein called the "User) dated _____

1. This rider, an additional *Technical Rider*, and the original *Event Agreement* form the entire agreement between the User and the BCPA.
2. BCPA will provide the following personnel for the agreed upon rental fee or for the fees listed herein in the section entitled "BCPA Personnel".
3. Additional personnel may requested by the User, and if provided by the BCPA, additional fees will be charged and the User agrees to pay all such additional fees at settlement.
4. USER agrees to provide the personnel listed at the call times indicated herein in the section entitled "USER Personnel".
5. USER agrees that any personnel listed as requiring BCPA approval will schedule any necessary training with BCPA staff at a time convenient to both parties but prior to the EVENT.
6. USER understands that in the event that the USER Personnel listed are not available at the call times indicated, the EVENT may be cancelled and no refund given. In this case, at the sole discretion of the BCPA Executive Director, BCPA may provide additional personnel as required. USER agrees to pay any fees incurred for such personnel at settlement.
7. USER agrees to accept the conditions listed above and on the _____ attached pages.

Dated at Bowie, Maryland: _____

Accepted For the User by:

X _____

For the Bowie Center for the Performing Arts

X _____

Date: _____

Date: _____

User Initials/Date _____

BCPA Personnel



Rehearsals (work lights only)

Position	Number	Call Time	Hourly Cost	Time Required (Estimate)	Cost (Estimate)
Backstage Manager	1	6:30	15	2	\$30

* Will act as Facility Manager and Technician

Technical Rehearsals

Position	Number	Call Time	Hourly Cost	Time Required (Hours) (Estimate)	Cost (Estimate)
Backstage Manager*	1	3:30	15	5	\$75

* Will act as Facility Manager and Technician

Performances

Position	Number	Call Time	Hourly Cost	Time Required (Estimate)	Cost (Estimate)
Front of House Manager	1	Hour	0	3	0
Backstage Manager*	1	3:30	n/a	5	\$75

• Will act as Facility Manager and Technician

---END OF LIST---

User Initials/Date_____

USER Personnel



Performances

Position	Number	Call Time	Must be BCPA approved
Ushers / Front of House ⁱ	2	Hour	n/a
Sound Board Operator ⁱⁱ	1	TBD	X

---END OF LIST--

ⁱ The Lobby must be manned at all times. Ushers will not be available for box office duties. Please ensure adequate box office people as well as the ushers required. Usher training will take place immediately prior to the opening of the house.

ⁱⁱ The sound board operator must contact Mr. Whitcomb ASAP to arrange training.

User Initials/Date_____

Event Application Worksheet

Note: This form is available on the Center web site as a .pdf form. That file can be completed on your computer and either printed or emailed to the Center

Event Worksheet



To begin the scheduling process, please fill out this form as completely as possible. Please note that this form does not constitute an agreement on the part of the Center to provide any items. Please read your contract and the riders carefully prior to signing them! Please feel free to contact Dr. George on (301) 805-0288 with any questions.

1. Contact Information

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ - _____ Fax: () _____ - _____ Email _____

Point(s) of Contact:

Name _____ Phone () _____ - _____

Name _____ Phone () _____ - _____

Name _____ Phone () _____ - _____

2. Status and Demographics

Are you a BCPA Partner?

_____ PGCPS _____ M-NCPPC _____ City of Bowie _____ BRAVA

If so, will you be using Joint Use Agreement "days" for this event? (Yes) (No)

Are you

_____ for profit _____ 501(c)(3) (Please attach copies of IRS documentation)

Are you located within:

_____ The City of Bowie _____ Prince Georges County _____ Montgomery County

_____ Anne Arundel County _____ Washington, DC

3. References (not required for Joint Use Agreement Partners)

Please list at least two references within entertainment industry:

Name _____ Phone () _____ - _____

Name _____ Phone () _____ - _____

Please provide the venue of at least one recent event including the phone number or email of the Facility Manager:

Venue _____

Facility Manager _____ Phone () _____ - _____

4. About Your Event

Event Name: _____

Space(s) Desired: Main Auditorium Recital Hall

Other _____

Ticket Price(s): _____

5. Dates and Times

Proposed Date(s) and Time(s) of event: _____

Starting Time(s): _____

Running Time: _____

Intermissions: _____

Please estimate the largest number that will attend any single performance _____

Setup date(s) and time(s): _____

Rehearsal date(s)/time(s): _____

(for rehearsals to be held at the center only)

6. Staging Requirements (Please check all appropriate boxes)

- a. Rigging (All rigging requests, no matter how minor, must be approved by the Center prior to the issuance of a Technical Rider. Unapproved rigging will not be permitted under any circumstances.)

_____ No rigging requirements

_____ Will require rigging services from the Center.

_____ Will provide own rigging personnel. (Must be ESTA certified entertainment riggers or approved by the Center no later than thirty days prior to the event. Hourly rehearsal rates apply for set up time.)

- b. Lighting

_____ Will be using the BCPA standard plot.

(On the Main Stage, The Center offers dichroically mixable colored front, back and side lighting washes in discretely controllable areas and 12 Vari*lite VL-1000 robotic fixtures. In the Recital Hall, the Center offers dichroically mixable colored front washes.)

_____ Will require custom lighting setup and / or programming from the Center. (Hourly rates will apply.)

_____ Will provide own lighting personnel. (Personnel must be approved by the Center no later than thirty days prior to the Event. Hourly rehearsal rates apply for set up time and rehearsal.)

_____ Will require access to the company box. (Requires a certified electrician, approved in advance by the Center, to make the tie-in.)

- c. Sound

_____ Will require no microphones, audio, or video playback whatsoever.

_____ Will require a lectern and no more than two microphones.

_____ Will require _____ wireless handheld microphones

_____ Will require _____ floor stands and _____ table stands

_____ Will require _____ wireless lavalier microphones.

Staging Requirements, Sound (continued)

_____ Will require _____ audio playback from

_____ Cassette

_____ CD

_____ DVD

_____ iPod or the like

_____ Computer (PC based) provided by the Center

_____ Computer provided by Event.

_____ Will require _____ video playback from

_____ CD

_____ DVD

_____ iPod or the like

_____ Computer provided by the Center

_____ Computer provided by Event.

_____ Will require custom audio setup from the Center (including monitors, additional loudspeakers, musical instrument tie-ins, audio feeds or the like.)

_____ Will require Center audio personnel.

_____ Will provide own audio personnel. (Personnel must be approved by the Center no later than thirty days in advance of the event. Hourly rehearsal rates apply for set up time.)

d. Miscellaneous

_____ Will require _____ seats in the Recital Hall

_____ Will require _____ seats on the Main Stage Recital Hall

_____ Will require dance floor:

_____ in the Recital Hall

_____ on the Main Stage

Miscellaneous (continued)

_____ Will require _____ tables (with) (without) skirts in/on the _____

_____ Will require _____ tables (with) (without) skirts in/on the _____

_____ Will require _____ tables (with) (without) skirts in/on the _____

_____ Will require _____ tables (with) (without) skirts in/on the _____

_____ Food and / or drink will be served. (The Center does not cater any events, heavily restricts the location of food and drink, and may require an additional cleaning deposit.)

_____ Will require internet access on:

_____ Computers provided by the Center.

and / or

_____ Computers provided by the Event.

e. Ticketing

_____ Will be provided by the Center.

_____ Will be provided by the Event. The Center (will) (will not) need to provide a ticket template.

_____ Will require a table and lobby space for ticket sales during hours to be determined during the _____ weeks before the event. (Hourly rates may apply.)

_____ Will require use of seat reservation software.

f. Ushers (All ushers require Center orientation. Fourteen or more may be required.)

_____ Will be provided by the Center.

_____ Will be provided by the Event.

g. Publicity

_____ No publicity is required.

_____ Will be provided by the Center. Will include:

_____ Web content from event for www.bowiecenter.org

_____ Marquee copy from event

_____ Newspaper copy

_____ From Center

_____ From Event

_____ Other (Please attach requests)

_____ Will be provided by the Event.

h. Security

_____ Will be provided by the Center.

_____ Will be provided by the Event.

- Please attach as appropriate:
 - Sketches of any layouts to be provided by the Center.
 - 501(c)(3) status.
 - Requests for support not covered in this document.
 - Copy for marquee and web page as well as dates requested