

# How to Apply for a Performance at artspace

Proposals for a performance may be submitted at any time.

Submit performance proposals in person to artspace during gallery hours, email to artspaceorg@gmail.com or mail to artspace, **Performance Series Events, Zero E. 4th St., Richmond, VA 23224**. Email or call the gallery at (804) 232-6464 for more information.

## The proposal should include:

- A statement on the nature of the intended performance
- A resume or biographical information about the performer(s)
- A representative sampling of your work, if applicable (e.g., poetry, if a poetry reading; recording, if a musical performance, etc.)
- Any additional information on you, your work, or past performances that would assist the evaluation of your proposal.
- List any and all dates you wish to schedule an event. **Provide multiple dates** you would be able to perform. This will help the gallery coordinate the best date possible.

## Before booking a performance:

Please make an appointment to view the gallery. artspace makes no representation as to the suitability of the space.\*

Read over the entire contract before committing to schedule an event. Refer to the enclosed attachment to view our rates and fees. **This is not the full contract.** A full contract will be provided for your review after you have agreed upon these rates and have decided artspace will suit your venue needs.

artspace will not add your event to our calendar in any way until a contract is signed -- i.e., no press or publicity will be released regarding your event until said contract is finalized.

\*artspace is a non-profit gallery for the visual and performing arts, promoting the understanding and appreciation of contemporary art. As such, it is in use full-time as a gallery housing paintings, sculptures, and other forms of visual art. Several times a month the space is also used for musical performances, poetry readings, theater performances and other forms of performance art. At no time will the gallery permit such events to interfere with our regularly scheduled exhibitions. Props and equipment used for performance event must be out-of-sight during regular gallery hours. For this reason, any theatrical stage would have to be dismantled between Tuesday-Sunday, from 12-4pm.

artspace prefers to book events several months in advance, but last minute programs can be included if scheduling permits.

**ATTACHMENT**  
**artspace**  
**PERFORMANCE EVENT RATES - NON MEMBERS**

**Thursday - Sunday Rates:**

1 - 2 hours	\$50 Flat Rate Fee
3 - 4 hours	\$75 Flat Rate Fee
5 - 6 hours	\$100 Flat Rate Fee

**Monday - Wednesday Rates:**

Monday - Wednesday events Lasting no more than 4 hours including clean-up by 9:30 p.m.	\$50 Flat Rate Fee
1 - 2 hours additional	\$50 Flat Rate Fee

**Additional Fees:**

Refundable Security Deposit	\$50 Flat Rate Fee
After Hours fee**	\$50 per hour
Cash Bar (optional)	\$150
Rehearsals and recordings (optional)	\$15 per hour

\*\*Events, including clean-up, lasting past midnight will be charged an additional \$50/hour. This amount will be deducted from the deposit and additional fees past that will be billed to the Performer. *All loud music must end by 10:30 p.m. to comply with City of Richmond sound ordinances.*

As stated in the contract, **artspace** receives 25% of door receipts exceeding four times the rental amount. *For example, for an event lasting between 1-2 hours (a \$50 rental event) artspace receives 25% of the door after the \$50 rental fee. If the total door is \$250 artspace gets 25% of \$200.*

Events lasting more than 6 hours, including set-up and clean-up, will be assigned a fee on a case-by-case basis.

*Several fees are negotiable when applicable. Please coordinate such situations with the Administrator.*



## PERFORMANCE EVENT RATES - MEMBERS

### Performance Members

- One performance per year at artspace with no flat rate charged. artspace takes 25% of the total door. (Performance is subject to scheduling approval by gallery Administrator)
- Two rehearsals at \$10 per hour to prepare for yearly performance. (All rehearsal time is subject to approval by gallery Administrator)
- Once per month, one meeting not exceeding 3 hours - no charge. (This time may be used for a rehearsal).
- Additional performances or gallery uses are subject to the rates and fees listed below for Artist Members.

### Artist Members

#### Flat Rates:

1 - 4 hours	\$50 Flat Rate Fee
5 - 6 hours	\$75 Flat Rate Fee

#### Additional Fees:

Refundable Security Deposit	No Charge
After Hours fee**	No Charge
Cash Bar (optional)	\$150
Rehearsals and recordings (optional)	\$15 per hour

Events lasting more than 6 hours, including set-up and clean-up, will be assigned a fee on a case-by-case basis. *Several fees are negotiable when applicable. Please coordinate such situations with the Administrator.*

As stated in the contract, artspace receives 25% of door receipts exceeding four times the rental amount. *For example, for an event lasting between 1-2 hours (a \$50 rental event) artspace receives 25% of the door after the \$50 rental fee. If the total door is \$250 artspace gets 25% of \$200.*

*Note: Performance Members have the opportunity to develop series events in which contracts will be drawn on a case-by-case basis. These series events, if contributing to artspace programming, may be subject to an additional reduced rate. The gallery is also open to an exchange of services in supplement to some of its fees (excluding membership fees).*

\*\*All loud music must end by 10:30 p.m. to comply with City of Richmond sound ordinances.