

Danspace Project

Community ACCESS provides subsidized off-season rental opportunities for Danspace Project community members.

To apply, please send a letter stating your interest: include minimal documentation of your artistic background and performance history. Please include at one video link to prior work or (preferably) the work you will be performing. The available weeks vary from year to year so a general time frame should be requested in your letter. The following outlines the general information included in the rental agreement.

Schedule: Up to three performances may take place in the Main Sanctuary of St. Mark's Church, running Thursday through Saturday at 8:00pm. Access to the space on performance days is provided from 5:30pm to 10:30pm. Rehearsal/tech time is provided on Monday from 12:00pm - 10:30pm and Tuesday from 1:30pm to 10:30pm; on Wednesdays, spacing only may take place from 11:00am to 3:30pm. **NO TECHNICAL EQUIPMENT OR PERSONNEL IS AVAILABLE ON WEDNESDAY.**

Technical Information: Danspace Project provides the Company with a Production Coordinator who is present at each rehearsal (except on Wednesday) and performance to help coordinate production and security needs. The Production Coordinator troubleshoots any problems with basic house equipment but is not responsible for the running of the show. Danspace also provides an electrician for an 8 hour load-in on Monday and strike on Saturday. Any additional tech personnel must be acquired and contracted directly by the Company.

Danspace's Technical staff should be included in the initial production planning so that the Company can make efficient use of the space. Danspace's Technical staff must approve all set pieces before they are used in the space. Danspace's Technical staff is responsible for all policies regarding the use of the space and is responsible for the audiences' and performers' comfort and safety. The Technical staff will advise the Company on safe storage props, costumes and equipment during the Company's season.

The Company must provide, at its own expense, all crew necessary to run the show including a Lighting Designer, Stage Manager, and any other necessary staff. The Company must provide a minimum of three ushers per night and one front-of-house person each night; these individuals must stay until the end of each performance. Danspace Project's sound equipment is available for use during the dress rehearsal and performances, however, a sound technician must be hired by the Company to set up and run the equipment. The Production Manager will provide a list of potential crew if necessary. The Technical staff will provide basic training in the use of the equipment. The Company must assist the Production Coordinator and/or the House Manager with setting the chairs and church furniture on Saturday after the final performance.

The space is a shared space and items must be struck in some cases nightly. Church functions occur on Wednesday evenings and Sunday mornings.

A black marley floor, measuring 27'x 36' (5 2/5 5' panels), cut specifically to fit around the pillars, is available but not recommended because of the shared nature of the space. The company is responsible for providing the necessary crew to put down and take up the floor as necessary to accommodate other activities in the space. The marley must always be taken up on Saturday nights; in the event of a Saturday wedding or memorial service, the floor would also have to be taken up Friday night. In addition, the floor may have to be removed prior to the Wednesday evening service.

A complete accounting report will be given to the Company no later than five days following the final performance. The box office receipts are turned over to the Company in the form of a check no later than the Friday following the completion of the last performance.

Community ACCESS artists are advised to price tickets at the standard Danspace rate of \$25 at the door and \$22 online (\$15 for Danspace members).

Questions? Contact Lydia Bell, Program Director & Associate Curator, at lydia@danspaceproject.org.