

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 **\$200** per two-hour time block (Blocks A-D).
- ❖ Three-hour time blocks are **\$275** (Blocks E-F).
- ❖ **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, 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 model “M”. 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.

Health and Safety

Here is what we have in place for everyone's safety:

- Piano keys sanitized with UVC-light
- Audience seating spaced to provide social distance
- Upgraded HVAC filters installed in the building
- Hand sanitizer stations (performers highly encouraged to wash hands before playing the piano)
- We can provide additional low-noise HEPA air filters in the recital hall
- **At this time, masks are required inside building (3/15/2022)**

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 outside upon request if weather permits. (Our lobby is closed to receptions.) You may request up to 50 chairs maximum for your event. Please note that the Fire Code limits the number of chairs/audience members in the recital hall to 50. 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.

Takedown & Cleanup

Renters are expected to return the recital hall to its original state. 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.
Emergency contact, Amber **(816) 739-3026**.

Questions? Contact Institute Director, Amber (816-739-3026); or Recital Hall Coordinator, Kathleen **(734) 975-1995**.

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