

RTAC/Bonn Event Contract

- Availability of the RTAC for Bonn Events is confirmed through the Director of the RTAC. If availability is determined, then all groups must book the RTAC through ODSD.
- The representatives of the user Group must attend a Production meeting with the Staff of the RTAC. This Event Contract must be reviewed and brought with the representatives to this meeting.
- The facilities must be left in the same clean condition it was found. The RTAC has NO storage facility. If the Student Group wishes to store anything either before or after their production, they must get permission from the Technical Supervisor. If anything is brought in before the production dates, or left it after the production dates it will be construed as a breach of this contract, and will become the property of the RTAC.
- User groups have access to only those areas designated by the Director of the RTAC.
- Use of the RTAC facilities in no way implies exclusivity. All groups must be respectful of each other.
- Smoking, Illegal drugs, and Alcohol is NOT permitted in the RTAC.
- All audience members, who are part of the BC community, or guests of the BC community, are the responsibility of the group. The staff of the RTAC reserves the right to stop a performance if the audience acts in a dangerous or inappropriate manner
- The RTAC closes at 12AM sharp. All rehearsals and performances must end by 11:30PM to leave ample time to clean up and clear the building by midnight.
- If a conflict arises between user groups, the RTAC staff member in charge has the authority to resolve the conflict. That decision will be accepted as final. Not adhering to the decision will be construed as a breach of this contract.
- To cancel an event you must notify the RTAC Director at least 5 working days in advance.
- A Groundplan, Front elevation, and detail drawings must be submitted by the Production Set Designer, to the Technical Supervisor, no later than 4 weeks prior to put in.
- Due to Boston Fire Department regulations all material that is used on a set must be treated with flame retardant, with appropriate certification.
- The RTAC does NOT provide any audio visual equipment. This equipment must be requested through Media Technology Services, and the group must notify the RTAC that they plan to use projections.
- Groups have no access to equipment or machinery in the RTAC, unless it has been pre-approved. (For example, use of ironing board in costume shop)
- Due to Boston Fire Department regulations, open flames (including, but not limited to, candles), special effects (including, but not limited to, flash pots, smoke machines) are not permitted in the

RTAC. Due to Mass. fire arms laws the use of guns (including, but not limited to starter pistols and theatrical Blank Guns) are not permitted for use in the RTAC.

- Groups **must submit a technical schedule including how they plan to use their time in the theater one-week before the event.** For example, when they plan to arrive, set up the scenery, run a dress rehearsal, etc. **This should include a list of technical staff.**
- Not adhering to this contract may result in your event being cancelled and your group losing the privilege of booking events in the Robsham Theater Arts Center.

Robsham Theater Main Stage

The Main stage has a seating capacity of 591 seats. Due to Boston Fire Department regulations, only one person per seat will be admitted. The blocking of aisles and doors is strictly forbidden. Groups must provide at least 4 **ushers**; these ushers must report 1 hour before the show starts to the House Manager.

Bonn Studio Theater

The Bonn Studio Theater has a maximum seating capacity of 150 seats. The number of seats and the seating configuration must be shown in the Designer's Groundplan. Seats cannot bloc exits and the two exit signs must be seen by all audience members at all times. Groups must provide at least 2 **ushers**; these ushers must report 1 hour before the show starts to the House Manager

* All set elements and seating units must be removable so as not to impede classes. Set and seating units may only be installed the Thursday of the opening night, unless otherwise negotiated and agreed to by the Director of the RTAC.

- To use equipment the user group must obtain the necessary approval from the following people:

Lights:	Jeff Adelberg	jeffadelberg@hotmail.com	2 weeks before put in
Sound:	George Cooke	gcooke@gis.net	2 weeks before put in
Costumes:	Anna Light	anna.light@bc.edu	4 weeks before put in
Tech:	Ruth Conrad	ruth.conrad.1@bc.edu	4 weeks before put in
Box Office:	Kim Principi	kim.principi.1@bc.edu	2 weeks before put in
Props:	Larry Vigus	larry.vigus.1@bc.edu	4 weeks before put in

We, the representatives of (Group Name) _____ have reviewed this contract with the RTAC staff and understand, and agree to the above rules and regulations concerning producing an event in the Robsham Theater Arts Center.

Signature for Production Organization _____

Contact Information

Name of Group: _____

Date of Event: _____

Start Time: _____

Contact Person: _____

Phone: _____ Email: _____

Advising Dean: _____ Email: _____

(for RTAC Staff use)

Notes and Needs