

THE STANFORD CALDERWOOD PAVILION AT THE BOSTON CENTER FOR THE ARTS



Photo by David Jenson

527 Tremont Street, Boston, MA 02116
www.CalderwoodPavilion.com

About the STANFORD CALDERWOOD PAVILION AT THE BOSTON CENTER FOR THE ARTS

The Calderwood Pavilion at the BCA, located in the vibrant South End neighborhood, provides a home for artistic innovation, including new play development by the Huntington Theatre Company; helps to build and diversify audiences; creates more opportunities for youth and community outreach; and expands the existing BCA complex to include more performance venues for Boston's smaller arts organizations.

The Calderwood Pavilion at the BCA is the result of a joint venture between the Huntington Theatre Company and the Boston Center for the Arts (BCA). The Calderwood Pavilion at the BCA houses the 370-seat Virginia Wimberly Theatre and the Nancy and Edward Roberts Studio Theatre (with flexible seating and a maximum capacity of 250), as well as rehearsal halls and meeting spaces. The Huntington Theatre Company manages the facility and programs it cooperatively with the BCA.

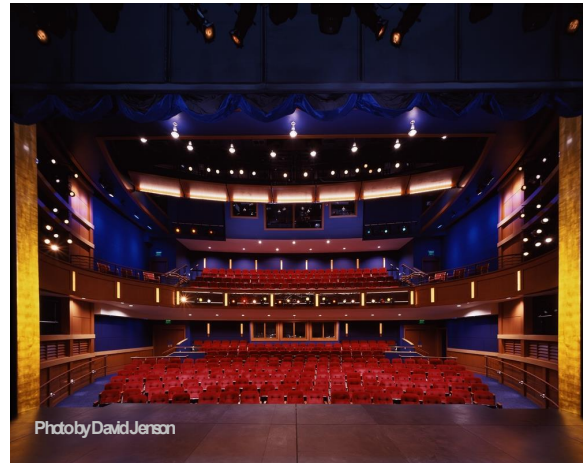
These facilities are available for rent at commercial and non-profit rates, subject to scheduling availability.

For more information and booking related questions or inquiries, contact:

Katie Most
617 933 8653
kmost@huntingtontheatre.org

The Virginia Wimberly Theatre

A state-of-the-art proscenium theatre with a capacity of 370, this space is ideal for performances, presentations, and larger meetings



Stage Dimensions:	Proscenium Width	32'
	Proscenium Height	22'
	Stage Depth from Apron	35'
	Stage Left to Right	67'

Audience Capacity:	Total: 370
	Orchestra: 250 seats
	Balcony: 120 seats
	8 Handicapped seats available, 4 on each level
	ADA Compliant

Amenities: (additional fees may apply)	Theatrical lighting and sound equipment package available
	Stage Draperies including legs, traveler, scrim and cyclorama
	Projector and screens available
	Equipped with a FM hearing enhancement system
	Equipped for Audio Described performances

The Wimberly is perfectly suited to host corporate meetings, awards presentations, and other recognition events. The stage can be used as a unique location for a seated dinner for 80. This space can be paired with our open lobby for a pre or post event reception.

Costs will vary depending on the nature of the event, number of spaces being rented, etc.

Basic rental cost for the Wimberly Theatre is

\$3,500 per day Monday–Wednesday

\$4,000 per day Thursday–Sunday

The Carol G. Deane Rehearsal Hall

Located on the second floor of the Calderwood Pavilion, this angular room features stunning floor to ceiling windows overlooking Tremont Street. Though specifically constructed for rehearsal use, this room is the perfect place for a reception, conference, meeting, and seminar or audition space.



Dimensions:	1654 square feet
North wall:	45'
East wall:	39'
South wall:	46'
West wall:	35'
Lowest point on grid:	14'
Highest point on grid:	19'

Capacity:	Maximum 120, depending on room set up Seated dinner for 80 Theatre style meeting for 100
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Costs will vary depending on the nature of the event, number of spaces being rented, etc.

Basic rental cost for the Carol G. Deane Rehearsal Hall is

\$750 per day Monday–Wednesday;

\$950 per day Thursday–Sunday.

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The Druker Lobby and Mezzanine Lobby

Located on the first and second floor of the Calderwood Pavilion, the lobbies are ideal for a standing reception for 50–370 as a private event or in conjunction with a performance in one of the theatres.



Costs will vary depending on the nature of the event, number of spaces being rented, etc.
Basic rental cost for the Druker Lobby or Mezzanine Lobby is
\$500 per day Monday–Sunday

Front of House Services

Our state-of-the-art facility has everything you need to make your event a success.

Available Amenities Include:

Concession Services	Coat Check
Elevator service to all floors	Full ADA compliance
Lobby signage opportunities	Professional management and staff
Sound System	Lobby Video Monitors

Staffing:

- Dedicated House Manager: \$35 an hour (on request for theatre events)
- Event Manager: \$30 an hour (on site from start of set-up to end of cleanup)
- House Technician: \$32 an hour (when lighting or sound is requested, 4 hour min.)
- Bartender: \$15 an hour (includes set-up and strike, 4 hour min.)
- House Staff: \$15 per hour (as quoted based on event needs)
- Security: \$35 per hour (as quoted based on event needs)
- Cleaning: As quoted
- Box Office: As quoted

Audio Visual Equipment:

Inventory is available on request, but does include an in-house projector, variety of projection screens, and microphones for any event. All spaces are equipped with a state of the art sound system, and dimmable lighting.

Beverage Service:

The Calderwood Pavilion offers wine, beer, soft drinks, and bottled water. All such beverages must be purchased through the Calderwood Pavilion. Our beverage service includes plastic cups. If glassware is desired, it should be provided by an outside vendor.

The Calderwood Pavilion holds a wine and beer license. Unfortunately, cordials and hard liquors cannot be served in the building at any time. The Calderwood offers House wines and beers, as well as an extensive Event Wine List. House offerings will be charged to the client based on actual consumption. Selections from the Event Wine List are pre-ordered at the client's request. Such orders will be charged based on consumption plus a 25% restocking fee for any unused inventory. Special orders for wines or beers not included in the Event Wine List are possible, but will be charged in full regardless of consumption. At no time will any alcoholic beverages be allowed to leave the facility.

We provide TIPS trained bartenders to serve from bar stations. In the event that the client wishes to have passed beverages, the Caterer's wait staff shall provide this service. In this situation, we must receive a certificate of insurance verifying that the Caterer has liquor liability coverage.

Other non-alcoholic beverages such as lemonade, ice tea, punch, hot coffee, or tea should be provided by the Caterer.

Catering Prep Space:

The Calderwood Pavilion does not have a kitchen. There is a small room on the second floor (12' x 17') that is the primary catering prep space. For large events requiring additional space, we will work with you to find solutions.

Cleaning and Trash Removal:

Caterer is responsible for leaving the event and prep space as it was found (broom clean, with any food or beverage spills having been mopped up). All trash must be removed from the facility.

Deliveries and Pickups:

All deliveries and pickups (including party rental company, caterer arrival, etc.) must be scheduled in advance in order to ensure that there is no interference with other building activities. Loading dock hours differ from the building hours. Access to the loading dock must be requested in advance.

Insurance:

Insurance certificates must be received prior to the start of your event. Events will not take place without proper insurance documentation.

Open Flame:

We do not allow candles or sterno at the Calderwood Pavilion.

Tables and Chairs:

The Calderwood has a small inventory of utility tables and cocktail rounds for use with prior arrangement. We have sufficient chairs for meeting setup in Deane Rehearsal Hall. For seated dinners, a chair rental is advisable.

Additional Expenses which may apply:

Piano rental and tuning (\$150)

Projector (\$50)

Projection Screens - 5 x 5 (\$50), 6 x 9 (\$100), 10 .5 x 14 (\$200)

Stand-alone Assisted Listening Device system (\$50)

Two coin operated washers and dryers provided (\$1 per wash / dry in quarters)

Cleaning and Trash Removal (\$150)

Fabric/Carpet Sample Testing (as set by Boston Fire Department)

Required Fire or Police Details (currently \$140.80 per 4 hour shift)

Special Effects, Firearm or Pyrotechnic Permits (as set by Boston Fire Department)

Frequently Asked Questions

How much does it cost to rent the Calderwood Pavilion?

Our rental fees range from \$500 to \$10,000 per event day. The final price takes several factors into account including the space(s) being used, number of patrons, production needs, and tax exempt status.

How are event date holds handled?

Upon confirmation that you wish to rent a particular date, a contract will be processed and forwarded to you via email. The date will be on soft hold until we receive the signed contract and rental payment, which must occur within ten days of receiving the contract. If, in the meantime, someone else wishes to rent your date, we will contact you, at which time you will have 48 hours to return the signed contract and rental payment.

What is included in my rental fee?

From the moment your contract is signed, you will receive tailored consultation from our experienced event staff to help make your event the very best it can be. We consult with your event planners, vendors and caterers every step of the way. Once you are in the venue for the event, we provide on site venue management and are at your disposal to answer questions.

How long do I get the space?

Typical one day rentals begin at 8a and must be concluded by 11p. Should your event require additional time, arrangements should be made in advance. Event staff will work with you to ensure that you are able to maximize your time in the space. We can be quite flexible, so please feel free to let us know your needs.

Can I use my own Caterer?

Caterers who are not on the list below must be pre-approved by Calderwood Management. We encourage you to use our enclosed list of professional Caterers in the Boston area that have a great deal of experience with events large and small in our facility. When working with a Caterer who is not on the Caterers list, we do require at least one catering walk-thru no later than two weeks prior to the event, and preferably one month prior to the event. We must receive a copy of the caterer's current catering license, proof of workers compensation insurance, and a certificate of liability insurance naming the Calderwood Pavilion as an additional insured.

Is a deposit required?

Yes, upon signing your contract, you will be required to pay at least 50% of the full rental fee. You will then be required to pay the beverage and labor deposit (if applicable) fourteen days prior to your event.

Can I serve liquor?

The Calderwood Pavilion has a wine and beer license. These are the only alcoholic beverages that may be consumed on site, and all such beverages must be purchased through us. Our bartenders are trained to assist you in understanding how to have a safe and enjoyable event that includes alcohol. As our bartenders are not waiters, if you wish to include the passing of beverages on trays throughout the event, we do allow your Caterer's staff to handle tray serving. In these instances, we must receive a copy of your Caterer's liquor liability insurance prior to the start of the event.

Is there parking?

Yes. Please refer to <http://www.bostontheatrescene.com/directions/Calderwood-Pavilion-at-the-BCA/> for parking information and driving directions.

What is availability like?

As our core business is theatre, availability of our spaces for events must be fit around the theatrical schedule. Both theatres are frequently available for daytime meetings if they can exist with an existing set on stage. Evening events are feasible on dark nights, most often Sunday, Monday, or Tuesday evening. The Deane Rehearsal Hall is our most accessible space. For events in the Roberts that require the striking of seating risers, the most optimal times for such events are during the summer months.

Preferred Vendors List



STANFORD
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PAVILION
AT THE
BOSTON CENTER
FOR THE ARTS

CATERERS

Max Ultimate Food
100 Magazine Street
Boston Massachusetts 02119
Neal Balkowitsch
Ph: 617 427 9799
neal@maxultimatefood.com
www.maxultimatefood.com

East Meets West
212 Old Colony Avenue
Boston MA 02127
Brian Rice
Ph: 617 269 2662 ext. 16
brice@emwcatering.com
www.emwcatering.com

Above and Beyond
42 Plympton Street
Boston MA 02118
Mark Haley
Ph: 617 426 5999
mark@aboveabc.com
www.aboveabc.com

Bakers Best Catering
150 Gould Street
Needham, MA 02494
617 332 4588
www.bakersbestcatering.com

VENDORS

Be Our Guest
24 Blue Hill Avenue
Boston MA 02119
Winn Rutledge
Ph. 617 427 2700
win@BE-OUR-GUEST.com
www.beourguestpartyrental.com

Rentals Unlimited
715 Boylston Street #3b
Boston MA 02116
Ph: 781 341 1600
www.rentals-unlimited.net

High Output, Inc.
495 Turnpike Street
Canton, MA 02021
Jess Klarnet
Ph. 781 364 1863
jklarnet@highoutput.com
www.highoutput.com