

Dear Visiting Group,

Congratulations on receiving a Black Box Fellowship (BBF) from Boston Playwrights' Theatre. As you know, the Fellowship extends rent-free the use of our facilities at Boston University for your group event or meeting. We are happy to be able to facilitate your event.

The Letter of Agreement below is designed specifically for visiting groups in which only small audiences are invited, **and no form of ticketing will be in place**. If you think you've received the wrong Letter of Agreement, and "fundraising event" or "visiting theatre" or "visiting Boston University alumni theatre" describes you better, please contact Jacob Strautmann to review your description at jacobst@bu.edu.

Submission Schedule

To Jake Strautmann (8-12 weeks before your visiting group meets) Hardcopies, please!

Our visiting group LOA is a lighter version of our visiting theatre LOA. I've either crossed out the visiting theatre information (in the LOA, Appendix A, B and C) or left it intact (appendix D) for your information should you decide to upgrade to a visiting theatre. Please call me if you have any questions.

Please contact Kate Snodgrass regarding requests for major programming change: ksnodgra@bu.edu

Please contact Marc Oliverie for inventory, rehearsal and tech time considerations: olivere@rcn.com

Please contact Jake Strautmann for Letter of Agreement and ticket revenue questions: jacobst@bu.edu

Please contact Michael Duncan Smith regarding all marketing and box office considerations: mdsmith@bu.edu

The staff of BPT welcomes you. You can reach any of us at 617-353-5899.

Thank you,

Jake Strautmann,
Managing Director

BLACK BOX FELLOWSHIP LETTER OF AGREEMENT
BETWEEN
BOSTON PLAYWRIGHTS' THEATRE
AND
 visiting group named below

for event or meeting titled

running _____
in Season: September 2010 – August 2011

Boston Playwrights' Theatre (BPT) is delighted to provide a Black Box Fellowship in the form of space for select group events. In return, we ask that you follow these guidelines and acknowledge your understanding of them by signing below.

GUIDELINES

CONDITION OF THEATRE(S): Be aware that the theatre is being made available under this Agreement in an "as is" condition, and that Boston University makes no representations or warranties as to the condition of the theatre or its fitness for any particular purpose. You have inspected, or been afforded an opportunity to inspect, the theatre prior to signing this Agreement. Please respect the theatre. You are responsible for cleaning and restoring the theatres to the condition in which you found them, and will be held responsible for any damage to or loss or theft of theatre property that is attributable to your use of the theatre. If necessary, a theatre status report will be drawn up by BU staff within four weeks after your closing -- including any charges incurred for damage, loss or theft. Please use Appendix F attached below as a checklist during your load out. All trash must be removed to the designated BU dumpster.

CHAIRS: The chairs are numbered in both theatres. If you remove any chairs, please return them to their correct order.

LIGHTS: Because theatre lights burn quickly, we ask that you pay a low, pro-rated fee upfront, before you begin your residency at BPT, to cover the costs of new bulbs. The nominal rate will depend on how many weeks you are rehearsing/performing in the space(s). A typical fee is \$20 per performance weekend plus \$20 to cover your tech lights burn. A typical three-week performance would incur an \$80 lighting fee. We accept cash or checks for this fee made out to "Boston Playwrights' Theatre." Alternatively, the lighting fee can be removed from the final revenue check after closing. This fee does not apply if you do not use lights.

DRESSING ROOMS: Please keep the dressing rooms clean and in good condition. You are responsible for cleaning and restoring the dressing rooms to the condition in which you found them. It is critical that all food be boxed in air-tight containers or kept in the refrigerator every evening. All trash must be removed to the designated BU dumpster. If you are beginning rehearsals while another theatre company is still in production, you may have to share the dressing room facilities or temporarily use the Green Room. Please note that classes are occasionally held in the Green Room. Please keep it in order during your stay. This does not apply if you do not use the dressing rooms.

THEATRE SCHEDULES: Coordinate your load-in and load-out with our Production Manager Marc Oliver. **PLEASE NOTE:** Both theatres may be used as classrooms in the fall and spring semesters at Boston University, so you must remove all props and set pieces in a timely manner after each rehearsal and/or performance. If BPT uses the theatre as a classroom, however, we will be respectful of your property.

(continued)

KEYS: Keys cannot be duplicated. One set of keys (to the front door and dressing rooms) will be loaned to a designated individual (usually the Stage Manager or Director) from your company. From load-in until load-out, that designated person will be responsible for locking the theatre(s), maintaining security, and then returning the keys to Marc Olivere after your strike. Your load-out is not finished until you return the keys. Lost keys will be included in the theatre status report and will incur a \$40 replacement fee.

BOX OFFICE:

You are not authorized to sell tickets under this Letter of Agreement. Please contact Jake Strautmann (617-353-5899) to change agreements.

SIMULTANEOUS ACTIVITIES: Other groups or classes may be using adjoining rooms (or theatres) while you rehearse or perform. We work hard to avoid simultaneous activities (especially during performances), but because of the demand for space, sometimes it is inevitable. Please be respectful (especially with regard to sound) of other groups in the building. If there are simultaneous activities, priority is based on the BPT staff's discretion.

PUBLICITY ACKNOWLEDGEMENT: Please acknowledge BPT in all your publicity with the line: “_(Your company's name)____ presents __ (Your reading's name)___ at Boston Playwrights' Theatre.” BPT's name shall not be larger than your theatre company's name. You may not use the BPT mountain logo in any of your promotional material. We are an academic program and equity contracted theatre with our own productions. Please be clear that your company is the sole producer of your show. All major marketing pieces (postcards, website, posters) must be approved by Michael Duncan Smith, BPT's Marketing Coordinator before your print run. Your production Program must include a venue acknowledgment and information page. See Appendix D (MARKETING and BOXOFFICE) for more information, forms, and venue page.

TEACHING ASSISTANCE: BPT is a teaching facility as well as a professional theatre and venue. We want our writing students to learn as much as possible about the production end of producing new plays. Some of them may wish to help with your production, and if so, BPT hopes you will entertain this possibility. We would like to offer them the possibility of working as a dramaturg or, perhaps, as an assistant director at your rehearsals (depending upon their past theatre experience and your need). The above is, of course, negotiable. Please note that BPT students are only available at their own discretion and only during the months of September through May.

Further, we may ask your Artistic Director to attend one of our classes wherein he/she would talk to our playwriting students about the workings of your company and the challenges and rewards of producing new works for the stage. Also, we may ask your Artistic Director and/or Literary Manager to read our playwrights' works and/or attend our Ground Floor Professional Reading Series in the spring (the culmination of two semesters of graduate playwriting workshops). Professional feedback is extremely helpful to the students.

COMPLIMENTARY TICKETS: During the course of your run, we ask that you set aside complimentary tickets for staff (8) and current graduate students of BPT (8). We may or may not take advantage of these tickets and will contact you in advance if they are needed.

LIQUOR LIABILITY: If you serve alcohol, your company shall maintain, during the time period of your use of the theatre, Commercial General Liability Insurance, including coverage for liquor liability. The insurance shall name Trustees of Boston University and Boston Playwright's Theatre as additional insured, and shall have a combined single limit of at least \$1 million each occurrence for bodily injury and property damage. In addition, you must have a Boston University employee present while alcohol is served. BPT staff may be available for a \$25 an hour charge with a \$50 minimum.

(cont.)

FIRE SAFETY: It is understood that your company will have a designated Front of House manager who will take on the role of Evacuation Director. This may be the same person as your box office manager or assistant. The Evacuation Director will designate two other people associated with your production on-site during performances to be fire marshals. All three volunteers must have a full knowledge of BPT evacuation procedures. The Evacuation Director must be given the attached Boston University Fire Marshal Training Booklet and sign the attached acknowledgment. The form must be returned to Managing Director Jake Strautmann before you load in. As stated in the booklet, the Evacuation Director must designate the fire marshals and train them based on the information included in the Boston University Fire Marshal Training Booklet. Also, your ushers should be made aware of these plans. An evacuation booklet will be kept in the box office. Also, your company, and any groups involved in your productions, must follow fire codes on all stage materials, particularly free-hanging materials (including tablecloths and slip-covers) and all fabric lined furniture such as couches and beds. These materials should be made of inherently fire-retardant material or treated to be fire-retardant. If treated, you must have these materials tested through the Boston Fire Department (allow a three-week waiting period). Also, your sets will be painted with a fire-retardant additive. All materials and tests must be proven with paperwork available on-site (in the BPT box office) during the totality of your stay at BPT. Please contact Production Manager Marc Oliveri for other fire-related information. See Appendix E (FIRE EVACUATION MANUAL) for information and signature form.

INDEMNIFICATION: Your company shall defend (if requested), indemnify and hold harmless Boston Playwright's Theatre and Boston University, and its trustees, officers, employees, students and agents from and against any loss, claim, damage, liability or expense (including attorneys' fees) arising out of your use of the theatre or any other University property, unless and to the extent caused by the gross negligence or willful misconduct of Boston University or Boston Playwright's Theatre.

INSURANCE: Your company is encouraged to maintain, during the time period of your use of the theatre, Commercial General Liability Insurance naming Trustees of Boston University and Boston Playwrights' Theatre as additional insured, with a combined single limit of at least \$1 million each occurrence for bodily injury and property damage.

This Letter, signed in good faith by both parties, acknowledges the understanding of its terms and our commitment to working together in a supportive, creative environment. See below for appendices and additional signature requirements.

Jake Strautmann
for Boston Playwrights' Theatre

Visiting Group Representative
Please print above name here: _____
for name of company: _____
for production: _____

Dated: _____
Boston, Massachusetts

Appendix A: ~~A W9 form. Please download and complete at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>~~
~~You must complete this form for your company before a check can be processed.~~

not necessary for groups
(end App. A)

APPENDIX B (not necessary for Groups)

(end App. B)

APPENDIX C – Not necessary for Groups

(end App. C)

APPENDIX D – COMMUNICATIONS [Most of Appendix D is not necessary for Visiting Groups – but please note: Readings and one-weekend performances will not be included on the marquee. This is presented here for information only.] Contact: Michael Duncan Smith 617.353.5443 (do not publicize this number) or at mdsmith@bu.edu.

All marketing material, postcards, posters, programs, etc. must be approved by Boston Playwrights' Theatre. Please allow 72 hours during regular business hours for the approval of all marketing material. Please send low resolution proofs to Michael Duncan Smith at mdsmith@bu.edu.

Ticketing runs through a deep link from your website to Ovationtix with a Boston Playwrights' Theatre skin or through TheaterMania's call center. Your company must publicize your own website as the source for information and online ticketing. If you do not have a website and cannot fashion one, you must list the TheaterMania phone number for all ticketing and your phone number for information. Boston Playwrights' Theatre does not have a designated space on the BPT website for visiting theatre information, except for a multi-production calendar page, and BPT is not responsible for providing information to your patrons regarding your show. Any questions the public asks us will be answered to the best of our ability or referred to your box office manager. Please contact Michael Duncan Smith for details if this is not clear.

Your Publicity should note:

Box Office Information

Tickets can be purchased online at
[www.\[yourwebsite\].com](http://www.[yourwebsite].com)
 or by calling the box office line at
 866.811.4111

[Optional] For group sales and other information please contact us directly at [your phone number.]

Venue Information

Boston Playwrights' Theatre
 949 Commonwealth Avenue
 Boston, MA 02215

Please note the box office telephone line is for tickets only. Directions to the theatre can be found on our website www.bostonplaywrights.org. Feel free to link to it from your own website. Visiting organizations are encouraged to provide an information line on all production literature. **DO NOT USE** the Boston Playwrights' Theatre office line as your production information line.

Please complete the following information boxes and return to Michael Smith at mdsmith@bu.edu or mail to Boston Playwrights' Theatre, ATTN: Mike (address above).

Producing Theatre _____

Production Title _____ Length (in minutes) _____

Playwright(s) _____

Producer Name _____ Number _____ email _____

Box Office Contact _____ Number _____ email _____

Other Contact _____ Number _____ email _____

Please note: Your production information will NOT appear on our website's homepage as in prior years.
The production & ticketing calendar page will appear on our website in this format:

This Theatre Company Presents
A Play About Something
by John Doe
8:00pm

Please provide **PUBLIC** ticket types and prices.

Example:

General Admission \$25
Senior (65+) \$20
Students (w/ID) \$10

Ticket Types and Prices

Please provide **PRIVATE** ticket types and prices. These can only be used in the box office.

Example:

Press Ticket (PRESS) \$0
Comp Ticket (COMP) \$0
Friend and Family Discount (FFDIS) \$10
Circle of Friends 2-for-1 (COF) \$12.50
Playwrights' Pass 2-for-1 (PP) \$12.50

Ticket Types, Prices & Code

Private tickets have a code attached to them such as (COMP) for a comp ticket or (PRESS) for press tickets. This code can be added during the run of a show, but a **72-hour notice** is required and must be requested during regular business hours. Additionally, Boston Playwrights' Theatre provides our subscribers 2-for-1 tickets to all visiting productions in the space. Visiting productions can limit sale of these tickets. For example: "Playwrights' Pass Subscribers can receive 2-for-1 tickets on Thursday nights and Sunday Matinees" or "Playwrights' Pass Subscribers can receive 2-for-1 tickets during the first two weeks of *A Play About Something by John Doe*."

Please list any Playwrights' Pass restrictions here:

Please provide any additional information about your production:

(continued)

Please provide the following information for use on our marquee.

BOSTON PLAYWRIGHTS' THEATRE
A Play About Something
by John Doe
Mar 15-Apr 1 Thurs.7:30 Fri.& Sat.8 Sun.2
Presented by This Theatre Company
Tickets & Info.at bostonplaywrights.org

BOSTON PLAYWRIGHTS' THEATRE
Tickets & Info.at bostonplaywrights.org

****Please Note**** Due to space limitations abbreviations and substitutions may be used.

Readings and one-weekend performances will not be included on the marquee. Simultaneous productions will be listed at the discretion of the management.

A half-hour or one-hour tutorial will be provided to box office personnel for each visiting production. Please contact Michael Duncan Smith at 617.353.5899 to set up your tutorial. Most tutorials can happen via phone. Be sure you have a login name before scheduling a tutorial.

Marketing Information

All marketing material, postcards, posters, programs, etc. must be approved by Boston Playwrights' Theatre. Please allow **72 hours** during regular business hours for the approval of all marketing material. Please send **low resolution proofs** to Michael Duncan Smith at mdsmith@bu.edu. Visiting productions **MAY NOT** use the Boston Playwrights' Theatre "Mountain Logo" in or on any print advertisements, postcards, posters, programs, etc.

The following format should be observed for all marketing material: "(Your company's name)____ presents (Your production's name)____ at Boston Playwrights' Theatre." Boston Playwrights' name cannot be larger than the producing organization's name.

Venue Information:

Boston Playwrights' Theatre
949 Commonwealth Avenue
Boston, MA 02215

For tickets call 866.811.4111

(continued)

Box Office Training:

A half-hour or more phone tutorial will be provided to box office personnel for each visiting production. Please contact Michael Duncan Smith at 617.353.5899 to set up your tutorial. Most tutorials can be completed via phone. Be sure you have a login name from Michael before scheduling a tutorial.

Program Information

DO NOT use the example below. An updated version of the following program acknowledgment page can be downloaded at <http://www.bu.edu/bpt/visiting-theatre-program.html> as a jpeg or Word document with and without photographs depending on your space and format requirements.

BOSTON PLAYWRIGHTS' THEATRE

ARTISTIC DIRECTOR
KATE SNOODGRASS



FOUNDER
DEREK WALCOTT



MANAGING DIRECTOR
JACOB STRAUTSMANN



TECHNICAL DIRECTOR
MARC OLIVIERE



MARKETING COORDINATOR
MICHAEL DUNCAN SMITH



ASSISTANT PROFESSOR OF PLAYWRITING
RONAN NOONE



VISITING PROFESSOR OF PLAYWRITING
RICHARD SCHÖTTER



ASSISTANT PROFESSOR OF PLAYWRITING
MELINDA LOPEZ



Founded in 1981 at Boston University by Nobel Laureate Derek Walcott, Boston Playwrights' Theatre is an award-winning professional theatre dedicated to new works. At the core of our programs is the **Playwriting MFA** offered as part of Boston University's prestigious Creative Writing Program. Our award-winning alumni have been produced in Regional and New York houses as well as in London's West End, and our alumni productions have garnered several regional and Boston awards, including regular "Best New Script" for Elliot Norton and Independent Reviewers of New England Awards.

In addition to our **Season of New Plays**, we produce the **Ground Floor Reading Series** - staged readings written by our current matriculating graduate students. From the class workshops to the productions, we employ the best of New England's professional actors, directors and designers to bring the playwright's vision to its first audience.

When we are not producing plays, we continue our mission of supporting new works by donating theatre space to other New England theatre companies. Our new **Black Box Fellowships** provides support for the development and production of new plays.

In collaboration with the Boston Children's Theatre, we produce **New Noises: Massachusetts Young Playwrights' Project**. Area high schools work with professional playwrights, directors and actors to see student works on stage for the first time.

Fifty local theatre companies join us annually for the **Boston Theater Marathon**, a showcase of new ten-minute plays by New England playwrights chosen yearly from over 400 entrants. Each play is produced by a different New England theatre company and produced in one 10-hour event with all net proceeds going to charity.

We are proud of our mission.
If you want to get involved, please visit:
www.bostonplaywrights.org
With your support, we support new plays.

TEXT ONLY VERSION:

BOSTON PLAYWRIGHTS' THEATRE

Founded in 1981 at Boston University by Nobel Laureate Derek Walcott, Boston Playwrights' Theatre is an award-winning professional theatre dedicated to new works. At the core of our programs is the **Playwriting MFA** offered as part of Boston University's prestigious Creative Writing Program. Our award-winning alumni have been produced in Regional and New York houses as well as in London's West End, and our alumni productions have garnered several regional and Boston awards including regular "Best New Script" for Elliot Norton and Independent Reviewers of New England Awards.

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We are proud of our mission.

If you want to get involved, please visit:

www.bostonplaywrights.org

With your support, we support new plays.

(end App. D)

APPENDIX E - [This is required for Groups.]

Please download the The Fire Marshall Training Booklet. Review it. If any information is not clear, please contact us to schedule a tour. The final page includes a signature line. Please sign and return to Jake Strautmann at the address above. The download is at <http://www.bu.edu/bpt/visiting-theatre-program.html>

(end App. E)

APPENDIX F:

Please note: Revenue check can not be processed without completion of this form.

LOAD-OUT CHECK LIST

DATE _____

☐

Theatre space(s) restored to initial condition.

If not, please explain _____

☐

Dressing Room(s) restored to initial condition.

If not, please explain _____

☐

Green Room restored to initial condition.

If not, please explain _____

☐

All food items removed from refrigerators and thrown in BU designated dumpster.

☐

Trashcans are not overflowing. (If so, they have been bagged and taken to BU designated dumpster.)

☐

All keys have been collected and deposited/returned as instructed by Marc Olivere.

☐

All promotional items specific to production have been removed from lobby and recycled. Use blue bin in back hallway for white paper.

☐

Lighting fee has been paid in cash or check to Boston Playwrights' Theatre.

☐

All BPT materials and property used during your productions have been returned to their initial condition or storage as per Marc Olivere's instructions.

LOAD OUT CHECKLIST COMPLETED BY: _____

of visiting group _____

Please return to Jacob Strautmann via email or post office:

jacobst@bu.edu

949 Commonwealth Avenue
Boston, MA 02215

(end App. F)

(END OF LETTER OF AGREEMENT AND ANCILLARY MATERIALS)