

MARK MORRIS DANCE CENTER

RENTING THE JAMES AND MARTHA DUFFY PERFORMANCE SPACE

Performance rentals take place in the **James and Martha Duffy Performance Space**, a 3400 square foot, wheelchair accessible, unobstructed dance studio with a triple-basket weave sprung sub floor covered with a black Cascade Harlequin dance floor located on the top floor of the Mark Morris Dance Center. In addition to Performance Space, rentals include access to an adjacent lobby, terrace, bathrooms and backstage storage/production area. Also included is access to the Dance Center's 4th floor Employee Lounge to use as a green room for each event date.

The James and Martha Duffy Performance Space is converted into a 4-wing black box theater that includes audience risers with a maximum of 166 seats, all necessary masking and cyclorama, a repertory light plot specifically designed for dance (consisting of 120 dimmers and approx. 180 lighting units) and a professional sound system for performance rentals. The exact number of audience seats are determined per production as chairs may need to be removed for a tech table, videographer, photographer, wheelchair seating, or a music pit.

VENUE

The Dance Center can easily be reached by public transportation and private vehicles. Directions can be found at <https://markmorrisdancegroup.org/dance-center/visiting-the-dance-center>.

All visitors enter the Dance Center through the main entrance at 3 Lafayette Avenue, which is on Lafayette Avenue between Ashland Place and Rockwell Place.

The Dance Center is an accessible venue that includes ramps, an elevator, and bathrooms on all floors.

There is one elevator (95-3/4" h x 75-1/2" w x 48" d) in the Mark Morris Dance Center. There is no freight elevator.

PERSONNEL

Technical

MMDG's provides two crew members for the length of the engagement to ensure a smooth and successful run. The two crew members are responsible for operating the Performance Space's light and sound boards. If lighting design is requested, MMDG's Director of Events and Venue Operations will assess whether the production crew can accommodate the request within the production timeframe.

Lighting Designers may utilize the Mark Morris Dance Group's repertory lighting plot. Adjustments to the plot cannot typically be accommodated but can be requested and may incur an additional fee if approved.

Renters are expected to provide a Stage Manager but may inquire with MMDG to hire someone within MMDG's production team to Stage Manage if needed.

Front of House

MMDG provides a House Manager to oversee Front of House for each performance. They will also be present at the Dress Rehearsal.

MMDG hires two ushers per performance who know the Performance Space and are trained in MMDG's emergency procedures.

Administrative

Pre-event coordination will be managed by MMDG's Director of Events and Venue Operations, who will act a liaison between the renter and the production crew. One month prior to the performance, the Director of Events and Venue Operations will coordinate a production meeting that includes the renter and the production crew.

Facilities and Front Desk

MMDG's Front Desk staff greet and direct guests to the Performance Space. The Front Desk is staffed until all guests have exited the Dance Center following a performance. Front Desk hours are extended for Saturday evening performances.

MMDG's Facilities staff are available during all operating hours to assist with temperature requests and unplanned maintenance and messes. If required, they also provide pre-arranged resources for an event.

BOX OFFICE/TICKET SALES

Renters are responsible for all box office sales and personnel and therefore may choose their ticket price. Recommended ticket pricing is \$20 or \$25 per ticket. MMDG does not receive any portion of ticket sales.

MMDG can provide one 6- or 8-foot table for the box office, which will be set up in the 5th floor lobby. The box office is expected to open 1 hour prior to the performance time. Guests who arrive prior to the opening of the box office will be allowed to wait in the ground floor lobby of the Dance Center.

Renters are expected to ask for specific requests for accommodations from ticket buyers in advance and relay that information to MMDG.

Renters must also cap tickets to the agreed upon capacity with MMDG. Box Office personnel must track attendance at the box office. MMDG's seats are not numbered- all seating is General Admission.

MARKETING & PROMOTION

Renters are responsible for their own marketing and promotion. For details on how to promote your performance in accordance with MMDG's guidelines, see [MMDG Marketing Guidelines](#).

RENTAL PACKAGE

Friday Tech Rehearsal 6:00PM-10:00PM

Saturday Dress Rehearsal and Performance 4:00PM-10:00PM

Detailed Saturday Schedule

Dress Rehearsal 4:00PM-6:00PM

Break/Additional tech 6:00PM-6:30PM

House Open 6:30PM-7:00PM

Performance 7:00PM-9:00PM

Renters may include a pre or post show reception in MMDG's 5th floor lobby within this timeline for no additional fee. Food and drinks must come prepared/cannot be prepared on-site. Alcohol may be served with appropriate liquor liability insurance. Food and alcohol cannot be sold. Food is not allowed in the Performance Space.

Guests and performers exit theater 9:00PM-9:30PM

Restoration of space 9:30PM-10:00PM

FEE

| The Performance Rental Package | Friday Tech w/ Saturday Dress + Performance | Sunday Matinee (pending availability) |
|---------------------------------------|--|--|
| Commercial and individual artists | \$4,000 | \$2,000 |
| 501©3 and fiscally sponsored artists | \$3,500 | \$1,500 |

A 25% deposit and a signed rental agreement are required to hold dates. The remaining balance is required 30 days prior to the performance date. If an event is canceled within 30 days of the scheduled date, the full rental fee is forfeited.

INSURANCE

Renters must obtain and keep in full force during the term of the agreement, at its own cost, workers compensation insurance affording coverage under the Workers Compensation laws of New York, and a comprehensive liability policy with bodily injury limits of at least \$1,000,000 (one million dollars). Renters must provide proof of insurance to MMDG, listing Disalced, Inc. dba Mark Morris Dance Group as an additional insured on the policy, no less than one week prior to the rental period.

MMDG grants permission to serve alcohol at pre or post show receptions on a case by case basis. If approval is granted, liquor liability coverage must be included on insurance policies and evidence of liquor liability must be provided on the certificate of insurance. While alcohol may be served with this coverage, it cannot be sold. Renters are responsible for making sure that alcohol is only being served to persons of legal drinking age.

STORAGE

The Performance Space must be cleared at the end of each production day, but production-related items may be stored on-site either backstage or in another designate space in the Dance Center for the length of the production if be pre-arranged for no additional fee.

VIDEOGRAPHY/PHOTOGRPAHY

Videography and photography are allowed in our space if requested in advance. A stationary camera can be set up at the center of the top row of seating.

REHEARSAL SPACE

MMDG's 9 fully-equipped studios, including the James and Martha Duffy Performance Space, can be rented at a subsidized rate of \$10/hour for rehearsals leading up to a performance rental. Space is available 3 months out. To request rehearsal space, email rentals@mmdg.org.