

Rental Policies and Procedures

FACILITY RENTAL PROCEDURES

The process to secure space at the Bath House Cultural Center (BHCC) is as follows:

1. Requestor submits the Facility Request Form either online.
2. Venue request is reviewed by BHCC staff within 2-3 weeks of receipt.
3. If request cannot be accommodated, an email notification will be sent to requestor. If event can be accommodated, event will be added to the BHCC calendar as “tentative” and email notification sent to requestor for event confirmation/finalization.
4. Requestor will be notified of accommodation and provided a Rental Contract & Policy Packet via email. Requestor should complete and sign the packet as soon as possible. Once packet is received by BHCC, event status will be updated to “confirmed” on calendar.
5. Requestor must schedule a MANDATORY walk through of facility and pay a deposit, if applicable.

RENTAL RATES & PAYMENT POLICIES

The Bath House Cultural Center is available for public cultural and arts performances and events. BHCC is not available for weddings, parties, or similar private functions. Additionally, fundraising events and activities are not allowed at BHCC.

Weekly Theater Rental Rates

The Weekly Base Rental/Performance Fee includes occupancy of the theater for the period of Tuesday-Saturday, from 12:00 PM – 11:00 PM.

If additional hours are needed beyond the base rental fee (for rehearsals, load-in/load-out, etc.) an hourly fee will be assessed for each additional hour of occupancy. Once a new hour is started, the full hour is charged.

If additional days are needed beyond the weekly allowance, the lesser of the daily and hourly fee will apply.

Weekly Theater Rental (116 seats)	Non-Profit Arts Group	Non-Profit (non-Arts) Group	Standard Rental Fee
Base Weekly Rental/Performance Fee	\$350/week	\$600/week	\$750/week
Additional Days	\$75/day	\$125/day	\$150/day
Additional Hours (above 6 hours)	\$20/hour	\$25/hour	\$40/hour

Daily Theater Rental Rates

The Daily Base Rental/Performance Fee covers up to six (6) consecutive hours of use in the Theater, or one performance.

If there are multiple shows in one day or additional hours are needed beyond the base rental time (for rehearsals, load-in/load out, etc.) an hourly fee will be assessed for each additional hour of occupancy. Once a new hour is started the full hour is charged.

Daily Theater Rental (116 seats)	Non-Profit Arts Group	Non-Profit (non-Arts) Group	Standard Rental Fee
Single Performance (up to 6 hours)	\$75/day	\$100/day	\$200/day
Additional Performance (Same Day)	\$35/performance	\$50/performance	\$100/performance
Additional Hours (above 6 hours)	\$20/hour	\$25/hour	\$40/hour



General Hours of Operation
Tuesday - Saturday: 12:00 pm – 6:00 pm
Sunday & Monday: Closed

Contact Information
521 Lawther Dr., Dallas, Texas 75218
Phone: 214-670-8749

Recording Sessions

The theater is available for audio/video recording sessions. There is a three-hour minimum charge for these sessions. Commercial use may be subject to additional fees.

	Non-Profit Arts Group	Non-Profit (non-Arts) Group	Standard Rental Fee
Recording Session/Video Shoot Rental (No Audience)	\$20/hour, 3 hour minimum	\$25/hour, 3 hour minimum	\$35/hour, 3 hour minimum

Rental of the Bath House Cultural Center Theater includes:

- Theater Space (up to 116 seats)
- All public lobby areas (on performance nights)
- Box Office
- Dressing Rooms

Please note that while the galleries and balcony remain open on performance nights, they are not included in your Theater rental and may be used by BHCC for other activities. If you wish to include additional spaces in the BHCC during your event, please contact Stewart Mikkelsen, Performing Arts/Technical Coordinator (214-671-0060 or stewart.mikkelsen@dallascityhall.com).

Lakefront Spaces at the Bath House Cultural Center

BHCC has three spaces overlooking White Rock Lake that are suitable for performances, workshops, classes, rehearsals, or other activities. Please contact Jessica Trevizo, Manager (214-670-8722 or jessica.trevizo@dallascityhall.com) or Stewart Mikkelsen, Performing Arts/Technical Coordinator (214-671-0060 or stewart.mikkelsen@dallascityhall.com) for more information.

Space	Non-Profit Arts Group	Non-Profit	Standard Rental
Lake Level (200)	\$75/day	\$100/day	\$400/day
Balcony (50)	\$75/day	\$100/day	\$150/day
Place to Perform (40+)	\$75/day	\$100/day	\$150/day

The Lake Level has some private space but does not have fully equipped dressing rooms. Please let us know if you need additional accommodations.

The Place to Perform is an open air public art performance area with capacity of 40 seated and additional lawn space for free form seating.

Usage and Materials Charge

All rentals incur a daily Usage and Materials charge of \$40 on performance days and \$10 on non-performance days.

Payment

Payment of contract rental fees is due no later than 30 days prior to the initial date of the rental period. For any additional charges that are billed after the event (extra hours, additional O/T incurred), please note that **full payment is due five (5) business days after the final performance.**

Payments will be accepted by check, cashier's check, or money order. Payment should be made to The City of Dallas.

Cancellations of reservations more than six months prior to event will not incur any penalties. Cancellations 3-6 months prior to the event will be charged 50% of rental agreement, cancellations 1-3 months prior to the event will be charged 75% of rental agreement and cancellations 0-1 month prior will be charged 100% of rental agreement.

FOOD AND BEVERAGE GUIDELINES

- The BHCC does NOT permit sale of alcohol and/or cash bars. Lessee / User Organization must submit a TABC license or permit(s) to the BHCC prior to the event if alcohol will be served. Lessee is permitted to provide food to attendees or sell non-alcoholic concessions.
- The BHCC has a small food staging and storage facility (not a full kitchen) available to clients renting the Theater at no additional charge.
- Food and drinks are never permitted in the Theater.

MARKETING GUIDELINES

- Please note that no replica of the BHCC logo is authorized for use by any renting party or on any promotional material. Lessee / User Organization may not utilize the BHCC logo unless advance written approval is provided by the BHCC.
- Any event programming or promotional media must be approved in advance by BHCC. Lessee / User Organization may not state or imply in its promotional materials that their program or event is a production, presentation, partnership or collaboration with the BHCC or a program of the BHCC.
- At its sole discretion, the BHCC will include information about the Lessee / User Organization event in its monthly electronic newsletter, as long as the Lessee / User Organization provides the BHCC with detailed information in a timely fashion. The BHCC reserves the right to edit, condense, re-write any text provided.
- The BHCC is not responsible for promoting third party events. All events must be listed on KERA's Art and Seek calendar to appear on the BHCC public calendar and website.

FACILITY USE GUIDELINES

The following rules have been established for the safety and protection of the public and our facility and to ensure that audiences have a positive experience attending an event at the BHCC. The rental agreement will include these rental guidelines as required terms for the use of the space.

1. Lessee / User Organization must provide a team of trained staff or volunteers to assist with set-up and load-out, as ushers, ticket-takers, light designers, and backstage managers. Lessee / User Group will be required to provide trained professionals for spotlight operators, sound system technicians and electricians as necessary for the technical needs of the production.
2. The Lessee / User Organization is responsible for leaving the facility clean of all trash. All debris and trash must be collected and properly disposed of. Failure to do so will result in additional fees.
3. The BHCC is a City of Dallas facility, smoking is not allowed on the premises.
4. The parking lot and lands around the BHCC are the property of the City of Dallas' Parks and Recreation Department, and subject to separate restrictions or use agreements.
5. Weapons and firearms or any kind are prohibited on BHCC premises. Peace officers and/or certified law enforcement personnel are exempt.
6. *Nothing* may be placed on any object of art, walls, ceilings, doors, windows or casings. The Lessee / User Organization will be charged additional fees for any unauthorized wall mounts or any damage to BHCC facilities.
7. At least one BHCC staff member will be present at all functions, including set-up, during the event and load-out/strike-out. Staff O/T will be billed to the Lessee / User Organization.

8. The BHCC reserves the right to schedule multiple bookings for a venue on any single day when the second event does not interfere with primary Lessee / User Organization's event booking.
9. The total rental amount will reflect arrival time by Lessee / User Organization to set up/tear down and/or load in/load out.
10. The BHCC does not assume any responsibility for any property placed in the facilities.
11. The Lessee / User Organization is required to purchase insurance that covers BHCC premises, operations and event therein for the time frame of the rental period for the amounts stipulated in facility rental agreement for any rental or event that includes an *audience* of any type (please refer to the appropriate section of the contract for insurance requirements).
12. All arrangements for set-up must be made 30 working days prior to the event. A meeting with Bath House Cultural Center's Technical Coordinator is mandatory prior to event.
13. The BHCC Staff and/or volunteers reserve the right to head count attendance to help evaluate ticket sales.

RULES FOR THE BATH HOUSE CULTURAL CENTER THEATER

1. No "breaking the Main curtain line". Once the house is open no one is allowed to go from the house to backstage or from backstage to the house regardless if the Main Curtain is closed or not. Everyone needs to be in place and ready to go prior to house opening. No exceptions.
2. No one is allowed to go behind or to touch the Cyc. If a performer needs to go from one side of the stage to the other they must use the back hallway. Touching of the cyc causes discoloration and could even tear the Cyc. **PLEASE DO NOT TOUCH THE CYC.**
3. Lessee / User Organization is responsible for having their own stage manager for all performances, rehearsals, and at any time a group is occupying the space. The stage manager must be on headset. If the person calling cues needs to be in the booth, a separate person that the company/renter is responsible for providing MUST be backstage. The stage manager is responsible for assuring that all members of the company follow all BHCC rules.
4. **No last minute or "day of" technical changes.** Technical details and final requirements must be prearranged with the Technical Coordinator of BHCC and must be communicated in writing (e-mail, written requests, etc.). Any needs that suddenly arise on the day of a production/event are subject to approval by the Technical Coordinator of the BHCC and are not guaranteed.
5. Children must be supervised at ALL times. For every 6 children involved in an event the Lessee / User Organization is responsible for having 1 chaperone. These chaperones are responsible for making sure that all children are well behaved and follow ALL rules of the BHCC.
6. Any safety concerns a Lessee / User Organization has (i.e. unsecured trip hazards, obstacles in the wings, etc.) must be **immediately** reported to the Technical Coordinator.
7. A list of technicians, performers, and anyone involved in a production must be given to the Technical Coordinator no later than 24 hours prior to the first rehearsal. **ABSOLUTELY NO ONE** is allowed backstage that is not on this list. This list may not include anyone who is not immediately connected with the production. There will be no friends, audience members, parents, or "guests" backstage unless they are immediately involved with the production. If there is any discrepancy about who is immediately involved with the production (either already on the list or not) BHCC Staff will determine if they are allowed backstage or not. Any person not on the list or who is asked to leave must do so immediately and the Lessee is responsible for assisting the BHCC with the removal of the individual(s). This is to ensure the safety and security of all performers/company members and BHCC staff.
8. Lessee / User Organization is responsible for providing *qualified technicians* to operate all sound, lighting and video equipment. If audio and lights are to be used during a production the Lessee / User Organization is responsible for supplying capable/trained technicians to run these elements.



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These technicians must have prior legitimate knowledge of all equipment.

9. If at any point the Technical Coordinator of the BHCC deems that a person is not capable of handling the equipment in a safe, professional manner, the technician must be replaced by the Lessee / User Organization. The Technical Coordinator may run a technical aspect of a performance based on the complication of a production, time of rehearsals, and technical need. The use of the Technical Coordinator as a technician for a production is at the discretion of the BHCC.
10. No food/beverages are allowed in the house, on stage, back-stage, and sound/light booth. Cast and crew may eat in the dressing rooms, with the understanding that you will clean up afterwards.
11. The BHCC is not liable for, theft or damage to items related to the production or to any personal items. Please make sure that all items are secured prior to leaving the theater.
12. The facility will be opened and closed by BHCC staff. Keys will not be issued to any individuals, organizations or groups.
13. Lessee / User Organization is responsible for paying the BHCC the Replacement Costs for any and all equipment that is lost or damaged.
14. All rentals are subject to the BHCC Technical Specifications and Usage Agreement outlined in this packet.
15. **House doors must be open at least 30 minutes before announced show time, and patrons must be allowed sufficient time to find their seats.** Lessee / User Organization must provide volunteers/staff to usher patrons and collect tickets in a timely manner. The theater seating capacity is 116 and must be respected at all times. Adding seating via chairs or standing room is against fire safety regulations and will not be tolerated.
16. **Note:** A mandatory appointment with BHCC Technical Coordinator must be scheduled a minimum of 30 days prior to any event. Technical support cannot be guaranteed should you not adhere to these conditions.

I have read and understand the Bath House Cultural Center Rental Guidelines. I hereby agree to abide by these rules and to ensure that all representatives of my organization are informed and abide the rules. I understand that an BHCC staff member will be on duty at all times reinforcing such guidelines. I understand that failure to abide by these rules will result in the loss of the privilege of using the BHCC.

Signature of applicant: _____ Date: _____

Organization: _____ Event Date: _____