

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. Reservations are handled through email and/or phone.. **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
- ❖ Receptions are billed at \$25 to cover costs for set up and cleaning

Cancellations

Once a reservation has been made, no refunds will 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:

- Upgraded HVAC filters installed in the building
- Hand sanitizer stations (performers are highly encouraged to wash hands before playing the piano)
- We can provide additional low-noise HEPA air filters in the recital hall
- Wearing of masks is at individual discretion

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. One refreshment table can be made available upon request for an additional fee. 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 is 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 staff office spaces are off-limits during the recital and not available for warm-up.

Guidelines for Receptions

If you are planning to have a reception, please include the table reservation when you reserve the recital hall. The reception must occur within the time block of your rental. We ask that you avoid refreshments with red dye and chocolate, as both of these can stain the carpet.

Emergencies

The building facilitator will be available to assist with any building or facility issues. In case of emergency, please contact Betsy Henrichs (734) 904-8832 or Joanne Eggenberger (734) 751-4195.

Questions? Contact Recital Hall Coordinator Betsy Henrichs (Betsy@pianoadventures.com) or Faber Piano Institute receptionist Kathleen (734) 975-1995.

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

Updated February 2025