

## **124 Bank St Theater Contractual Requirements**

### **Reservation Fee vs Security Deposit**

The reservation fee is 20% of the total rental fee and is required to hold the requested dates. This reservation fee is part of the total rental fee, not in addition to it. This fee is non-refundable.

The security deposit is 20% of the total rental fee and is in addition to the total rental fee. This is refundable one week after the rental. The security deposit may be held if the Space Usage Agreement is broken during occupancy.

The total rental fee and the security deposit is due one week before the contracted rental period.

### **Venue Name**

Licensing the theater space does not entail license to use the HB studio or HB playwrights name (see contract). The 124 Bank Street Theater should be listed as the venue on all promotional materials, ticketing services, and programs.

### **Insurance**

General Liability Insurance is required to rent the theater. It must cover all contracted dates and meet the requirements provided in the contract. Proof of insurance is required one week before the contracted rental period. You can contact Fractured Atlas for assistance. [www.fracturedatlas.org](http://www.fracturedatlas.org)

### **Alcohol**

No alcohol can be offered to the public without an alcohol license (even if there is no charge). You can apply for a temporary alcohol license through the New York Liquor Authority. [www.sla.ny.gov](http://www.sla.ny.gov)

### **Hours of Occupancy**

The hours of occupancy must be agreed upon before the contract is drafted. The hours are limited to 12 hours a day and between the hours of 8am and 12am. Theater staff must be present at all hours of occupancy so clarity is important for scheduling purposes.

### **Personnel**

The renter is responsible for providing their own technicians and house staff. The theater staff is on site in a supervisory capacity only.

### **Use of Weapons**

No weapons are allowed in The 124 Bank Street Theater.