



Here is some house rules and basic information you need to know about renting in our building. By renting a space in our building, you agree to be bound by these Terms, effective on the date of rental payment acceptance.

- Theatrical or artistic productions, readings, theatrical benefits or developmental workshops occurring at Ars Nova, as rentals, are expressly prohibited from using Ars Nova's mark or logo on any form of advertising, marketing, press releases or invitations including social media. Our theater must be billed as "**Theater 511**" and our loft must be billed as "The Loft" at "511 West 54th Street, New York , NY 10019." Renters must clear for use any materials billing our venue prior to their release.
- **UNDER NO CIRCUMSTANCES may you screw into the walls, ceiling, stage, or any surface in the building. You will be charged up to \$1,000 for every hole found to be caused by you.**
- Gaff and Spike tape may be used on the stage floor in the theater. Only painter's tape may be used on the walls and the Theater floor, and the loft floor.
- The Renter and their affiliates are to buzz the Theater Offices using the intercom outside the building to gain entry into the building. The Renter and their affiliates **shall not grant** access to anybody into the building, whether known or unknown.
- The entrance doors to the building **cannot** be propped open at any time for any reason without the direct supervision of an Ars Nova staff member. Further, hand trucks and other similar equipment are prohibited in the lobby.
- An Ars Nova representative must directly supervise all load-in and load-out actions. An Ars Nova representative must supervise any and all activity in the building.
- Pending availability, we have an assortment of living room furniture, chairs, stools, tables, and music stands. Should Ars Nova's chair inventory not be able to accommodate our own programming in the theater as well as a concurrent rental, the renter is responsible for the costs of chair rental for their event through a vendor approved by Ars Nova, so please check in advance about chairs.
- Renters are responsible for providing all food, beverage, ice, supplies and soft goods for their events. Renters are required to remove all materials upon the conclusion of the rental. Vendor and affiliate arrivals, prep work, supply deliveries/removals, any and all activity must occur within the rented time period.
- Renters without a valid liquor license cannot sell alcohol in the loft. Ars Nova will however, cover the expenses of concessions in exchange for all concessions income if requested and after consultation.
- Use of the piano requires Ars Nova approval prior to the rental engagement.

- The Renter is responsible for disposing of any food and drink items properly in provided waste bins. The Renter is prohibited from disposing of trash of any kind on the sidewalk of Ars Nova or any neighboring businesses or residences of West 54th Street.
- The Renter and their staff are prohibited from the bar area within the theater.
- The lobby cannot be used for technical work, storage or a meeting area at any time.
- The Renter is prohibited from moving the furniture within the theater, green room, rehearsal room or loft.
- The bedroom located in our loft is off limits and is not part of any rental agreement.
- Only Ars Nova staff members are permitted to control the A/C Units in the theater, green room, rehearsal room or loft.
- Smoking is prohibited in the building.
- Renter's personnel must be considerate of other Ars Nova artists and/or activities by keeping noise to a minimum, not blocking through traffic, and keeping the Theater, green room, rehearsal room, loft, basement hallway and lobby neat.
- Ars Nova is not responsible for items left in the theater, green room, rehearsal room, or loft.
- All members of the Renter's company are requested to leave the premises 30 minutes following a performance unless the approved rental schedule states otherwise. Guests, family members and supporters can wait in the lobby or outside to greet company members. Only persons directly involved with the performance in the Theater are allowed in the basement. No entertaining at Ars Nova of any kind is permitted unless prior arrangements have been made.
- The house manager will provide 30 minutes to the Renter and their staff before securing the Theater and premises following the conclusion of a performance and ensure that the Renter and their staff have vacated the premises. The Renter must obtain the Lessor's prior written approval before scheduling or conducting any post-performance activities such as talkbacks, receptions, note sessions or work calls. The cost of the Lessor's staff overtime compensation shall be borne by the Renter.
- The Renter is prohibited from taping or otherwise securing any signage to the premises without direct consultation with the Lessor. Any signage found and not approved by the Lessor will be immediately removed and any repair expenses to the premises shall be borne by the Renter.
- The Renter will be responsible for disposing of construction materials during production and immediately following strike and load out. The Lessor's in house trash receptacles may not be used for this purpose.
- No spray painting may be done onsite including the sidewalk and no architecture of the premises shall be painted without written approval from the Lessor.

Please email Rentals@arsnovanyc.com for any questions regarding our policies.