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## Request for Proposals

Activate Your Space. Host A Theatre.

May, 2016

Issued by:

### **THEATRE B**

Theatre B Representative:

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THEATRE B is accepting proposals to find temporary space suitable for theatrical performances between the months of August, 2016 and May, 2017. Our goal for the use of currently unoccupied space is to:

1. Activate otherwise unused / underused space
2. Enliven unexpected buildings and neighborhoods with activity
3. Attract new audiences to surprising artistic locations
4. Enhance community and commerce for nearby amenities and businesses

The objective of this Request for Proposals is to identify building owners and/or developers who can provide the best overall value to Theatre B, while meeting the basic selection criteria, as more fully described below. Theatre B will be responsible for cleaning and utilities during period of use. Empty spaces do not need to be “theatrical.” Spaces which are open and undefined are preferred.

To submit a proposal, please send a Letter of Inquiry to Theatre B by June 30, 2016. Please attach documentation addressing specifications of available space. Selection of winning proposals will be made based on the following criteria.

### **Specifications**

- Space available for periods of 2-3 months or longer
- Space available and open to public 5:00 p.m. to 11:00 p.m. daily
- Space of 2500-5000 square feet
- No posts / widely spaced posts
- Minimum ceiling height 14'
- Space has at least two restrooms adjacent / available
- Wheelchair accessible
- Ancillary space a plus (to be used for lobby / backstage / tech)

**Attachment Detailing Specifications:**

1. What is the address of the available space?
2. Is the space available for periods of 2-3 months or longer? If so, what dates? How long does building owner/developer prefer to have Theatre B activate the space? Is there potential for the space to be used by Theatre B for more than one year?
3. Is the space available and open to public 5:00 p.m. to 11:00 p.m. daily? Is it open during the day? Are there any hours building owner/developer would restrict activity?
4. What is the square footage of the space? What are its dimensions?
5. What is the ceiling height? Is the ceiling height uniform throughout?
6. What is the construction of the space? Wood, brick, glass, concrete?
7. Does the space have any load-bearing posts? If so, how many and how are the posts spaced?
8. How many entrances/exits are there to the space? Are any of the doors equipped with crash bars or automatic entry? Are any of the doors large/double/garage sized?
9. Does the space have restrooms? If so, how many stalls? If not, are there restrooms available within the same building?
10. Is the space wheelchair accessible? (indicate ground floor or elevator)
11. Is there available ancillary space in same or nearby building? If so, please describe number and configuration of rooms.
12. Please attach 1-3 photos of available space

**Win/Win for Building Owner and Theatre B**

- Unused space is animated by Theatre B for a short commitment (2-3 months)
- Theatre B activates space with rehearsal and performances (day & evenings)
- Theatre B draws artists and audiences to the building & neighborhood
- Building & neighborhood associated with arts sector & loyal audience
- Theatregoers spend time & money "out on the town"
- Nearby amenities benefit from regular flow of diverse audience
- Theatre B can develop projects influenced by the space (artistically, thematically, attracted audience, neighboring amenities)