

**THE PERFORMING ARTS CENTER
PURCHASE COLLEGE
State University of New York**

Rental Policies

Table of Contents

	<u>Page</u>
1) General Policies	2
2) Reservation Policy	3
3) Booking and Contract Procedures	3
4) Costs, Fees and Payments	5
5) Venue Management	5
6) General Facility Regulations	6
7) Box Office and Ticketing	7
8) Production and Stage Operation	9
9) House Management and Public Areas	11
10) Marketing and Publicity	14
11) Summary of Deadlines	15
12) Center Staff Contact List	16

GENERAL POLICIES

This document provides information regarding the policies governing the rental of all or any part of The Performing Arts Center (“The Center”) at Purchase College (“the College”). The staff of The Center is responsible for the enforcement of these policies, which are a part of the Inquiry Form for Building Rental. By submitting an Inquiry the applicant (“the Client”) acknowledges they have received, understood and agreed to abide by these policies. The policies herein will be binding upon the Client. The Client acknowledges responsibility for the actions of all artists, students, guests, staff of the Client, as well as other participants in the event. The Client must inform all participants of these General Policies prior to their entering The Center. The Client must be present or ensure that an authorized representative is present in The Center at all times during the Client’s use.

Facility and Services

The Performing Arts Center is a four-theatre complex containing a number of support and ancillary spaces. The Center’s theatres are equipped with professional sound, lighting and stage rigging systems. The Center provides users with a professional backstage and front-of-house crew and a professional Box Office operation. The Center does not provide producing, production management, stage management or marketing services.

Facility Use

The Center is scheduled for the College community and the wider community in the service of the College’s and The Center’s mission.

The Center, in consultation with the College’s administration, reserves the right to determine the appropriateness of a request to use the facility, as some activities and events may be inconsistent with the educational mission of the College and The Center or incompatible with other events already scheduled at The Center.

There are substantial costs and fees associated with the use of Center facilities, which are the sole responsibility of the Client.

Clients are responsible for all fees relevant to their event. All individuals and organizations must pay these costs, regardless of formal or informal ties to academic or administrative units of The College.

Client’s use of Center spaces for events must comply with New York State building and emergency codes and the Americans with Disabilities Act (ADA). The final determination of code compliance is made solely by Center and College staff.

Mission of The Performing Arts Center

To promote the performing arts at Purchase College and fulfill the cultural outreach and public service mission of the college by:

- Presenting and developing the highest excellence in the performing arts at The Center;
- Enriching the cultural lives of the public and the students of the College;
- Supporting professional artists of merit in the creation and development of new work;
- Creating models of excellence and performance opportunities for students.

State support comprises approximately 1/3 of the annual cost of Center operations. In order to balance The Center's budget, we must raise significant donations annually from individuals, foundations and corporate sources. Income from rental activity contributes to balancing The Center's budget and supporting its programs.

RESERVATION POLICY

The Center is professionally operated and a unique resource for the College community. It is also the largest and most visible performing arts facility in the region. As an organization with significant capabilities and a multi-faceted mission, The Center will consider all rental requests in the context of the College's activities and overall programming as well as its financial obligations and the availability of resources.

Application and Notification

An inquiry for rental booking must be completed that includes sufficient detail to determine estimated costs and to give an understanding of the nature and flow of the event. The inquiry form can be obtained by contacting Kimberly Cook, Booking Manager at Kimberly.cook@purchase.edu or 914.251.6169.

Rental bookings can be tentatively held based on space availability (pending formal application) between three months and one year prior to the date requested. Hold requests further in advance than one year or less than three months in advance will be at the discretion of Center staff.

BOOKING AND CONTRACT PROCEDURES

Reservation and Contracting

After the Client has submitted a completed inquiry, Center staff will review it and determine whether the reservation can be accepted. The Client will be informed of acceptance or denial of the request within one month of receipt of the completed application.

Estimated costs, for the use of the facility, services, labor, equipment rental, and other fees, shall be set to the Client after the inquiry has been reviewed.

Following tentative confirmation of a rental booking and the Client's agreement to the estimated cost and conditions a State Revocable Permit (the contract between the Client and the State of New York) will be issued. This State Permit and related forms must be completed and returned to The Center as soon as possible after receipt but not later than ten business days after the contract has been issued by The Center. The Center has not made a binding commitment to reserve space, equipment or services until The Center receives the signed State Revocable Permit with a 50% deposit.

Client understands and accepts that estimated costs in the State Permit and on which the deposit is based are estimates only, not fixed costs. Requirements often change prior to the event and refund by The Center or additional payment by the Client will be made as noted in the Financial Reconciliation section below.

Insurance and Indemnification

Prior to any use of The Center, and throughout the period of the Client's use of The Center, the Client shall procure and maintain insurance for its event as described below:

The Client must provide evidence of appropriate insurance protection with limits of not less than \$1,000,000 combined single limit (CSL) for bodily injury, \$1,000,000 for property damage, \$2,000,000 general aggregate. This Certificate of Insurance shall be furnished to the College with the signed contract or no later than ten business days prior to the first day of the effective date of the State Permit agreement. **The insurance shall be in effect beginning the day before the permit period and ending the day after the last date of the agreement.** For some events the insurance protection limits may be higher than those stated above.

Clients must also provide proof of Workers' Compensation Insurance as well as Disability Insurance Coverage. For Workers' Compensation Insurance Coverage, the form that must be submitted by the client (as issued by its insurance carrier) is: Form C-105.2 - Certificate of Workers' Compensation Insurance issued by private insurance carriers. For Disability Insurance Coverage, the form that must be submitted by the client (as issued by its insurance carrier) is: Form DB-120.1 - Certificate of Disability Benefits Insurance.

Insurance Certificates for coverage of events held at The Center must contain the following information:

Certificate Holder must be listed as follows:

**Purchase College
State University of New York
735 Anderson Hill Road
Purchase, NY 10577**

Include as additional insured both of the following:

- **The State of New York**
- **The State University of New York**

Do NOT name The Performing Arts Center on the certificate.

The Center can refer Client to insurance brokers who can provide this coverage at reasonable cost. Please contact Kimberly Cook for further information.

COSTS, FEES AND PAYMENTS

General

In no case shall The Center be responsible for any expenses related to a Client's event. The Client is solely responsible for all expenses related to its event.

Deposit

The Client agrees to pay the full estimated cost of the rental in advance of its date of load-in or first use.

- A check for 50% of the estimated cost must accompany the signed, notarized State Permit and completed vendor information forms which are a part of the contract package.
- The full deposit, 100% of the estimated cost, must be received no later than ten business days prior to the first day of the rental.

All checks must be made payable to: **PCF - The Performing Arts Center.**

Financial Reconciliation

If the final cost of the rental is less than estimated costs and therefore less than the Client's deposit, The Center will reimburse the difference to the Client. The Client agrees that, if event expenses are greater than the deposit, the Client will pay The Center the outstanding balance within ten business days of receipt of the invoice.

If the event is ticketed, The Center will deduct event costs in excess of the deposit from the event's box office receipts as a part of its financial reconciliation.

For all paid, public, ticketed events, the Box Office will prepare a report summarizing all ticket sales conducted by The Center and its online sales agent within five business days of the last day of Client's event.

VENUE MANAGEMENT

General

Center Staff is responsible for the safety and security of The Center and the public, and shall manage the facility accordingly at all times. All aspects of the operation and management of the facility, including theatre temperature and ventilation, sound control levels, security, fire safety procedures and other event management related aspects shall be at the discretion of Center Staff.

Non-Exclusivity

The Center will make every effort to schedule the facility so that Client will have sole use of contracted areas when it is in occupancy. However, this is not always possible during the entire period of its use of the facility. The Center has the right to schedule other organizations and events in the theatre when the Client is not scheduled to be in the space so long as this does not interfere with the Client's ability to present its event on the schedule as agreed to in advance by the Client and The Center. The Center will inform Client of other events that become scheduled near Client's event. The scheduling of additional events in The Center during the unused portion of Client's period of occupancy will not result in a reduction of costs.

Staffing

The Management Fee reflects the cost of Center management staff, who work on behalf of the Client's event. All hourly labor shall be at the expense of the Client. The Center shall determine the appropriate labor needs for each event based upon Client's event requirements. All activities and work shall be under the direction and control of a Center staff member at all times. Center Management will have the right to approve or reject any personnel proposed by the Client for any reason.

Client Personnel

Client shall provide The Center with a list of key personnel (along with their functions and contact information) who will need access to The Center no later than 24 hours prior to load-in. The Client or designated representative must be present or in direct communication with Center staff as needed from preparation through strike and restore of the event. At no time will the Client or Client's representative or staff be permitted to handle or use in any way The Center's equipment (including sound, lights, projectors, stage house equipment, props or other theatrical equipment) without the permission of the Management Staff. Persons not directly related to the production are not allowed in the box office, control, observation, or projection booths, or backstage areas during rehearsals or performances except with permission from The Center.

GENERAL FACILITY REGULATIONS

Smoking is prohibited in all areas of The Center.

Food and beverage are prohibited in the house of each theatre. Alcoholic beverages are governed by College policy and are permitted in The Center only under specific, controlled circumstances. Please contact the Kimberly Cook for further information.

Animals are prohibited in all areas of The Center, except dogs assisting persons with disabilities, and as required on stage for events.

Fire and safety regulations shall be in accordance with College guidelines and New York State codes and shall be enforced by Center staff as required by the Environmental Health and Safety Manager of Purchase College.

Center staff must be notified of any planned use of open flame, fog, haze, fireworks, flash pots or other pyrotechnic devices no less than four weeks in advance of the event. These effects can be used only by permission and only under strictly controlled conditions by licensed personnel.

Two-wire (ungrounded) electrical devices, except those that are internally grounded and insulated, are prohibited.

Client shall not erect or operate within the building any engine or machinery powered electrically, manually, or by air or steam, except on stage in approved commercial theatrical devices. No oil-burning fluids, kerosene, solvents, gasoline or other highly volatile fluids shall be used for any purpose. No device using pressurized, bottled gas is permitted in the building.

Materials or equipment containing asbestos are prohibited.

Directional signs may be posted on campus roads and parking lots no more than 2 days prior to the first event day. These signs must be free-standing (attaching signs to existing campus signs or trees is prohibited) and these signs must be removed by the Client immediately following the event. Within The Center no sign or banner may be affixed to any surface (this includes but is not limited to seating, walls, ceilings, artwork and all painted surfaces) without prior approval.

The cost of any cleaning or repair necessary to The Center as a result of the Client's event will be charged to the Client, and the Client hereby agrees to reimburse The Center.

Sponsorship and Fundraising Activities

No events with corporate sponsorship and/or fundraising activities may take place without prior written consent by The Center. As part of the Client's application, it must declare and describe all sponsorships, receptions, benefit activities, or other fundraising activities that will occur in The Center, together with the name of any individual or organization that will be the beneficiary of such an event. The Center may request additional information about such activities prior to granting approval. The Center reserves the right to withhold its approval of these activities or restrict the visibility of the sponsorship for any reason.

BOX OFFICE AND TICKETING

General

No person will be admitted to a ticketed event in The Center without a valid ticket. All events with assigned seating, private events and those open to the public, shall be ticketed events. Use of a theatre, whether the event is public or private, is assumed to require ticketing. If the Client wishes to use a theatre without tickets being issued it must be approved by Center Management.

All ticketed events must be ticketed exclusively by The Center Box Office. Sales may not take place through any other agent. Fees for ticket services shall be determined by The Center. They may include a set-up charge, a ticket printing charge for consignment or complimentary tickets, Box Office charge and a fee based on gross sales. In addition, the ticket buyer's purchase at the Box Office is subject to an administrative fee of \$2.50 per ticket payable to The Center Box Office by the ticket purchaser and a service charge of \$8.00 per order for transactions via phone, internet and mail.

The Center's ticketing website shall be the only source of online ticket sales. Client shall not enter into an agreement with any ticket agency, discount ticket agency or box office with regard to an event at The Center, nor may Client print tickets or otherwise create and sell their own tickets.

At no time shall the number of tickets sold or otherwise distributed exceed the capacity of the venue. The capacity for the venue shall be determined by the seating capacity less any seats removed for sale or distribution, for production or other purpose.

Tickets on Sale

Information for ticketing must be provided to The Center no less than five business days prior to the event going on sale. Client's tickets will go on sale between four and six weeks prior to the event or at a time mutually agreed to by the Client and The Center. No tickets will be printed or go on sale to the public until Client's contracting requirements have been completed.

The Center may require that Client's ticket on-sale dates be in a specific time period to allow appropriate management of ticket sales so all ticketing operations receive the proper attention.

Contract Seats, Comps and Changes

Client must identify any seats or sections of seating to be made unavailable for sale prior to tickets going on sale to the public. These holds must include seats reserved for production/technical use, VIP seating or Client use as well as seats removed from sale for sightline considerations or any other reason.

The Center reserves the use of ten pairs of tickets, at locations of its choice, for each performance, at no cost to The Center. Except for four pairs of house and emergency seats, all other unused seats will be placed on sale or returned to the Client no later than 24 hours prior to the performance.

Client must deliver a seating manifest of all consignment or complimentary tickets to both House Management and the Box Office no later than three hours prior to curtain. Client must staff a lobby "Will Call" table to handle any patron issues regarding consignment and complimentary tickets.

Box Office Hours

Regular Box Office hours are Tuesday through Friday 10:00 am to 6:00 pm. Evening and weekend hours are contingent on performances. On weekend and holiday performance days the Box Office will open at least two hours prior to the first curtain and remain open through intermission. The Box Office is closed Saturday –Monday and holidays, when there are no performances.

PRODUCTION AND STAGE OPERATION

Technical Requirements Deadline

Client must provide The Center with the complete technical requirements, including lighting plots, sound requirements and stage plots for each performance no later than four weeks prior to the performance(s). Failing to alert The Center to special effects that make use of or produce fire, smoke, ice, water, synthetic snow, confetti, balloons or other special effects will be considered breach of contract and may put your performance in jeopardy as well as incur fines. Client must also provide estimated time of load-in, technical rehearsals and load-out. Note that haze, smoke and fog effects require a campus electrician to monitor the fire alarm system at additional cost.

Technical Personnel

All groups using The Center are obligated to use The Center’s technical personnel. The size of the crew will depend on the nature of the event and will be determined solely by The Center’s Production Manager once the schedule and needs of the production are assessed.

Union Affiliation

The Center’s professional crew work under the auspices of a State University of New York union (United University Professions). There are overtime, meal break and other work rules for stage crew. The specifics of the work rules are detailed in an attached appendix.

The Center is in the region under the jurisdiction of the International Alliance of Theatrical Stage Employees (IATSE) Local One. However, IATSE crews and regulations apply only if a production employing IATSE staff is present. If Client is obligated or becomes obligated to hire IATSE stage personnel for its production, it must immediately notify The Center. Similarly, if The Center becomes obligated to hire IATSE stage personnel, it will notify Client immediately.

An affiliation with IATSE will not invalidate the Client’s obligation to hire and compensate non-IATSE crew deemed necessary by The Center for the proper operation of the event. Due to the limitations of New York State payroll systems The Center cannot pay IATSE crews; payment must be made through the union by arrangement with IATSE representatives.

Backstage Personnel Work Rules

Additional Calls

Center crew members are freelance technicians who may not be able to continue to work past the originally scheduled call time. In the event that it is necessary to add time to a call or increase the number of crew persons at the last minute please be aware that this will only be possible if: 1) The Center is made aware of the request in advance; 2) the space is available and 3) the crew is available. The Center cannot guarantee that it will be able to provide the Client with additional crew members, unless the request is made five business days in advance of the call.

If additional crew work time becomes necessary, and the crew and space are available for this time, then The Center will not refuse reasonable requests for additional time. The Client, or the Client's representative, with the power to guarantee, in writing, payment for additional crew hours must be present. Crew hours that are requested after the execution of the contract may be overtime hours.

If an additional crew call is scheduled with less than twelve hours notice, or with less than an eight hour break between calls, then crew members will receive 1.5 times the salary listed on the rate card for their work on the additional call.

Responsibilities

Crew members may not be asked to run errands that will take them away from their primary responsibilities or outside of The Center. The Client must provide or arrange for a runner if non-technical tasks or errands are anticipated.

Stage hands for the Client's event are drawn from the regular freelance house crew for The Center. Their responsibilities go beyond the duties assigned to them for the Client's event. They are on call to maintain and protect the space as well as to assist the Client with its event. The crew's call may begin before the Client's personnel arrive and continues after the performance duties are finished; they are required to stay until all audience and performers have left. The set-up, clean-up and lock-up time is a part of the Client's labor bill.

Stage Equipment

Lighting: The Center makes available limited "white wash" lighting in the proscenium theatres. Additional lighting instruments are available at additional cost. The time needed to hang additional or altered lighting and to restore the "house hang" will be at the Client's expense. This work will be scheduled prior to and following the Client's occupancy and is a part of Client's use of the space.

Sound: The Center has available a standard public address system and additional sound reinforcement equipment can be made available based upon the needs of a Client's event. As with lighting, the cost varies with the amount of equipment and the time needed to set up and restore.

Additional Equipment Rental

Client's event may require the rental of additional Center equipment not part of that listed above. Discussion with Center staff regarding the need for, availability of and cost of

this equipment will be a part of the planning process. Any cost connected with the use of such equipment will be a part of the event estimate.

If additional equipment not owned by The Center is needed, the Client must arrange for the rental of such equipment. The Client shall be responsible for all expenses related to delivery, use and pick-up of such equipment. The Center does not make any guarantee with respect to the quality and function of such additional equipment. Delivery and pick-up of rental equipment must be coordinated with The Center's Production Manager.

If Client uses wireless devices such as microphones or radios other than those provided by The Center the frequencies of the devices must be cleared in advance, as they may conflict with other wireless communications at the College.

Audio or Video Recording or Broadcast

Client or Client's agents or representatives may not record or broadcast the event without prior written approval of The Center. Should permission be granted, equipment must be set up prior to the opening of the house and may in no way interfere with the performance. Requests to record or broadcast the event must be submitted no later than four weeks prior to the performance.

HOUSE MANAGEMENT AND PUBLIC AREAS

Signage

Although the use of signs is specifically restricted (see General Facility Regulations) internal signage related to the event may be placed in the lobbies on the day of the event. Regulations and details regarding the form and placement of this signage are available on request. Plans for signage must be coordinated with The Center's House Manager, who has final approval.

There are some locations where banners may be displayed by prior arrangement with Center staff. The Center also has a limited number of easels available for event signage. They must be requested from House Management no later than five days prior to the event.

If interior signs are needed to direct the Client's personnel they must be provided and posted by the Client after approval by Center House Management.

The Center operates a number of concessions in its lobby and public areas, including but not limited to food, drink, merchandise, tours and performances. Client's activity in the lobby or other public areas may not interfere with Center's activities in any way.

Concessions

Food and beverage concession service is provided by The Center's Café for most public events. No other food or beverage sales are permitted when the Café is open. All concession sales shall be at the discretion of The Center and require prior approval.

Requests to operate concessions must be submitted at least ten business days prior to the date of the event.

Merchandise Sales

The Center permits merchandising of materials related to the Client's Event. Approval must be obtained in advance from The Center no less than ten business days prior to the event. Client will be charged for the labor hired to sell Client's materials and The Center will receive a percentage commission fee of total sales at the rates listed on The Center's current rate sheets.

Arrangements must be made if merchandise arrival and storage is needed more than two business days before an event. Any unsold merchandise must be removed from the building immediately following the event unless specific arrangements are made with Center House Management for storage. If items are stored they must be removed no later than three business days following the event.

Food and Drink

No food or beverage may be served or distributed in The Center lobby without specific permission of Center House Management.

The Center does not provide catering services. Catering for special events must be arranged directly with a caterer. If outside caterers are used they must be contracted by the Client and provide necessary catering and liquor permits. Arrangements for catering must be made by the Client and coordinated with Center Management.

Garbage resulting from food or beverage service must be bagged and removed to the building dumpsters immediately following the completion of an event by caterers or Client personnel. College custodians are responsible for general cleanliness for the event, not for food related garbage. The Client is ultimately responsible for garbage removal.

Security

The College requires that all public events have uniformed security prior to performance. The fee for public event security includes University Police officers assigned to the lobby and other areas as appropriate. The number of officers and their assignments are determined solely by University Police based on the size and nature of the event. Additional security may be required for high-profile events at the discretion of University Police. The Client will be charged accordingly for any necessary additional security.

Lobby Usage and Access

Upon written request by Client, the lobbies may be available for event preparation prior to and following Client's event. If needed, Client must request the specific hours of lobby needs with the Booking Manager.

The large, long Plexiglas structures in the Upper Lobby are collectively a sculptural art installation entitled "Elusion." They cannot be moved.

If any lobby area is to be used for a gathering or any purpose other than access to theatres it must be specifically reserved with the Booking Manager and appropriate planning for its use made with Center House Management staff. Access to lobby areas before 10:00am and after 6:00pm on a day other than your event day may incur additional costs.

In compliance with New York State law exit doors, fire alarm boxes, AED stations and other emergency equipment and egress paths must not be obstructed. Furniture, equipment or décor placed in the lobby must conform to applicable NYS code requirements. Determination of appropriate placement and clearances will be made solely by Center House Managers in consultation with the College Environmental Health and Safety Manager and may not be altered. These determinations are not negotiable.

Sound Control

Live or recorded music and amplified sound of any kind in the lobbies may interfere with other events taking place in other spaces. Consequently, both the use of live music or amplified sound and the volume levels of any such sound will be determined solely by Center staff and are not negotiable.

Lobby Audio and Video Equipment

The lobby sound system can be used for the entire lobby area or for specific sections. There are two wireless microphones for announcements or presentations and music CDs may be played through the system. The video monitors in the individual theatre lobbies a closed circuit video feeds of inside the theatre. Arrangements must be made in advance with Center House Management staff for the use of this equipment. Operation of these systems and volume levels are controlled by Center staff exclusively as noted above.

Other Lobby Equipment

The Center has a limited number of tables, table linens and easels available for use in addition to tables and chairs that may be available from College stock. Arrangements must be made with Center House Managers five business days in advance of the event, as availability varies. Center linens may not be placed on tables that will be used for food service or eating.

Ushers

The Center requires a minimum number of ushers and house staff for all public and private events. The Center, at its sole discretion, will determine the number of ushers and house staff needed for an event.

The ushers' primary duty is to ensure the safety of patrons, visitors and guests as well as to welcome and assist them. They do not serve food or drink, act as custodians, babysit or do other tasks unrelated to their primary responsibilities.

Ushers maintain and protect the space as well as assist the Client with the event. The usher's call may begin before Client's personnel arrive and continue after the performance duties are finished; they are required to stay until all audience and

performers have left the public areas. The set-up, clean-up and lock-up time is a part of Client's labor bill.

MARKETING AND PUBLICITY

Marketing

The Center does not provide press and marketing services, nor does it arrange for paid advertising or other marketing for Client's event.

Marketing and publicity materials are subject to review and written approval by The Center prior to distribution; such approval will not be unreasonably withheld. All event promotional materials must be submitted to The Center by the Client ten business days prior to the proposed ticket on sale date or publicity release date. Materials shall include press releases, public service announcements, advertising, posters, flyers, program copy, postcards, invitations and electronic media.

The Center does not have exterior or lobby display locations for marketing purposes. Posters and other visual materials cannot be placed on the front of the building or in the lobby areas prior to the day of the event.

Credit to The Center

Unless otherwise negotiated, Client shall provide for the following credit to appear on all advertising and on the title page of its program above the title:

“Presented at The Performing Arts Center Purchase College by [insert Client name].”

Client shall refer to The Center in all materials as:

The Performing Arts Center
Purchase College
Box Office Telephone: 914 251-6200
Website: www.artscenter.org

Website

If The Center is selling tickets to the general public to Client's event, we will include a listing for the event on our website at no charge to Client.

When Client returns signed contract, deposit and Ticket Set-Up Form to The Center, please include the following:

1. A short, two-sentence description of event;
2. The credit to be used to advertise the event; e.g., “X presents Y [artist] in Concert”
3. An approved image in a low-resolution electronic file

Programs

Clients must provide their own programs for events. All programs must be delivered to The Center no later than four hours before curtain time.

SUMMARY OF DEADLINES

10 Business Days Prior to Ticket On-Sale Date

Photographic image for center website submitted
Short blurb describing event submitted
Promotional materials submitted

5 Business Days Prior to Ticket On-Sale Date

Ticket pricing and printing information due

Ticket On-Sale Date

Contract signed
50% deposit paid by check

4 Weeks Prior to Event

Technical rider and requirements due
Request to record or broadcast event due
Notification of pyrotechnic devices due

10 Business Days Prior to Event

Balance of estimated expenses paid by check
Insurance Certificate due
Concession request submitted

5 Business Days Prior to Event

Request for additional crew calls needed
Request for additional lobby equipment needed

24 Hours Prior to Load-In

List of Client personnel due

4 Hours Before Curtain Time

Programs for public events due

PERFORMING ARTS CENTER CONTACT LIST

Director Harry McFadden
General Manager Dan Sedgwick

Booking Manager:
Kimberly Cook
914 251-6196
kimberly.cook@purchase.edu

Production Manager:
Christy Havard
914 251-6266
christy.havard@purchase.edu

House Manager:
Leah Springer
914 251-6198
leah.springer@purchase.edu

Box Office Manager:
Tania Mather
914 251-6212
tania.mather@purchase.edu

Assistant Production Manager:
Pete Specce
914.251.6221
Peter.specce@purchase.edu

Assistant House Manager:
Janice Kahl
914.251.6264
janice.kahl@purchase.edu

Assistant Box Office Manager:
Jessica Damrow-Sherman
914.251.6214
Jessica.damrow@purchase.edu