Buskirk-Chumley
Theater Facility
Policies & Procedures

Venue: 114 E Kirkwood Ave
Bloomington, IN 47408
812.323.3020
www.buskirkchumley.org

Photos: Buskirk-Chumley
Theater building and Box Office

Updated November 2023
WELCOME TO THE BUSKIRK-CHUMLEY THEATER

The independent nonprofit, BCT Management, Inc., operates the historic Buskirk-Chumley Theater. Located in the heart of downtown Bloomington, Indiana, the venue hosts over 200 events a year, inviting more than 50,000 patrons. The Buskirk-Chumley Theater is a performing arts center, a downtown anchor, and a public arts incubator allowing patrons a place to celebrate, discuss important moments, harness the power of human connection, and create engaging experiences for Bloomington residents, Indiana University students, and visitors.

Rentals are typically reserved 6-12 months in advance in order to secure preferred dates. We make every effort to accommodate your organization’s request.

This handbook provides an overview of the Theatre’s rental policies, venue operations, capabilities, and limitations—all of which are subject to change. Rental groups are responsible for abiding by these policies.

The objectives of these policies are:
- To assist our renters and event planners in executing high quality events
- To ensure patrons have a safe and enjoyable experience
- To be good stewards of our resources which include the Theatre's staff, equipment, and facilities

Outstanding events begin with thoughtful planning and clear communication. Please review this information and contact us with questions. We look forward to working with you!

   ~ The Buskirk-Chumley Theater Staff

Contacts

**Steve Versaw**
Executive Director
director@buskirkchumley.org

**Jordan Ferguson**
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**David DeSante**
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**Paige Talbert**
Ticketing Director
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**Casey Rich**
Marketing Director
marketing@buskirkchumley.org

Hours of Operation
Box Office is open Tuesday through Friday, 11am-5pm and Saturday 12pm-5pm.

Sellable Venue Capacities
Auditorium Fixed Seats..........................551
Auditorium Fixed Seats + Pit Seats..............614
FACILITY RESERVATION PROCESS

A 60-day advance reservation is requested for rentals. The theater is currently setting its schedule for the upcoming 6-9 months in advance.

To reserve space at the Buskirk-Chumley Theater:
1. Visit the Buskirk-Chumley Theater website (buskirkchumley.org) and review fees, policies, and technical specifications of our performance facilities.
2. Email events@buskirkchumley.org to schedule a tour, place a hold on the calendar, or take next steps to rent the theater including a contract and deposit. Interested renters can also complete a Rental Application that is on our website.
3. A staff member will be in touch letting the renter know the status of their inquiry.
4. If an interested renter places a hold on the calendar, they can have the hold until staff reaches out or if another interested renter wants the date. At that time the first hold renter will have to decide to book or release the date.
5. Theater staff will reach out to the renter with a list of questions that the renter will answer and email back to staff. This will allow staff to put together a contract that lists estimated expenses. Theater staff will send the contract to the renter via DocuSign. The signed contract and non-refundable, non-transferable deposit per rental day will be due within two weeks of receiving the contract. The date is not confirmed until the signed contract and deposit are received. The deposit will be applied to the final invoice. (Note: For first time renters of the Buskirk-Chumley Theater, BCT Management, Inc. reserves the right to require 50% payment of estimated expenses towards the projected rental costs 30 days prior to the event day.)
6. The renter completes the Ticketing and Publicity Form at least two months before the event date. This deadline is indicated on the contract. No ticketing or publicity for the event can take place until this form is received. (Note: If any significant changes are made to ticketing after the event has been set up the renter will be subject to an additional fee.)
7. The renter obtains a Certificate of Insurance (COI) for the date(s) of the event at least two months before the event date.
8. The renter completes the Tech Form at least three weeks before the event date. This deadline is indicated on the contract. If this form is not received at least three weeks before the event date, some requests may not be able to be fulfilled.
9. The renter can schedule a meeting with theater staff to go through details of the event, equipment, and any other questions or concerns.
10. Settlement schedule will be mutually agreed upon, but should try to be made no later than three (3) working days following Renters final performance. For settlement the night of the show, arrangements must be made by the Renter no less than two weeks in advance. Settlement documents including (as may be applicable) a final ticket sales report, invoice, and account statement will be emailed to the Contact address listed on the contract. The final rental invoice is charged against total ticket sales. If necessary, Renter may arrange to pay the rental invoice in full and receive a check for total ticket sales. If ticket sales revenue exceeds total invoice amount, a check for the overage will be mailed to the Renter at the address listed on the contract. Accounts with balance due to BCTM after 30 days are subject to a monthly finance charge of 10%. Accounts not fully paid after 90 days will be handed to a 3rd Party Debt Collection Service.
EVENT PLANNING CHECKLIST

☐ Renter places a hold on the calendar and works with Director of Operations to reserve date

☐ Renter returns answers to contract questions to the Director of Operations who sends renter contract that includes estimated rental expenses

☐ Renter signs contract via DocuSign

☐ Renter submits non-refundable, non-transferrable deposit(s)

☐ 2 months before first rental day: Renter completes and submits Ticketing and Publicity form to Director of Operations

☐ Theater places tickets on-sale / Marketing may begin

☐ 2 months before first rental day: Renter submits Certificate of Insurance to Director of Operations ($1M per instance and $2M aggregate; names both BCT Management, Inc. and the City of Bloomington as additional insured.)

☐ 3 weeks before first rental day: Renter completes and submits Technical Form to Director of Operations and can schedule a meeting to talk through event logistics with theater event team

☐ Theater schedules stagehands, arranges obtaining additional technical equipment, etc.

☐ 3 business days after your event: Theater sends final settlement or invoice

☐ 30 days after your event: Invoice is due

NOTES:
**FACILITY ACCESS AND EVENT SCHEDULING**

**Facility Availability to Renter During Contract Period:**

1. Renter venue access on rental date(s) is from 8am-midnight. Staff will base their schedule and arrival times based on the day-of show schedule the renter provides. On-site meetings with Buskirk-Chumley Theater staff must be scheduled in advance.
2. The renter will have access to upstairs history exhibit, inner lobby, outer lobby, box office, dressing rooms, and auditorium. Note: One-Hour weddings will not have access to the auditorium, box office, or dressing rooms.
3. Renters and performers should enter the theater through the South door entrance behind the theater adjacent to the 4th and Washington parking lot. Please do not enter through the Box Office.
4. Buskirk-Chumley Theater lobby doors are locked daily and are open roughly one hour prior to event start.
5. Delivery and pickup of event related equipment, set, props, and/or costumes should be scheduled during the rental period with strike and load-out occurring immediately following the performance. Property left after a 48-hour period will be disposed of or utilized at the theater’s discretion.
6. Storage closets are for sole use of the Buskirk-Chumley Theater. The Theater is unable to provide tools, construction materials, scenery, props, costumes, or storage.
7. Renter should keep all aisles clear for emergencies.

**Facility Availability to Others During Contract Period:**
Should a renter event skip days or only use the space a portion of a day, the Theatre reserves the right to schedule the venue for another non-conflicting use. The cost to restore the venue to base condition will be the responsibility of the producer of the added event.

**For your rental period, the Appalachian Theatre needs an event day schedule:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Notes/Other Activity/Deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renter arrival/load-in time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup of equipment, focus lights, run sound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artist/Performer arrival <em>(if applicable)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliveries - Caterer/Florist/Programs/etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run-through <em>(if applicable)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soundcheck <em>(if applicable)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors Open to Public</td>
<td>30 minutes before show starts</td>
<td></td>
</tr>
<tr>
<td>Pre-show Announcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Begins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermission <em>(usually 15 minutes)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Set/Act</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strike &amp; Load-out of renter’s equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Ends</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caterer/Florist/Vendor cleanup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue closes</td>
<td>12am</td>
<td>Renter and renter things must be out of the venue</td>
</tr>
</tbody>
</table>

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BILLING - BASE RENT & STAFF CHARGES

Renters are financially responsible for all services provided on their behalf. Estimates are provided based upon the information provided by the renter. A final invoice will be prepared reflecting the actual goods and services provided. Additional services that are not part of the original contract shall be billed accordingly on the final invoice.

Labor rates apply whenever our stagehands or house staff perform services necessary for the event. Crew size, call times, and duties assigned are determined by the Technical and Assistant Technical Director and theater management. Only approved personnel may operate Buskirk-Chumley Theater equipment.

**Base Rental Fee**
Includes: venue access from 8am-midnight, event consulting, Events Coordinator, Box Office staff, Concessions staff, Usiers, technical equipment, basic cleaning, facility utilities, marquee space, and the basic event marketing package.

**Union Tech Labor**
Includes: The highest quality technical experience for artists and the audience. The BCT proudly supports IATSE Local 618 International Alliance of Theatrical Stage Employees. Current rates noted on page 3.

**Box Office Set-Up Fee**
Includes: seating chart build, pricing execution, physical Box Office location and staffing for patron accessibility, and website integration.

**Ticket Sales / Credit Card Processing Fee**
4% of ticket sales. Covers credit card taxes and fees, ticket stock, and ticket envelopes.

**Venue Preservation Fee**
A Historic Independent Venue Preservation Fee of $4 will be added on top of the publicly ticketed (net gross) price, and will be used to sustain the Buskirk-Chumley Theater, a non-profit center for the performing arts.

### Additional Event Options Upon Request
<table>
<thead>
<tr>
<th>Base Marketing (included with rental)</th>
<th>Cost</th>
<th>Add-On Marketing</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marquee Listing</td>
<td>Free</td>
<td>Featured Slide on BCT Website Home Page</td>
<td>$50</td>
</tr>
<tr>
<td>On-Site Display Case Listing</td>
<td>Free</td>
<td>Sidebar Ad in Events Feed BCT Website (2 max)</td>
<td>$50</td>
</tr>
<tr>
<td>Event Listing on Website</td>
<td>Free</td>
<td>Poster / Flyer Distribution (provided materials)</td>
<td>$200</td>
</tr>
<tr>
<td>Event Listing on Facebook</td>
<td>Free</td>
<td>Dedicated Social Ads posted via BCT accounts (4)</td>
<td>$40</td>
</tr>
<tr>
<td>Organic Social Posts</td>
<td>Free</td>
<td>Dedicated Ads in The Ryder</td>
<td>market</td>
</tr>
<tr>
<td>Event Featured in “Upcoming/Recently Announced” Listings</td>
<td>Free</td>
<td>Dedicated Ads in the IDS</td>
<td>market</td>
</tr>
<tr>
<td>Event Featured in “Month Ahead” Email Blasts</td>
<td>Free</td>
<td>Dedicated Email Blasts (2)</td>
<td>$100</td>
</tr>
<tr>
<td>Promotional Materials Displayed in Box Office (if provided)</td>
<td>Free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotional Materials Displayed at events (if provided)</td>
<td>Free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional features (as available) in publications</td>
<td>Free</td>
<td></td>
<td></td>
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</tbody>
</table>

### Technical / Production
<table>
<thead>
<tr>
<th>Cost</th>
<th>Operation / Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200/day</td>
<td>Cleaning Fee for Outside Catering</td>
</tr>
<tr>
<td>$225</td>
<td>Yamaha C-7 Baby Grand Piano Use &amp; Tuning</td>
</tr>
<tr>
<td>$200</td>
<td>Yamaha C-7 Baby Grand Piano Moved to Orch Pit</td>
</tr>
<tr>
<td>$150</td>
<td>Stage Extension A (adds 8' to front of stage)</td>
</tr>
<tr>
<td>$300</td>
<td>Stage Extension A+B (adds 10' to front of stage)</td>
</tr>
<tr>
<td>$100</td>
<td>Film Rights / Booking / Shipping</td>
</tr>
<tr>
<td>$100</td>
<td>Indiana “Dogbone” Neon Hanging Sign on Stage</td>
</tr>
<tr>
<td>$100/camera</td>
<td>Camera Rental</td>
</tr>
<tr>
<td>Cost + $50</td>
<td>Marley Dance Floor</td>
</tr>
<tr>
<td>Cost + $50</td>
<td>Hazers</td>
</tr>
</tbody>
</table>

### Backline Coordination / Additional Microphone Packages
<table>
<thead>
<tr>
<th>Cost + $50</th>
<th>Box Office Set-Up Fee</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150</td>
</tr>
<tr>
<td>$125</td>
</tr>
<tr>
<td>$125</td>
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<tr>
<td>$250</td>
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<td>$250</td>
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<tr>
<td>$250</td>
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</tbody>
</table>
Technical Union Labor Fees
A union member must be present any time you are in the auditorium/on stage, and a minimum $300 labor fee per day is required.

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
<th>Additional Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Director</td>
<td>$37.50/hr</td>
<td>$56.70/hr Overtime and Sunday*</td>
</tr>
<tr>
<td>Stagehand</td>
<td>$27.77/hr</td>
<td>$36.40/hr Overtime and Sunday*</td>
</tr>
<tr>
<td>Truck Loader: Per Truck IN</td>
<td>$81.30/truck</td>
<td>$123/truck Overtime and Sunday*</td>
</tr>
<tr>
<td>Truck Loader: Per Truck OUT</td>
<td>$81.30/truck</td>
<td>$123/truck Overtime and Sunday*</td>
</tr>
<tr>
<td>Performance Crew: Flat Rate Per Performance</td>
<td>$97.40/hr</td>
<td>$146.60/Flat Rate Per Performance Overtime and Sunday*</td>
</tr>
<tr>
<td>Television and Videotaping (4 hour minimum)</td>
<td>$28.90/hr</td>
<td>$43.90/hr Overtime and Sunday*</td>
</tr>
</tbody>
</table>

The Buskirk-Chumley Theater is a union-operated facility. All of our technical staff are members of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artist and Allied Crafts of the United States, Its Territories, and Canada, Local 618.

Overtime and Sunday Labor Charges
Overtime is considered after 8 hours in one day, before 8am, after midnight, and all day on Sunday and Holidays. Holidays include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and two floating holidays.

Technical Labor Quotes
Technical labor costs depend on the length and complexity of your event. We can develop an accurate estimate of your technical labor fees based on your plans. For technical questions please contact both tech@buskirkchumley.org and events@buskirkchumley.org

Performance vs Rehearsal Rate
Performance rental rates apply to any event with an audience and provides for one attended event. Rehearsal rental rate applies to any other use for the renter’s event, including but not limited to: deliveries, load-in, installation, configuration, programming or cueing of any equipment, rehearsals, strike, and load-out. If the venue is rented at the rehearsal rate, only authorized personnel for the renter and Theater are permitted within the venue. If an audience of any kind is present, the performance rental rate applies.

Cancellation / Reschedule
Once verbal commitment is made for rental of a specific date(s), the Renter is required to pay the non-refundable, non-transferable deposit fee per each rental date. This deposit will be applied to the total charges of rental upon completion of event and this contract herein. However, if an event is cancelled or rescheduled once the contract for rental is signed, rental fees (excluding labor, and actual day of event expenses) will be assessed in the following manner:

- Less than 60 days in advance ........100% of rental fee due
- Less than 90 days in advance........50% of rental fee due
- More than 90 days in advance.......deposit fee only due

LIABILITY, DAMAGES, AND CLEANING
Insurance and Taxes
During the engagement, the Renter agrees to carry and maintain the following insurance:

1. Certificate of Insurance (general liability) for the date(s) of their event for $1 million per occurrence and at least $2 million in the general aggregate, and naming BCT Management, Inc. and the City of Bloomington as additional insured. Proof of this insurance must be provided to BCTM no less than two weeks in advance of the first rental date. Renter further agrees to remove all items affiliated with their rental from the theater at the conclusion of their rental date(s) for which their insurance provides coverage.
2. Workmen’s Compensation and Disability Insurance covering Renters employees, and all other employees for...
which the Renter becomes responsible as stated in contract with the Attraction being presented, and to require independent contractors engaged by or on personal property contained therein to carry and maintain Workmen’s Compensation insurance covering their employees.

3. Renter agrees to be solely responsible for all sums payable for Social Security, Unemployment Insurance, Disability Benefits, and other charges in connection with Lessee’s employees.

Renters are financially responsible for all damage caused in connection with the rental event. No taping or tacking on the walls is permitted.

Additional cleaning expenses incurred as a result of rental events will be reflected in settlement.

Copyright / ASCAP / BMI
Securing and payment for performing rights is the responsibility of Renter.

SAFETY AND SECURITY POLICY
The following policies must be followed to ensure the safety of Theater staff, volunteers, artists, and patrons.

1. Activities that block or obstruct access aisles or any doorway (in the theatre, lobby or backstage) violates fire laws putting patrons at risk and are not permitted.
2. All cables in public areas must be taped down with approved gaff tape.
3. If a “highly mobile” audience is expected (i.e. families with children, award ceremonies,...), a house light level of at least 20% light is recommended.
4. Candles, open flame, flash pots, or pyrotechnics may not be used anywhere in the facility. Use of theatrical foggers, hazers, and smoke machines must be approved in advance by the Technical Director.
5. The Theater retains the right to interrupt or terminate any performance in the interest of public safety or due to violation of the terms of the agreement.
6. Renters must comply with all safety standards (i.e. OSHA) and ensure that attendees abide by generally accepted safety practices to reduce injury or harm to persons or Buskirk-Chumley Theater property.
7. Tobacco, vaping, or smoking are not permitted anywhere inside the facility.
8. Buskirk-Chumley Theater regulations restrict the use of alcohol to those 21 and over and prohibit the use of illegal drugs on Buskirk-Chumley Theater property.
9. Outside security may be scheduled by Buskirk-Chumley Theater or can also be requested by the renter at an additional fee for the renter.
10. Candles and open flames are not permitted.
11. Renter confirms that they do not and will not discriminate against patrons or participants because of race, religion, color, sex, gender identification, age, national origin, disability, marital status, or sexual orientation.

Inappropriate Behavior
Inappropriate behavior includes any activity that disrupts or interferes with BCT Management operations or the rights of staff, patrons, promoters, or touring staff, and monopolizes BCT Management staff resources, creates a safety risk (implied or otherwise), damages or has the potential to damage theater materials, facilities, and property, and other inappropriate behavior. BCT Management staff reserve the right to determine what constitutes inappropriate behavior and upon making the determination inappropriate behavior has occurred, this rental contract is terminated.

Examples of inappropriate behavior not permitted includes, but is not limited to:

- Any disrespectful and discourteous behavior towards BCT staff, such as shouting, elevating voice volume, arguing, use of profanity, and/or any disruptive behavior which interferes with the rights of others or infringes upon a staff member’s ability to perform their job.
- Requesting or demanding (implied or otherwise) BCT Management staff to engage in behavior that violates local, state, or national law.
- Loud, abusive, profane, or obscene language to anyone in theater.
- Any form of sexual misconduct, including exposure, offensive or unwelcome touching, conversation, and sexual harassment.
- Being under the influence of or in possession of alcohol or illegal drugs.
• Possession and/or display of weapons, except those allowed under Indiana State Law.
• Entrance or exit from unauthorized doors or accessing unauthorized areas.
• Behavior that presents danger to the life, well-being, or safety of others.

SERVICE ANIMALS
Trained service animals are permitted on site and management should be notified if they are expected. Handlers/owners must confirm the following:

1. The animal is a Service Animal required for a disability.
2. What work or task the animal has been trained to perform related to the individual’s disability.

Service Animals must be well behaved, remain under the control of the handler/owner at all times, and may not be left unaccompanied. Emotional support animals or pets not deemed service animals by the Americans for Disabilities Act are not permitted within the venue.

OUTSIDE FOOD AND DRINK
The Buskirk-Chumley Theater does not allow outside food or drink other than water bottles. Food and drink from Buskirk-Chumley Theater concessions and BluBoy Chocolate and Coffee Shop is permitted into the auditorium.

CONCESSIONS AND CATERING
Buskirk-Chumley Theater sells concessions at all public events (including beer, wine, and spirits) unless mutually agreed upon beforehand. Due to Indiana liquor license laws, Renter may not sell or distribute alcoholic beverage items at the Buskirk-Chumley Theater. Alcohol is not permitted outside of the theater or under the marquee. Concessions accepts debit or credit card only. Food items made available for the public must be provided by a licensed restaurant/caterer and will be subject to a $150 catering cleaning fee. All catering information (load in/out timing, parking, set up location, and serving equipment, etc.) must be advanced with the Director of Operations leading up to the event and clearly communicated for allowance into the venue. Artists are allowed to have alcohol in the green room if they are 21+.

RESTROOMS
There are two gender-neutral accessible restrooms on the main level of the theater. We also have multi-stall restrooms upstairs.

VOLUNTEER USHERS
Buskirk-Chumley Theater is permitted to have volunteer ushers to assist at events with greeting, seating, ticket taking, etc. If you plan to have your own volunteers in any capacity please let theater staff know so we can plan accordingly.

ACCESSIBILITY
Seating
The wheelchair section is H301-303 & K301-306, chairs with liftable arms are in rows M & D, and bench seats are upstairs. We do not have an elevator. We also have kids’ booster seats available upon request!

Hearing
Hearing assistance devices are available in the tech booth. Ear plugs are available in the usher closet. Please ask a volunteer usher or staff member for assistance.

TAPE, SIGNS, AND DECOR
1. The use of tape or fixatives on the walls, furniture, or fixtures is prohibited.
2. Furniture, lobby artwork, and displays may not be moved, covered, or altered without permission from Buskirk-Chumley Theater staff.
3. Glitter, confetti, spray-on makeup, body paint and glitter paper may not be used inside the performance facilities. In the event these items are used in the theater, additional cleaning fees will apply.

**TICKETING YOUR EVENT**

The Buskirk-Chumley Theater Box Office is the sole ticketing provider for events in the theater or community room.

Using The Appalachian Theatre Box Office:
A maximum of 100 renter or “promoter” tickets, generated by the Buskirk-Chumley Theater Box Office may be sold at an off-site physical location, but any online sales must run through the Buskirk-Chumley Theater Box Office website. Renter will be charge 4% on all ticket sales to cover credit card fees and taxes.

Any patron seeking access to a ticketed event at the theater must possess a ticket (complimentary, paid, promoter, or other) generated by the Buskirk-Chumley Theater Box Office. Renters may provide badges or passes to substitute for BCT-generated tickets. If the BCT is a venue for a multi-venue festival or event, the BCT must handle all ticketing. The rental fees indicated on your contract are based on your understanding and portrayal of your event at the time the contract was written.

Box office fees are subject to change if the event’s format or complexity changes after signing the contract. Events requiring complex ticketing arrangements (numerous ticket types, packages, or other elements) or that involve multiple locations may be assessed a “festival fee” of $250.

Off-site advance sales must be closed and unsold tickets returned to the Buskirk-Chumley Theater Box Office one day prior to your performance date for accounting and settlement purposes. The guest list should be given to the box office no later than two hours prior to show (24 hours preferable). BCTM will hold 15 complimentary tickets to any event presented at the Buskirk-Chumley Theater, as “house seats” to be utilized as they see fit.

A Historic Independent Venue Preservation Fee of $4 will be added on top of the publicly ticketed (net gross) price, and will be used to sustain the Buskirk-Chumley Theater, a non-profit center for the performing arts.

Ticket revenue is applied to the final rental bill and renters are either billed for the discrepancy or issued a check for any overage.

Buskirk-Chumley Theater maintains its website at www.buskirkchumley.org where it provides an event listing and website link for your rental event.

To setup ticketing the Renter completes the Ticketing & Publicity Form provided, and:
1. Communicates with the Ticketing Director to discuss ticketing needs.
2. Communicates with the Marketing Director to discuss add-on marketing needs.
3. Requests complimentary tickets in advance of event day.

The Ticketing & Publicity Form is due to the theater no later than two months before the event start date and prior to any public announcement:

a. Title of performance, date(s), and time(s)
b. Ticket prices, and description of price levels and classes (e.g. Children = 12 and under)
c. General description of performance and photo
d. Seating configuration preference (e.g. general admission versus reserved seating and any additional activities that may impact day of show schedule, seating arrangement, or capacity of venue.)

A $150 “Significant Change Fee” can be applied to the final invoice for each significant ticketing update made after the public information and public schedule has been announced.
MERCHANDISE FEE & MERCHANDISE SELLERS
As a normal practice, BCTM believes that Artists should retain their merchandise revenue and not be charged a percentage or merchandising fee. Merchandise includes anything offered for sale by an artist or promoter at the Buskirk-Chumley Theater, and specifically includes CD’s, t-shirts, etc. Renter is responsible for communicating all aspects of this agreement to talent, and including the Director of Operations and/or BCT House Manager in any merchandising plans for the event. BCTM will implement a labor charge of $150 per merchandise seller supplied by the venue. Sellers may be paid directly by renter, or invoiced at time of settlement. The Buskirk-Chumley Theater can provide a cash box and $200 cash for selling if notified before the day-of the event. The Buskirk-Chumley Theater does not provide an electronic mode of sale for renters. Merch sales are limited to our historic lobby space and we can accommodate two 6-foot tables. Merch should be set up before doors open to the public.

FILM RIGHTS
If you are interested in presenting a film at the theater Buskirk-Chumley Theater staff can assist with obtaining film rights. We can also provide estimates on film titles in advance.

TECH INFO
The Technical Information Form is due no later than 3 weeks before the event date. Renter will provide the following info to the theater on this form:
   a. List of technical equipment needs and additional equipment being brought in from outside
   b. Production/Day of Show schedule (Arrival to Theater, Departure from Theater, Plan while in the Theater)
   c. Stage plot (where each musician, set piece, chairs, etc. will be on stage)
   d. General script when applicable
   e. Day of Show contact information – including cell phone

Stage Labor
It is understood and agreed that management has the sole right and discernment to allow renter to use non-union or voluntary stagehands for specific purposes. The Renter and the Technical Director and/or Union Representative will discuss number of union hands and volunteer hands that will be needed on an event-by-event basis. It is understood that if union labor is involved, all parties will abide by the contract between the Buskirk-Chumley Theater and IATSE Local #618.

Sound
If sound equipment is carried by the performance company, the Technical Director, after consultation with representatives of the company, may permit use of the company’s equipment in conjunction with the house system.

Your event’s day of show technical contact and our Tech/Assistant Tech Director will work together to plan for the most appropriate sound enhancement for your event. A sound check at least 45 minutes before doors open is recommended.

Sound and Video files should be submitted in advance to confirm compatibility.

The Buskirk-Chumley Theater reserves the right to control all sound levels involved with any rental or production and will be monitored with decibel meters as required by OSHA.

Camera Crews/Video and Audio Recording
The Technical Director must be notified in advance of any equipment placed in the theater, such as video or sound equipment. Equipment must be safely set up prior to showtime in an approved position before the house opens.

Production Needs
A working script and detailed day of show schedule are important tools for ensuring productions run smoothly. A working script includes:
   • A written program order of the event/production
   • Notes on who will be on-stage and their activities, crew needs and equipment.
If contracting with a performer, provide their technical rider or contract and stage plot to the Director of Operations.
Our Technical Director will use these notes and rider to determine the specific needs of your rental event.

Pre-Show Music
The Buskirk-Chumley Theater can play pre-show music of your choosing. Please send a Spotify playlist with our Tech Director and/or Assistant Tech Director.

Set-up Times and Crew Calls
Load-in, set-up, sound check, and load-out time must be considered in addition to actual performance times. Our stage crew is required to have a meal break every six (6) hours, with a minimum 4-hour call. In conjunction with your event’s Technical Contact, our Tech Director or Assistant Tech Director will set the size of the crew and call times.

Stage Lighting
The theater house rep plot provides a full stage wash that can be programmed to be a variety of colors. Changes may be made to this layout, but large or highly specialized light plots mean higher staff (and renter) costs. Any special orders of gel or gobos should be requested in advance and the renter will be billed accordingly. Spotlight operator requests must be made ahead of time and the renter will be billed accordingly. Spotlight operators are union and incur a “Performance” call which is a three (3) hour minimum with additional time being billed at regular stagehand rate. Due to the nature of our spotlight positions, we recommend two (2) spotlight operators anytime spotlights are being used.

Video
Requests for AV services must be included in your tech form. It is important to let us know if your video presentation needs sound amplification.

Projection
Front projection capabilities exist in the Theater. Send a link to your video media in advance to the Technical Director to ensure that it is compatible with our system. For film screenings, it is advisable to schedule a screen test prior to the date of the event of the film or video media to confirm compatibility and adjust aspect ratios and sound levels. Apple products require advance discussion with the Technical Director and the renter to provide an appropriate adapter to plug into our equipment.

Production Policies
• Communicating accurate event details in advance is the best way to ensure the quality of your event. Requests for technical needs and artist riders are due at minimum 3 weeks prior to the event.
• Stage setup must be approved by the Technical Director or Assistant Technical Director.
• Any items or units to be flown and all rigging must be approved by Buskirk-Chumley Theater Technical Staff. The Buskirk-Chumley Theater Technical Staff reserves the right to refuse to hang or fly anything deemed unstable or unsafe. Rigging may only be performed by trained Buskirk-Chumley Theater Technical staff or qualified persons approved Buskirk-Chumley Theater technical staff in advance.
• Only gaff tape may be used on the stage floor or to tape down cables. Duct or other tape is not permitted.
• The loading dock door may only be operated by a Buskirk-Chumley Theater staff member and should remain closed and locked when not in use.
• A limited number of items may occasionally be stored in the West and South hallways. These items do not obstruct safe passage and should not be tampered with by renters. There must always be 3 feet of clearance for emergency evacuations.
• Items may not be pinned, hooked, taped, or stitched to the curtains or pipe and rape. Use of curtain clips or theatrical trick line may be used to adjust or “swag” curtains if approved in advance by the Technical Director.

Staffing Your Event
The Buskirk-Chumley Theater staff must be present whenever the venue is in use. A designated representative from the sponsoring/renting organization must be onsite when the facility is open to users or the public.
PARKING
Renters can indicate parking needs on the tech form which can be reserved in the 4th & Washington lot directly behind the theater and will incur an additional fee reflected on settlement. While planning it is important to think about vendor parking needs as well. There are two loading spots located on Kirkwood Avenue in front of the theater that can be utilized for loading/unloading needs if available, but not for parking. Reserved parking will be indicated by orange “do not park” signs the City of Bloomington Parking Department puts up. If someone is parked in a spot that is not with your event, please let the Director of Operations know as soon as possible so actions can happen to remedy the situation. Theater staff will also occasionally put out cones to deter others from parking in reserved spaces. If these are out please remove them, put them to the side, and park in one of your spots! Patrons can find downtown parking info [here](#).
Parking

4th & Washington Lot & Loading Dock