

# 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 will be incurred 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. (ie: if your rental begins at 11:00am, the doors will be unlocked at 11:00am and the building must be evacuated by 1:00pm.) Teachers, students, parents, guests and any other attendees may only be in the building for the duration of the reserved time. The teacher is responsible for communicating the “No Early Arrivals, No Late Departures” rule to all guests and attendees. Your reserved time must include enough time for set-up, warm-ups, and clean up.

## The Pianos

The recital hall has a Steinway Concert Grand “D” and model “B”. Note that both pianos must remain on stage. Piano positioning will be handled by Institute staff prior to your rental. Unless specified, the Concert Grand D will be center stage. Two-piano arrangements must be made with Institute staff prior to the rental. 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.

## **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 (3/15/2023)**

## **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. The lobby is not available for receptions. As weather permits, receptions may be held outdoors. Two refreshment tables can be made available upon request if weather permits. 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.**

## **Recital Hall Usage Guidelines**

No food or drink allowed in the Recital Hall.

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 forbidden.

Renters are expected to remove all personal belongings upon exit (programs, jackets, music). Renters will be billed for any extraordinary clean up required after your use.

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.

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.**

Piano studios and office spaces are off-limits during the recital and not available for warm-up.

## **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 ([amber@faberinstitute.org](mailto:amber@faberinstitute.org)); or Recital Hall Coordinator, Kathleen **(734) 975-1995**.

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