

# ***Blair School of Music***

## ***Vanderbilt University***

### ***Blair Venues Production Handbook***

#### ***Martha Ingram Center for the Performing Arts***

#### ***Steve and Judy Turner Recital Hall***

WELCOME TO THE BLAIR SCHOOL OF MUSIC VENUES. We have put together this booklet and additional forms to best ensure that your event runs smoothly. Inside, you will find information concerning technical production, publicity, ticketing, and front of house services. **Please make sure to read all the materials carefully. If you have any questions please call.**

We encourage you to use the Production Checklist on Page 3. Your cooperation with ALL deadlines is essential for us to be able to serve your needs. If you have any questions that are not addressed in this packet, please call the appropriate numbers below. We are eager to hear from you and look forward to working together for a successful performance at the Blair School of Music.

#### **Blair School of Music and Staff**

Mail: Blair School of Music  
Vanderbilt University  
2400 Blakemore Avenue  
Nashville, TN 37212

Phone: (615) 322-7651  
Fax: (615) 343-0324  
Web: [blair.vanderbilt.edu/concert-events](http://blair.vanderbilt.edu/concert-events)

**Scheduling Coordinator:** Christine Claffey – [christine.claffey@vanderbilt.edu](mailto:christine.claffey@vanderbilt.edu)  
*Contact for all bookings for performances and rehearsals (615)322-7508*

**Technical Director:** Joe DeBusk – [joe.debusk@vanderbilt.edu](mailto:joe.debusk@vanderbilt.edu)  
*Contact for all contracts, all technical production needs (615) 322-4919*

**Director of External Relations:** Kristin Whittlesey – [kristin.whittlesey@vanderbilt.edu](mailto:kristin.whittlesey@vanderbilt.edu)  
*Contact for information on all publicity related issues; all front-of house issues (615) 322-7656*

**Ticketmaster Representative:** Samantha Brandenburg – [samantha.brandenburg@vanderbilt.edu](mailto:samantha.brandenburg@vanderbilt.edu)  
*Contact for all ticketing information (615) 322-3798*

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## 1. Production Checklist

- Read Production Handbook
- Reserve time and date for performance and rehearsals with the Scheduling Coordinator
- Return signed contract and deposit by the date requested
- Return Production Information to the Technical Director at least 4 weeks prior to event
  - Stage Plot
  - Technical Rider
  - Contact Information Form
  - Program Information with running times
  - Proof of Insurance
- Reserve ticketing services if applicable by date specified by Ticketmaster Representative
- Send FINAL technical information to the Technical Director at least 4 weeks prior to event
- Pay FINAL PAYMENT of account balance paid ten days in advance of performance

## 2. Renting a Blair Venue

### Rental Periods, Facility Conditions and Facility Access

**Facility Rent:** Rent is based on the renter's time in the venue as well as the time it takes for the technical staff to set the stage up to the renter's wishes. The facility is available for rent at 4 pricing points: 5 hours, 7 hours, 10 hours and the Day rate (11+ hours). There are different pricing options for Vanderbilt affiliated groups, Non-Profit and Community groups. Please contact the Scheduling Coordinator for the appropriate pricing option. Non-Profit groups must provide a 501(c) (3) in order to receive the Non-Profit rate.

**Facility Availability to Renter during Contract Period:** The renter will have access to the venue only during the scheduled intervals listed in the rental agreement for the contracted date(s), and for on-site planning meetings with Blair staff. Additional access to the venue for any purpose during the contracted date(s) will be considered additional rented time in the venue and will be added to the renter's invoiced cost.

**Event Work Requires Renter Representative:** Work for the renter's event will not proceed without an appropriate representative for the renter on site. Renter must have one person in charge of the event who knows the answers to all technical questions.

**Venue in Base Condition:** The venue will be in its base condition, clear and broom clean, at the start of the contracted rental dates. Base condition of the venue includes: clear stage and wing space; standard stage drapes in place, with the rigging system otherwise clear; orchestra shell stored; and stage-right wing; and lighting and sound equipment organized in storage for the renter's use. The venue must be restored to its base condition by the end of contracted rental dates. If the time necessary to restore the venue to base condition extends beyond the contracted period, the renter will be responsible for all cleanup costs including rental charges for the extended time.

**Overtime:** Should the event require large or complicated set-ups and more time is needed than the contracted time listed in the rental agreement, Blair would be please to accommodate subject to availability. In the event of requiring additional hall time consequent pricing structures will replace the existing pricing agreement. If overtime does occur, the renter will be charged the next pricing point that encompasses the amount of time occupied in the hall.

### Scheduling

**Scheduling Responsibility:** The Scheduling Coordinator for the Blair School of Music, Christine Claffey, schedules the Blair Venues.

**Reserving Time:** While determining the amount of time needed for the rental keep in mind what time will be necessary for rehearsal and set up. The rehearsal time is not automatically reserved – you must book it with the Scheduling Coordinator. Rehearsal time is not guaranteed, as all our venues are heavily booked for rehearsals, recitals and recording sessions. To increase the probability of getting all the time needed for set-up, rehearsals,

performances and tear down, make sure to reserve the hall for the entire time considered necessary with the initial request for space.

***Additional Rental Space:*** Included in the rental of Ingram Hall is the chorus dressing room which provided 10 makeup stations, one women's and one men's restroom with showers, toilets and sinks. If the event personnel and performers consist of a large group and/or the event requires additional space backstage for the performers to rehearse and prepare, the Instrumental Rehearsal Hall and Choral Hall are available for use at an hourly rate. Uses of these rooms are not guaranteed and are subject to availability. These rooms must be requested with the Schedule Coordinator- they are not automatically included with the reservation and there will be an additional charge.

***Event Schedule:*** All event time in the venue and its support spaces must be scheduled in advance and outlined in the rental agreement prepared for the renter by the Blair School of Music. This includes performances and the following: delivering, load in and installation, equipment and material set up, configuration, programming and cueing, rehearsals, production notes, maintenance and any other work for the event in the venue. All venue time scheduled for an event in the rental agreement will be subject to rental charges and associated costs.

## **Scheduling Process**

***Calendar Inquiry:*** Inquiries about the facility calendar and available dates should be directed to the Schedule Coordinator. A report of dates available, in whatever manner reported, is not a guarantee of availability for subsequent hold or booking.

***Calendar Hold:*** Requests to hold dates for events in venue must be submitted in writing to the Schedule Coordinator. The dates being held will stay on the calendar for 2 weeks, the renter must confirm the dates in writing with the Schedule Coordinator by this time, the dates will be considered as a "firm hold". If the date is not confirmed as a "firm hold" by the 2 week deadline, the space will be released to any organization that issues a challenge for the spot. The renter will be notified before the date is released.

***Delivery of Event Information:*** The renter must provide event information no later than twelve weeks prior to the first date on site. The information provided should be sufficient to outline a detailed schedule of facility use and an estimate of facility costs for the event. Final date confirmation and rental agreement will be withheld until the renter has provided the Blair School of Music with a performance schedule, technical rider and event specifications.

***Rental Agreement and Cost Estimate:*** Based on information provided by the renter, Blair School of Music will provide a rental agreement and an estimate of facility costs to the renter for the event. The estimate of the costs will become part of the rental agreement for the event. The estimate of costs and the rental agreement must be signed by the renter and returned within **ten business days** with the deposit specified in the rental agreement. **The rental is not confirmed until the agreement is signed and the deposit has been paid.** If the agreement, estimate and deposit are not returned signed within ten business days, Blair

School of Music reserves the right to release the dates held. The renter will be notified of the release.

**Deposit:** The deposit for the event rental will be 50% of the full estimated cost of facility use. The deposit delivered with the signed rental agreement is non-refundable.

**Cancellation Policy:** Once the rental agreement has been signed and the requested deposit paid, if cancellation is necessary of a booked event written confirmation is needed by the Technical Director and the Scheduling Coordinator at least 30 Days in advance. If the cancellation is within 30 Days of the event the renter will only be liable for the deposit which is half of the full amount of the rental as described in the rental agreement.

**Changes to the Event Schedule:** Should the renter wish to modify the contracted event schedule, the renter must notify the Technical Director in writing. A change order will be prepared by the Technical Director to document the schedule and cost changes. Please notify the Schedule Coordinator and Technical Director as soon as possible if extended time is needed in order to be accommodated. There is no guarantee as Blair's facilities are heavily booked.

### 3. Technical Requirements

**Technical Responsibility:** The Technical Director for the Blair School of Music, Joe DeBusk, handles all technical production needs at the for the Blair Venues.

**Technical Rider:** The renter must provide a technical rider to the Technical Director no later than four weeks prior to the renter's first date on site. Failure to provide a rider by this time may leave the renter without the equipment that is needed for the event. Please review the Technical Specification Packet to determine your needs of the equipment we provide. Please communicate any additional changes in the stage plots to the Technical Director at least 24 hours in advanced.

**Event Planning:** No later than **four weeks** prior to the renter's first date on site, the renter must participate in a production meeting with the Technical Director. These meetings are intended to cover event planning for technical production and other facility requirements. The renter must ensure that their appropriate staff members attend the meeting. The production meeting will take place at the venue scheduled for the event being contracted.

**Provided Staff:** Blair provides a standard staffing package per performance which usually includes: Director/ Stage Manager, one Sound Technician, one Lighting Technician, and one House Manager. The specific staging provided for the event is described in the rental agreement. Any additional stage or house personnel will be hired at an hourly rate according to the current rates paid to personnel by the Blair School of Music. The Technical Director may give the renter information about the current hourly rate of pay. The fees will be added to your final amount due one day prior to the show.

**Props and Decorations:** The renter is welcomed to bring in free standing stage or lobby decorations such as flowers or plants. Banners may be hung in the Hall or Lobby only at the

discretion of the Technical Director. Delivery of decorations must be arranged with the Technical Director. The renter is responsible for removal of any and all decorations immediately following the performance. A fine of \$25 per item will be imposed for the removal of decorations left behind.

***Special Technical Services:*** If the event requires any special lighting, sound or audio-visual equipment not currently provided by Blair, PLEASE CONTACT THE TECHNICAL DIRECTOR AT LEAST 4 WEEKS prior to your event. Extra Time in the Hall must be booked for bringing in, setting up and breaking down equipment for rehearsal and performance. There will be an additional charge for the extra time booked according to the current rates. Please review the following equipment policies:

***Dance Floor:*** If the event requires a dance floor the renter must make a request for one during the initial reservation. Please contact the Technical Director immediately if you have not done so during the scheduling process. Please keep in mind that this is not automatically set up and requires several hours to assemble. The renter will be charged for the set up period and the time will be added on to the final reservation time in the hall.

***Piano:*** The pianos on location are available for the renter's use. There is one 9 foot Steinway Grand Piano in Ingram Hall and two 9 foot Steinway Grand Pianos in Turner Hall. If a piano is required and tuning is needed prior to the performance the Technical Director must be notified to set this up. A rate of \$90 for each piano tuning will be added to the final balance.

***Harpsichord:*** If a harpsichord is require for the performance it will need to be rented from an outside vendor. Blair School of Music does not provide rental of this instrument. Please contact the Technical Director to schedule a delivery time to ensure there will be no damages to this often fragile instrument.

***Risers and Platforms:*** Choral risers and platforms are available for use as available. Please discuss any needs for these items with the Technical Director to check availability.

***Audio and Video Recording:*** Blair School of Music can provide a video or audio recording of the performance using the latest digital equipment engineered by a professional engineer. Performance copies are available in compact disc (CD) format, for either professional or home use. The audio engineers are well-versed in fine recording technique and are sensitive to artists' needs.

As an alternative, a basic reference CD can be recorded by Blair personnel during the performance. This CD is unedited and is intended for archival use or performance study.

Both services must be booked through the Technical Director and are subject to additional permission and fees. A minimum of 4 weeks' notice is required to book these services. 1 CD and 1 DVD are provided with every recording session/show performance.

## 4. General Requirements of Rental

**Liability Insurance:** The renter MUST obtain, maintain and provide proof of the following insurance policies: Commercial General Liability Insurance (public liability) for no less than 1 million dollars (\$1,000,000.00), Worker's Compensation Insurance as required by law, and Employer's Liability Insurance. If the renter fails to obtain these licenses specified above to be in effect for the date(s) the facility is occupied by the renter the event will be cancelled.

**Lobby Use:** Ingram Hall and Turner Hall may be used for receptions before or after the event. The renter is responsible for contracting any catering services for the event as Blair does not provide catering of any kind. Under no circumstance will a renter's use of the lobby be permitted to impede access to or otherwise compromise use of a non-rented venue in the facility. The Schedule Coordinator and Technical Director must be notified if you plan on having any sort of reception in the Lobby. Unless the renter is booking the Lobby only, there will be no extra *rental* charge for booking the Lobby in addition to a Hall rental; however this time is included in your hall rental time. **There is an additional maintenance fee of \$250 for any events where food and/or beverages are provided.**

**Safety:** The Blair School of Music has oversight regarding event safety, including and not limited to: crowd management; worker and equipment safety; safety of performances, stunts and effects; security; emergency response; emergency exits; fire safety; catering and food preparation; and general facility management. The Blair School of Music reserves the right to deny access to a venue to prevent unsafe practices in the production of an event.

- **Fire Safety:** Due to fire marshal regulations, open flames are not permitted on stage without hiring a fire marshal to be on location at an additional fee. This process must go through the Technical Director.

**Parking:** Blair School of Music does **not** automatically provide parking for your event. The parking lots adjacent to the building on 24<sup>th</sup> and 25<sup>th</sup> Avenues are **not available** for use by your personnel or patrons at any time. Audience attendees must use the South Garage on Children's Way, which is adjacent to the Vanderbilt Children's Hospital. A nominal parking fee is charged on most evenings. Ample street parking is also available on 24<sup>th</sup> Avenue next to the Fannie Mae Dees Park across Blakemore. After 5pm and on weekends the West Garage located across the street is available to park in. Attendees must enter from the entrance on Children's Way or 24<sup>th</sup> Avenue.

**PARKING IS PROHIBITED IN THE HARRIS HILLMAN SCHOOL ON BLAKEMORE.**

**PARKING IS PROHIBITED ON CHILDREN'S WAY OR IN THE FIRE LANE DRIVE – CARS WILL BE TICKETED AND TOWED.**

**No Smoking:** Smoking is prohibited inside and is only allowed in designated areas on Vanderbilt's campus. The designated smoking area for the Blair School of Music is over near Ingram Hall's loading dock.



**Photography:** The renter is responsible for any photography of the event.

**Access and Exit Ways:** Doors, and access and exit pathways, both inside and outside the venue must not be blocked and restricted. All security and fire doors must be kept closed. Should clear and continuous access through one of these doors be required, a door attendant must be present to provide access. If required, a door attendant will be provided by Blair School of Music at the renter's expense.

## 5. Ticketing Information

**Ticketmaster Ticketing:** It is the renter's responsibility for all ticket production and sales both before the event and at the Box Office on the evening of the performance. If the renter has a contract with Ticketmaster through Vanderbilt the renter will work directly with the VU Ticketmaster Representative Samantha Brandenburg. Blair does not have any participation in the contractual agreement with Ticketmaster and does not require you to use their services.

**Box Office Use:** Blair School of Music has a Box Office for use in Ingram Hall; you must use a lobby table for a ticket office if you are booked in Turner Hall. The renter must contact the Ticketmaster Representative to inquire about use of the Sarratt Box Office which is located in Vanderbilt's Student Center.

**Post Concert Accounting:** Within 30 days after the event, the renter will be sent a final financial statement of any charges and your payments. Any Box Office reports and/or payment will be sent separately from the Vanderbilt Ticketmaster Outlet.

## 6. Marketing & Media

Blair School of Music does NOT provide any marketing or advertising services for rental events. The exception to this policy is ONLY if Blair is a sponsor or partner in the event. To discuss partnering with Blair for a production, please contact the Director of External Relations at least 6 Months prior to your event. If logos or photographs are required to include in your marketing materials please contact the Director of External Relations.

Any news media should be cleared by the Director of External Relations at least one week prior to the event.

## 7. Front of House

**Front of House Responsibility:** The Director of External Relations, Kristin Whittlesey, handles all Front of House inquiries. Blair provides one House Manager as part of your rental package for your event. No ushers or other staff will be provided. Any additional front of house staffing must be hired through an independent contractor.

**Program:** The renter is responsible for the production of the event program. Blair does not provide any type of program production for events not sponsored by Blair School of Music.

Please note that the renter is responsible for collecting any leftover programs or other paper materials after the event.

## 8. Event Management Deadline Timeline

### Event deadlines – Prior to Event First Day on Site

**3 Months** – Event Information (sufficient for cost estimate) must be delivered by this time

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**1 Month** – Sale of merchandise must be arranged with the Director of External Relations and the Technical Director \_\_\_\_\_

Event Cancellation with no penalty \_\_\_\_\_

Technical Rider must be turned in to Technical Director \_\_\_\_\_

Event planning meeting must be arranged with the Technical Director \_\_\_\_\_

Audio and Visual Recording must be arranged with the Technical Director \_\_\_\_\_

[Blair Only] Publicity must be arranged with the Director of External Relations \_\_\_\_\_

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### Other important deadlines to be aware of:

- Rental Agreement must be returned signed with the requested deposit within **10 Business Days** of the date it was sent.
- Holds will only be valid for **2 weeks**, if event is not confirmed within two weeks of the date the hold was request the space will be released for other events.

Please sign at the **x** stating that you have read the Production Manual and understand the policies and your responsibilities as a renter.