



Theatre Department POLICY AND PROCEDURE

SUBJECT: THEATRE SCHEDULING POLICY

CEO Approval

6/29/98 6/29/98 11/17/2017 8/27/2022
Date Issued Effective Date Revised Date Revised Date

Bellevue Convention Center Authority Operating Policy "The purpose of Meydenbauer Center is to provide economic stimulation to the community through the creation of jobs, tax revenues and commercial activity. Meydenbauer Center will also provide the community with a facility for community events such as public meetings and local performing art events. It should be the goal of the Bellevue Convention Center Authority to emphasize commercial activities to the extent that its operation will not require general fund subsidies."

THEATRE POLICY

It is the policy of the Meydenbauer Center Theatre to establish booking guidelines which allow the Theatre to uniformly meet the advance booking needs of non-profit and for-profit performing arts organizations plus commercial clientele.

PURPOSE

To fulfill both the Bellevue Convention Center Authority and the Meydenbauer Center Theatre's Operating Policies:

The Meydenbauer Center Theatre

The Meydenbauer Center Theatre's mission is to be a quality community-based performing arts venue in Bellevue. In pursuit of this mission, Meydenbauer Center will:

1. Maintain a first-class, professionally equipped and staffed theatre suitable for a wide variety of live performances, events and audiences.
2. Promote the development and success of local non-profit performing arts organizations.
3. Showcase the Theatre's image and role as a partner in the development of the arts on the Eastside.
4. Manage theatre finances and operations in accordance with Bellevue Convention Center Authority Policy and Procedures.

WEEKEND RATES

To ensure that weekends are predominantly used for performances open to the public, Fridays, Saturdays, and Sundays shall be billed at the "Performance" rate regardless of intended use. This policy shall be waived for the months of July and August.

PROCEDURE

Events will be booked based on an organization's standing as one of the three defined arts groups, *Resident Artist*, *Recurring Artist*, or *Artist*:

Resident Artist:

Qualifications: *Performing arts groups that have booked two or more multiday performances in the past 12 months.*

Booking Window: *18 months out*

Hold Allowance: *Booking must be contracted, and first deposit received 12 months in advance of first rental day.*

Historical Priority: *If two "Resident Artists" are requesting to book same date or date pattern the group with historical booking history for the date set gets priority.*

Contracting and deposit schedule:

Contract Issued: *When status moves to Waiting for Contract (WFC).*

Contract Signed: *30 days (firm.) Penalty: Event removed from hold and WFC status.*

First Non-Refundable Deposit: *When contract is issued: 25% of Rental or \$1,200.00, whichever is less. Due 12 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Second Non-Refundable Deposit: *Sent electronically 7 months in Advance. 25% of Rental or total of 50% of full rental. Due 6 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Final Non-Refundable Deposit: *Sent electronically 3 months in Advance. Remainder of Rental. Due 2 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Recurring Artist:

Qualifications: *Historically (two consecutive years) books one "performance" per calendar year. "Performances" are a booking that includes 2 or more consecutive rental days, with at least one day being a live or virtual arts performance.*

Booking Window: *12 months out – Will receive notification from MCT 13 months in advance by email.*

Hold Allowance: *60 days (firm) Penalty: Event removed from hold status*

Contracting and deposit schedule:

Contract Issued: *When status moves to Waiting for Contract (WFC).*

Contract Signed: *30 days (firm.) Penalty: Event removed from hold and WFC status.*

First Non-Refundable Deposit: *When contract is issued: 50% of Rental. Due 9 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Final Non-Refundable Deposit: *Sent electronically 3 months in Advance. 50% of Rental. Due 2 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Artist:

Qualifications: *First time client. A client that has not booked Meydenbauer within the last 12 months. A client that only books a single day live or virtual performance.*

Booking Window: *Inside 12 months. No notification from MCT.*

Hold Allowance: *30 days (firm) Penalty: Event removed from hold status.*

Contracting and deposit schedule:

Contract Issued: *When status moves to Waiting for Contract (WFC).*

Contract Signed: *30 days (firm.) Contracts inside 90 days must sign contract and pay full deposit within 10 business days*

First Non-Refundable Deposit: *Sent electronically with contract. 50% of Rental due at signing. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Final Non-Refundable Deposit: *Sent electronically 3 months in Advance. 50% of Rental. Due 2 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

FINANCIAL STANDING

All events-related payments are due in full on or before 30 days after the event. In accordance with Washington State law, Meydenbauer Center is not permitted to extend credit to any organization. Failure to comply with this requirement may result in the cancellation of further events until all previous payments have been made to Meydenbauer. At the discretion of the CEO, organizations with a history of delinquency may be required to pre-pay 100% of the rent plus estimated ancillary charges prior to the organization's future rental(s) of the Theatre. Meydenbauer Center requires all clients to have a documented 3 consecutive years of Financial Standing.

COMMERCIAL RENTALS

Hold Allowance: *30 days (firm) Penalty: Event removed from hold status.*

**Commercial rentals cannot book for the month of December*

Contracting and deposit schedule:

Contract Issued: *When status moves to Waiting for Contract (WFC).*

Contract Signed: *30 days (firm.) Contracts inside 90 days must sign contract and pay full deposit within 10 business days*

First Non-Refundable Deposit: *Sent electronically with contract. 50% of Rental. Due 9 months in 30 days. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Final Non-Refundable Deposit: *Sent electronically 3 months in Advance. 50% of Rental. Due 2 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

CONVENTION & HIGH IMPACT RENTALS

Booking Window:

400+ room nights: Any time

200-400 room nights or \$40,000 in ancillary services: Inside 18 months

*All other convention & high impact rentals: Inside 12 months**

Hold Allowance: *60 days (firm) Penalty: Event removed from hold status.*

**Convention rentals cannot book the theatre for the month of December*

Contracting and deposit schedule:

Contract Issued: *When status moves to Waiting for Contract (WFC).*

Contract Signed: *30 days (firm.) Contracts inside 90 days must sign contract and pay full deposit within 10 business days*

First Non-Refundable Deposit: *Sent electronically with contract. 50% of Rental. Due 9 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

Final Non-Refundable Deposit: *Sent electronically 3 months in Advance. 50% of Rental. Due 2 months in Advance. Penalty: 5 business day final notice, followed by cancellation of contract and hold.*

CONVENTION BUY-OUT

Convention rentals may have the option to buy out dates contracted by arts groups. The arts group will have final say on releasing their dates and will be compensated for the buy-out.

PERFORMANCE SPACING

Performance spacing will apply to any performance that charges admission and is open to the general public to generate revenue for their event. The purpose of Performance Spacing is to prevent competing events from scheduling around each other in such a



manner that one or both events could negatively impact the attendance and admission of each other.

Performance Spacing will be applied to theatrical, dance, and musical performances and is intended for performances with similar artistic content or title. Qualified performances holding, contracting, or upon contracting space at Meydenbauer Center will be granted spacing of 14 days before and after their event. Performance Spacing will only be given consideration solely at the request of the event manager or owner and the request must be specific and reasonable. Meydenbauer Center takes no responsibility in offering or recommending event spacing.

POLICY EXCEPTIONS

Failure to comply with the terms of the scheduling policy may result in loss of scheduling priority for future booking periods.

The Chief Executive Officer of Meydenbauer Center has the authority to waive any aspect of this policy at any time for business reasons that benefit the organization as a whole or the community at large.