

Jamaica Performing Arts Center

The Jamaica Performing Arts Center, located at 153rd Street and Jamaica Avenue, is a premier mid-size, performance complex suitable for special events, seminars, rehearsals, meetings, theater productions, concerts, dance performances and film festivals.

JPAC features:

- ▶ The nave with its 30-foot ceiling features a 400-seat multi-use performance space, and a 23x27 foot stage equipped with state-of-the-art sound and lighting system.
- ▶ Orchestra level seating is removable; the space can be utilized for a private reception/dinner seating approximately 200 people.
- ▶ A conference room is located on the upper level and has an excellent view of the theater.
- ▶ The lower level consists of two dressing rooms, public bathrooms, rehearsal and workshop spaces and a warming kitchen for caterers.

Currently there are 5 types of rentals available: Productions, Special Events/Banquets, Seminars, Rehearsals and meetings. The fee for each rental varies depending on the size, staffing and other information detailed in the rental request.

The first step in securing space at JPAC is submitting a completed request form for review. All JPAC rentals require liability insurance, and caterers must be licensed and provide proof of insurance. Please allow up to 3 weeks for evaluation.

For more information call (718) 618-6170

We look forward to working with you!

JAMAICA PERFORMING ARTS CENTER

Rental Request Form

The information you provide on this form will be used solely to determine an appropriate price quote. Please complete the form and return it to Jamaica Performing Arts Center at (email) **JPAC@JCAL.org** or (fax) **718-658-7922**. If details of your request are modified, the quote will be adjusted to reflect the change. Please be advised a rental request is not confirmed unless a contract is issued and signed by both parties. Please allow up to three (3) weeks for rental request review.

If you have any questions regarding this form, please contact us at **718-618-6170**

Company/Organization legal name: _____

Mailing address: _____

Contact person Name & Title: _____

Contact person daytime phone: _____

Contact person alternate number (Cell phone): _____

Contact person e-mail address: _____

Fax number: _____

Website of org/group: _____

How did you hear about us? Friends Internet – specify website: _____

Open House Other (please specify): _____

Have you used our facility for a past event? Yes No

Title and description of your special event/performance:

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SPACE REQUESTED *[Each space is priced separately]:*

- Theater style (seating capacity: 400)
- Reception/dinner style (seating capacity: 200)
- Conference room (seating capacity: 17)
- Rehearsal room (capacity: 30)

DATES:

Preferred date 1: _____

Preferred date 2: _____

PLEASE NOTE:

Date will **NOT** be held until contract is signed, Insurance received, and deposit paid.

EVENT DESCRIPTION

- Performance* (dance, concert, play, etc): _____

*Please note a **stage manager is required** for ALL performances and must be designated four weeks prior to event. If you do not have one, we can provide a stage manager for an extra fee.

Number of people in the performance: _____

- Conference / lecture (title): _____

- Film / video screening (title): _____

- Other (please describe): _____

Anticipated attendance: _____

Is this event open to the general public? Yes No

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SCHEDULE:

In order to provide you with the appropriate quote for your special event, please estimate the number of hours you will need in the space. Please include rehearsals, set-up, and other time requirements. Be aware that JPAC provides all renters with one additional hour before and after the event for set-up and breakdown at no additional cost

Event start date / time: _____

Event end date / time: _____

What time does **load-in / set-up** begin? _____

What time will the last person working the event **leave**? _____

Will rehearsals occur on a different date? Yes No

If yes, date & time of rehearsal? _____

Number of rehearsal hours: _____

Length of performance/event: _____

Intermission: Yes No Approximate length: _____

If your performance/event is to run on multiple days, please include each performance in your calculation.

TOTAL HOURS IN THEATER / SPACE (including rehearsal time): _____

PRODUCTION SERVICES (check all that apply):

Lighting designer: \$750

Videographer: \$400

Stage manager: \$250

Photographer: \$300

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EQUIPMENT & TECHNICAL NEEDS (check all that apply):

- Sound equipment set-up
- Lighting equipment set-up
- Dance/Marley floor
- Microphones (Quantity) _____
- Tables (Quantity) _____
- Linen table cloths (Fee applies)
- Chairs (Quantity) _____
- Tables (Quantity) _____
- CD Playback
- Music stands (Quantity): _____
- Screen/Dividers
- Podium
- DVD Player
- Overhead projector (\$300 per day)
- Projection screen
- Dressing rooms (2 available)

Will your group bring musical instruments? (Please list **type** and **quantity**)

Are you planning to use video or image projections? (Are they being run from a DVD player or from a laptop computer? What kind of laptop computer?)

Will the event need a lighting system? ___Yes ___No

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Will you need to install special equipment Yes No

If yes, please describe: _____

Will extra furnishings (not included in rental package) be required? ___Yes ___No

If yes, please describe: _____

TICKETING & BOX OFFICE

Will your event be free of charge: Yes No

If no, what are the proposed ticket prices? _____

How do you plan to sell tickets? _____

Is this event general admission or reserved seating? _____

USHERS

Ushers will be provided for most events. The minimum number of ushers will be determined based on the nature and needs of the event.

RECEPTION:

Will the event be catered? Yes* No

*Please note that **all caterers must be licensed** and provide proof of their own insurance at least 1 week prior to the event. JPAC does not have cooking facilities. Food must be prepared prior to arrival.

Will alcohol be served? Yes No

If yes, will it be sold* or given away? _____

*Please note if alcohol is being sold, **a liquor license must be obtained** at least 3 weeks prior to date of event.

Please note that extra security might be required if alcohol beverages are being served, resulting in an additional charge.

Signature

Date

Thank you for considering Jamaica Performing Arts Center for your event.

GUIDELINES AND TERMS FOR RENTAL USE

Procedure

Every prospective host/sponsor must fill out a *Rental Request Form*, which describes in detail the organization, the type of event, the number of attendees expected, proposed date and alternate date. Once this form is reviewed and approved by the senior staff, a Rental Contract must be completed. **A contract is not valid without an insurance rider for the proposed event.** If needed, JPAC can provide event insurance for an additional fee.

Available Spaces for Rent

Theatre, Rehearsal Room, Conference Room, Basement Lobby and Pantry

Decoration/Music

Each rental package includes a basic set-up for each rental. Please refer to the rate sheet. Decorations, tablecloths and floral arrangements are the responsibility of the host/sponsor and must be removed at the end of the event. Hooks, nails, and/or staples may not be mounted on the walls. Hosts/sponsors are prohibited from modifying space in any way that may cause permanent damage to the facility. All decorations, trash, and food must be removed from JPAC's premises at the end of the event. The space must be left in its original condition, as it was found prior to the event. JCAL reserves the right to require host/sponsor to lower the volume of sound or music during events scheduled during regular operating hours, or at the discretion of the security officer in charge, if sound is deemed disruptive to normal functions.

Catering

Catering or other meal set-ups must be within the actual space. There is no cooking or storage of perishables on the premises. JCAL takes no responsibility for any items left after an event. All caterers must provide written proof of insurance, no later than 5 business days prior to the event. A separate rider listing the Jamaica Center for Arts & Learning and The City of New York must be presented before the event. The sale or use of liquor other than beer or wine is not permitted without a license from a licensed caterer.

Security and Maintenance

JCAL reserves the right to remove any individual(s) from the premises if said individual(s) is (are) deemed by security officer in charge to pose a security threat to guests of the event, JPAC visitors, students, instructors, and/or JCAL property. Food or drinks, as well as loitering are not permitted in the main lobby area of the theatre. Positively no smoking is permitted on JPAC's premises.

Promotion

The host/sponsor should remember that JCAL is a cultural institution and its name is to be respected. Use of JCAL's name or logo on the flyers or other advertisement materials is absolutely forbidden without prior review and approval of JCAL's marketing department and/or senior staff. The host/sponsor may not charge admission to the event unless authorized by JCAL for a cultural/performance event.

Capacity

If an event/rental exceeds the capacity of the rented space, JCAL reserves the right to cancel the event without prior notification. Additionally, JCAL reserves the right to refuse entry to an event/rental due to safety or security concerns.

Liability

The individual/organization renting the space is responsible for any and all damage to the premises and its contents resulting from their use. When the event is for minors, an adult must make application who will be in charge of the event and must be present at all times during the event. This adult will be responsible for any damage incurred. Neither the Center nor its employees will be responsible for any loss or damage to any property belonging to the individual/organization (or any of its members) brought for use during the event.

It is understood that the JCAL and the owner of its building at 153-10 Jamaica Avenue, The City of New York, bear no responsibility for injury to any member of an organization or participant in the organization's activities which might occur on these premises. Further, the organization renting space agrees to indemnify, defend, and hold harmless the Center against any claims, actions, or proceedings of or related to use of the space by the organization for injuries or damages, or death to any person or party, including agents of the organization or the Center, employees or invitee, arising out of or related to, use of the Jamaica Center for Arts & Learning's spaces by the organization.

A principal or officer of an organization must sign an official contract with the Center before space will be available. **The organization shall provide to JCAL proof of sufficient liability insurance**, sufficiency to be determined solely by JCAL.

Breach of any of these guidelines will result in the cancellation of the rental. Deposits will not be refunded.

A deposit of 50% of the contracted fee, and the agreed upon security deposit, are both due when the contract is signed to guarantee the space. **ALL PAYMENTS** should be made in **cash or certified check**. All checks should be made payable to Jamaica Center for Arts and Learning.

CANCELLATION POLICY

Applicant must notify JCAL at least ten (10) business days prior to the date of the event for a full refund, less 15% deposit. If full payment is not received at least 5 business days prior to the event, JCAL reserves the right to cancel the reservation and keep the reservation deposit. If a cancellation occurs less than 10 days, JCAL reserves the right to refund all but incurred costs, i.e.: equipment rental deposits, caterer fee, etc. The Center may cancel permission to use the premises at any time for any reason. Should the Center be forced to cancel permission to use space, every attempt will be made to contact the individual who has signed the contract as far in advance as possible. If JCAL must cancel, refunds are made by check or credited to credit cards. No cash refunds.

I have read and agree to the above stated policies and procedures.

Print Name (Renter Representative)

Signature (Renter Representative)

Date