

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

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 any given day or evening. However, all attempts will be made to ensure that no conflicts exist, particularly during scheduled performance times.

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

Producers, directors, and performers are invited to consider the following, with 20% of the proceeds forwarded to Inspiration Studios:

- Provide performance-related workshop(s) during the run of the show (acting, dancing, etc.).
- Provide workshop(s) related to technical aspects of performance (lighting, staging, costuming, etc.).
- Provide a one-time intro workshop for community members who may be interested in getting involved in theatre or dance.

Standard rental fee for IS theatre space is as follows:

- \$175 / one-day rental on Friday, Saturday or Sunday. (\$50 deposit required)
- \$360 / full weekend performance rental to include Friday, Saturday, and Sunday / includes one week of rehearsal on stage.
- \$100 / each additional week of rehearsal on stage (before tech week).

The IS Gallery Director reserves the right to cancel a contract agreement if content, responsibility or the following operating guidelines are not upheld by performers or performing groups.

Operating Guidelines:

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

Inspiration Studios is a smoke-free venue. Absolutely no smoking is permitted in the basement or the main floor.

Absolutely no drug use is permitted.

Fire exits may not be blocked during installation and striking of sets.

No serving of alcohol to minors is permitted to ensure law compliance. 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.

Organizations/Individuals are responsible for all fines incurred as a result of violation of these guidelines.

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.

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.

Due to the multi-purpose nature of the gallery and performance space, 3D works, sculptures and pedestals may need to be moved during specific rehearsals, performances, workshops, or other community programming. Please keep this in mind when planning your event/performances. All displayed artwork must be respected and left untouched. If artwork needs to be moved to accommodate a particular performance need, please contact the Gallery Director who will make any necessary adjustments.

Producers/organizations may be held liable for building damage due to audience behavior.

Renters are required to leave the facility in the same clean condition as before the production occurred. \$25/hour fee will be assessed in the event that the facility requires extensive cleaning after the event/performances have been completed.