

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 LOA below is our QUICK FORM for one day or one night use of the theatre – one-time auditions, one-time private readings, and one-time meetings (non-performance related) may use this form. Lights, publicity, box office, the marquee, and dressing rooms are not included in this LOA. If you need a less limited LOA, please contact Marc Olivero to see which LOA is best for your needs.

Submission Schedule

To Jake Strautmman (8-12 weeks before your visiting group meets) <b>Hardcopies, please!</b>
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Please contact Kate Snodgrass regarding requests for major programming change: [ksnodgra@bu.edu](mailto:ksnodgra@bu.edu)

Please contact Marc Olivero for inventory, rehearsal and tech time considerations: [olivero@rcn.com](mailto:olivero@rcn.com)

Please contact Jake Strautmman for Letter of Agreement and ticket revenue questions: [jacobst@bu.edu](mailto:jacobst@bu.edu)

Please contact Michael Duncan Smith regarding all marketing and box office considerations: [mdsmith@bu.edu](mailto:mdsmith@bu.edu)

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

Thank you,

Jake Strautmman,  
Managing Director

**BLACK BOX FELLOWSHIP LETTER OF AGREEMENT BETWEEN BOSTON PLAYWRIGHTS' THEATRE AND** visiting group \_\_\_\_\_ for event or meeting titled \_\_\_\_\_ running \_\_\_\_\_.

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. 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.

**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.

**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.

**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.

**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 Strautmman  
for Boston Playwrights' Theatre

\_\_\_\_\_  
Visiting Group Representative

Please print above name here: \_\_\_\_\_  
for name of company: \_\_\_\_\_  
for production: \_\_\_\_\_

Dated: \_\_\_\_\_ Boston, Massachusetts