

INSPIRATION STUDIOS, LLC

Theatre Space Guidelines and Expectations



Welcome to Inspiration Studios! This venue is a place for performers and organizations to share their work with the broader community. West Allis welcomes the opportunity to showcase local talent. It is my hope that your experience at Inspiration Studios will benefit you as much as it benefits the community. While there is no hired staff at Inspiration Studios, we want the theatre space and the art gallery to be in use as often as possible. With that in mind, please be aware of the following and contact me with any questions.

–Erico Ortiz, Founder

SCHEDULING. Priority will be given to scheduling tech rehearsals and performance dates, provided reservations are submitted in a timely manner. Art gallery hours will vary based on what performance or rehearsal is taking place on stage on any given day or evening. However, all attempts will be made to ensure that no conflicts exist, particularly during scheduled performance times.

EVENT CALENDARS. Directors and producers should be knowledgeable of programming and scheduled events at Inspiration Studios during their reservation dates. This information will be available on the Inspiration Studios website or from the Gallery Director.

RENTAL FEES. Rental fees are calculated on a per-show basis, but generally adhere to the following fee schedule. A \$50 good-faith deposit is required.

- \$525 / full weekend performance rental to include Friday, Saturday, and Sunday / includes tech week (Monday-Thursday).
- \$400 / two-day rental for Friday/Saturday or Saturday/Sunday.
- \$250 / one-day (5-hour) rental on Friday, Saturday, or Sunday.
- \$120 / each additional week of rehearsal on stage (before tech week).

COMMUNITY OPPORTUNITIES. Producers, directors, and performers are invited to consider providing performance-related or tech-related workshops for community members interested in getting involved in theatre, during the run of their show, with 20% of the proceeds forwarded to Inspiration Studios.

OPERATING GUIDELINES

ALCOHOL PERMITS. If a permit has been secured to serve wine/beer, the event coordinator/producer is responsible for checking IDs to ensure the law is not broken. No serving of alcohol to minors is permitted to ensure law compliance.

ART EXHIBITS. All displayed artwork must be respected and left untouched. Due to the multi-purpose nature of the gallery and performance space, some 3D works and pedestals may need to be moved during specific rehearsals, performances, workshops, or other community programming. If artwork needs to be moved to accommodate a particular performance need, please contact the Gallery Director who will make any necessary adjustments.

FIRE EXITS. All exits shall remain unblocked or unobstructed during installation and striking of sets for the safety of all patrons.

PROMOTION MATERIALS. To avoid confusion, promotional materials should be shared with the Inspiration Studios Gallery Director before public distribution. Promotional materials may be distributed by performing groups/individuals and by Inspiration Studios.

SMOKE-FREE/DRUG-FREE. Inspiration Studios is a smoke-free and drug-free venue. Smoking, vaping, and illegal substances are forbidden throughout the facility, including the basement, main floor, 2nd floor, and garage.

STORAGE. Due to space limitations and performance needs, Inspiration Studios may not be able to supply storage for extraneous production materials. Please plan accordingly. If special needs exist, be sure to include them on the application/reservation form or discuss them with the Gallery Director when submitting the application.

SUPERVISION. Producers, directors, and performers are expected to assist with supervision of the venue during all rehearsals and performances.

LIABILITY AND FINES. Renters are required to leave the facility in clean condition as before production occurred. \$25/hour fee will be assessed if the facility requires extensive cleaning after the event/performance have been completed. Renting producers and organizations may be held liable for building damage or loss of borrowed materials and props. Renters are responsible for all fines incurred because of violation of these guidelines.

ALL RIGHTS RESERVED. The Inspiration Studios Gallery Director reserves the right to cancel a contract agreement if content, responsibility, or the above operating guidelines are not upheld by performers or performing group.