



**The Visual Studies Workshop Theater is available for rental for presentations, gatherings and screenings.**

**Included in the VSW Theater rental**

- Seating for up to 90 people on vaulted stairs, with accessible seating in the first row (10 seats.)
- An accessible platform stage (20' x 7.5') for presentation (no backstage) and a podium with a microphone.
- A 15'x10' entrance area that can be used for display area, greeting table, coat room or cold refreshments (Only water + cookies allowed with base price. Additional food increases costs, no hot food.)
- Digital video projection (projectionist included.)
- 16mm and 8mm film and 35mm slide projection (projectionist for specialized media is an additional \$100.)
- A sound system with microphones available (4 wireless and 4 wired.)
- Zone controlled lighting that is fixed and dimmable. No theater lighting.

Rental fees begin at \$500 and include: 5 hours of access, 2 staff to manage door, sound and projection needs. Any half hour over 5 hours is an extra \$100 per half hour.

For more information or to inquire about rentals, contact [jessicajohnston@vsw.org](mailto:jessicajohnston@vsw.org).

## VSW Theater Rental Policy

### Theater rental costs

- Rentals begin at \$500 for a five-hour block including set up and clean up, \$100 per half hour or part thereof for any use exceeding 5 hours. Full payment is required to secure your reservation. Plus event Insurance costs. See below for Insurance needs.

### Food and Drink

- Water and Cookies or similar may be served outside the theater either in the hallway or theater entrance room. No other food is allowed. Events with food beyond cookies and water start at \$1000 for 5 hours. If an event with food is approved please note no hot food is allowed.
- All refreshments must be set up at least 1 hour prior to the public event, and cleaned up before the close of the 5 hour rental period.
- VSW does not provide cups, napkins, plates, or tablecloths.
- If garbage exceeds two bags the renter must dispose of it off premises. If VSW bins are full all excess garbage and recycling must be removed and cannot be left outside the bins.
- There is a small kitchenette that can be used as a staging area but the small refrigerator is for VSW staff use only.

### Audio/visual System

- Digital video projection (projectionist included.) We cannot project DCPs at this time.
- 16mm and 8mm film and 35mm slide projection (Film projectionist \$100.00 extra)
- A sound system with microphones available (4 wireless and 4 wired.)
- Zone controlled lighting that is fixed and dimmable.

### Copyright Compliance

- All public film screenings must be compliant with copyright laws. Permissions for the public display of films must be obtained by the renter and shared with VSW a minimum of 2 days before the event.

Prohibited: The following are prohibited anywhere in the VSW building or grounds.

- Tobacco and cannabis products
- Firearms
- Open flames or incense
- Balloons
- Glitter
- Pets (service animals welcome)

**Insurance Requirements**

The renter will assume all financial responsibility for damage to the facility incurred by the renting party. Any damage must be reported immediately to VSW staff. The renter is required to purchase and show event insurance that names Visual Studies Workshop as an additional insured on a primary and non contributory basis with waiver of subrogation. If alcohol is to be served at the event the insurance must cover that and a NY State liquor license is required.

**Acknowledgement**

I have read the VSW Theater rental policy and agree to comply with all requests and restrictions outlined.

Name of Organization:

Name of Representative:

Title and Date of event:

Proof of Insurance: