

# Faber Piano Institute Recital Hall Rental Policy

## Reservations

Reservations for Recital Hall rental must be made one month in advance. Reservations can be made up to four months in advance. All reservation requests are handled through our online request form. The Recital Hall is only available for rental on Saturdays and Sundays.

Reservations can only be made for the following time blocks:

Block A: 11:00am - 1:00pm

Block B: 1:30pm - 3:30pm

Block C: 4:00pm - 6:00pm

Block D: 6:30pm - 8:30pm

Three-hour time blocks:

Block E: 10:00am - 1:00pm

Block F: 6:30pm - 9:30pm

## Rental Fees:

- The rental fee for the recital hall is **\$150** per two-hour time block (Blocks A-D).
- Three-hour time blocks are **\$225** (Blocks E-F).
- An additional **\$25** required to serve refreshments.
- An additional **\$25** required to reserve use of one practice studio/green room.
- **A charge of \$25 per 15 minutes over scheduled time will be billed post event for late departures.**
- An additional **\$25** rescheduling fee will be charged if any changes are made within one month of the scheduled event.

## Cancellations

Once a reservation has been made, no refunds can be given. You may apply the amount towards a future booking. An additional \$25 rescheduling fee will be charged if any changes are made within one month of the scheduled event.

## Hall Restrictions – No Early Arrivals or Late Departures

You may occupy the recital hall, the facilities and lobby area only during the hours specified in your contract. Teachers, students, parents, guests and any other attendees shall not enter the building or stay in the building outside the reserved time. Your reserved time must include enough time for set-up, warm-ups, food preparation, and clean up. The teacher is responsible for communicating the “No Early Arrivals, No Late Departures” rule to all guests and attendees. A charge of \$25 per 15 minutes over scheduled time will be billed.

## The Pianos

The recital hall has a Steinway Concert Grand “D” and “B”. Note that both pianos must remain on stage. To move the pianos, at least two people must be present to move the piano together. Be advised that anyone who moves a piano does so at his/her own risk. Take care when opening and closing the piano lid so that the finish is not damaged or scratched. You will be held financially responsible for any damage to the piano, strings, keys, and bench. When finished using the piano, it is your responsibility to return the pianos back to the original spot on stage.

### **Chairs and Tables**

The chairs will be arranged by FPI staff to face the stage. The standard set-up will be 50 chairs in a “theater style” with one aisle down the middle, unless otherwise specified. Two refreshment tables can be placed in the lobby upon request. You may request up to 75 chairs maximum for your event. Please note that the Fire Code limits the number of chairs/audience members in the recital hall to 75. Any additional set-up and teardown for events must be done by renters.

### **Tape & Décor**

Nails, tacks, staples, scotch/masking tape, or any other items that may put holes in or remove paint from the walls, doors or ceiling are strictly forbidden.

### **Refreshment Policy**

- There is an additional \$25 fee required to serve refreshments.
- FPI has a small kitchen available for renters to use as a refreshment setup area. Kitchen includes: sink, refrigerator with freezer, microwave & coffee maker.
- Note that there is no stove or oven available and none are permitted.
- Receptions are allowed only within the lobby area. **No food permitted in the Recital Hall.**
- Food must be limited to *simple* finger foods. **No coffee, gum, coffee, chocolate, foods containing chocolate, or red sauce of any kind is allowed. All beverages must be clear-colored.**

### **Takedown & Cleanup**

Renters are expected to return the recital hall to its original state. If you serve refreshments, you must clean up any spills and crumbs. Renters will be billed for any extraordinary clean up required after your use.

### **Damages**

Any damage to the facility (i.e. walls, doors, tables, chairs, floors or piano) beyond normal wear and tear will be billed to the renter where the damage occurred.

### **Safety and Courtesy**

Loud rambunctious behavior is prohibited inside the building at all times. Regular FPI studio lessons may occupy the adjacent rooms during your event. Please make sure your group remains quiet and courteous. Adults must supervise children at all times.

### **Emergencies**

The building facilitator will be available to assist any building or facility issues.

**Questions?** Contact Recital Hall Coordinator, Kathleen; or Institute Director, Amber (734) 975-1995

Please keep a copy of these policies for your own records.