



## RENTAL PACKET FOR THE ARTS FACTORY

### Venue Overview

Venue Name: Arts Factory, managed by Three Bone Theatre

Venue Address: 1545 W Trade Street, Charlotte, NC 28216

Phone Number: 704-559-9051 will add a Google Number for Arts Factory specifically

Website: [www.threebonetheatre.com/artsfactory](http://www.threebonetheatre.com/artsfactory)

Social Media: Facebook - [Arts Factory](#)

Instagram - [@artsfactoryclt](#)

### Contact Information for Site Lead

Name: Kelly Sandoval

Title: Arts Factory Venue Manager

Email: [artsfactory@threebonetheatre.com](mailto:artsfactory@threebonetheatre.com)

Phone: 704-559-9051 ext. 2

### Facility Rules/Expectations for the Renter

[Arts Factory Work Culture Agreement and No Harassment Policy](#)

[Black Box Rental Agreement](#)

[Scene Shop Rental Agreement](#)

[Community Workspace Rental Agreement](#)

### Venue Rental Assistance

The Venue Access Grant at the Arts Factory is a program managed by Three Bone Theatre. This grant is made possible by The Arts & Science Council (“ASC”) and is designed to alleviate financial barriers for Mecklenburg County's smaller to mid-size nonprofit arts, science, and history organizations, enabling them to utilize publicly and privately owned venues for cultural programming. This grant funding, provided solely by Mecklenburg County, aims to provide access to affordable space for the creation and experience of arts and culture, fostering a more vibrant and active cultural landscape across the county. This grant supports projects that directly lead to increased public engagement with arts, science, and history in accessible and appropriate spaces.

[Individual Artist Grant Guidelines](#)

[501\(c\)3 Grant Guidelines](#)

### Insurance Requirements of Renter

The Renter must maintain Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Three Bone Theatre and West End Investments shall be named as Additional Insured on all applicable policies. Coverage should be primary and non-contributory. In lieu of providing separate coverage, all Renters may choose to purchase event insurance through the Venue, if offered, at the Renters expense.

## Ticketing

Currently, renters must handle their own event ticketing. Three Bone Theatre is happy to consult on different options and help guide renters to a solution. At this time, we **do not** offer ticketing services for events.

## RENTAL FEES

Black Box Theatre		NPO or Artist Rate	For Profit Rate
	½ Day (4hr rental)	\$200	\$450
	1 Full Day (M-TH)	\$450	\$800
	1 Full Day (F-Sun)	\$475	\$950
	Weekly	\$1000	\$2000

Scene Shop		Artist Rate	NPO Rate	For Profit Rate
	½ Day (4hr rental)	\$75	\$100	
	1 Full Day (M-TH)	\$150	\$200	\$300
	Weekly	\$450	\$600	\$1,200

Community Workspace		Artist Rate	NPO Rate	For Profit Rate
	½ Day (4hr rental)	\$50	\$75	\$150
	1 Full Day	\$100	\$150	\$300
	Weekly	\$200	\$300	\$500

**Additional Fees**

For all Black Box theatre bookings, each renter is required to EITHER participate in equipment training with the venue manager OR hire a stage manager or technician to be present at your event. This will be negotiated and signed off on as part of your Rental Agreement with Three Bone Theatre.

**Stage Manager/Event Coordinator:** A stage manager/event coordinator will make sure your event goes smoothly from start to finish. We recommend engaging someone at the beginning of the tech process. They typically will be able to run the light/sound boards as well - depending on the complexity of your show.

Stage Manager/Event Coordinator		NPO or Artist Rate	For Profit Rate
	Hourly	\$28/hour	\$35/hour
	Full Day	\$250	\$300
	Weekly	\$1,750	\$2,450

**Technician:** A technician can come in and ensure that your lighting, sound, projections, or other tech needs are taken care of. Lighting technicians can ensure basic focus and cueing but if you need a full lighting design, you need to hire a designer. Technicians are great for getting looks right for “lights up, lights down” events and basic sound cues.

Technician (lighting, sound, projection)		NPO or Artist Rate	For Profit Rate
	Hourly	\$28/hour	\$35/hour
	Full Day	\$250	\$300
	Weekly	\$1,750	\$2,450

**House Manager:** A house manager ensures that your patron experience is handled professionally. They will manage the communication between the lobby and the theatre, ensure patrons are seated safely and promptly, and answer any questions for audience members as they arrive and depart.

House Manager		NPO or Artist Rate	For Profit Rate
	Hourly	\$20/hour	\$28/hour
	Full Day	\$175	\$250
	Weekly	\$1,225	\$1,750

**Security:** It is required to have a security presence at any public or ticketed event of more than 10 people. Third Rock Security is accustomed to the Arts Factory space and is our exclusive security vendor. Typically events only require one unarmed officer. Each officer (armed or unarmed) is \$28/hour.

Security		Flat Rate Unarmed or Armed
	Hourly (per officer)	\$28/hour

**Designers:** If you are looking for a more in depth vision for lights, sound or projections (or costumes and properties), let us know and we're happy to connect you with local designers who will fit your needs! These are separate from the rental and you would need to negotiate rates, expectations, and schedules with these individuals.

## VENUE DETAILS

### Arts Factory Building

ADA Compliant: Yes

- Accessible parking spaces and entrances
- Accessible restrooms
- Assistive Listening System in the Black Box
- Accessible seating in all spaces
- Accessible Sales Counter
- Service Animals permitted
- Visual Fire Alarms
- Accessible exit routes

### Parking Information for patrons:

The Arts Factory has free parking on site and is right off a stop on the Gold Line.

There is a limited number of accessible spaces in front of the building (1) and there is additional parking in the surface lot behind the building (2). There is now a NEW surface lot on Trade Street, right BEFORE the Arts Factory. You are welcome to park here. (3) The parking garage next door has plenty of FREE parking BUT they will boot cars that are parked in retail only spaces or student spaces! Park in UPPER LEVELS that DO NOT say RETAIL! (4)

### Parking Spaces Available

- Front Lot (1) - 6 + 1 accessible parking space
- Back Lot (2) - 20 Parking Spaces
- Gravel Lot (3) - 22 Parking Spaces



## [Building Floor Plan](#)

### AVAILABLE SPACES - DETAIL

#### Space #1 Black Box Theatre



Ideal Use: theatre, readings, film screenings, dance (if dance floor is rented), live music, spoken word/poetry, comedy, speaking events, workshops, classes

Photos: [Arts Factory Photos](#)

Room Dimensions:

Theatre 1296 sq ft

Dressing Room 200 sq ft

Important to note that the floor is cement and is uneven throughout the room.

Tech Available:

- Complete Lighting Grid & System\* - New Equipment
  - LED Color Changing Lights and Light Board
- Complete Sound System\* - New Equipment
  - Sound Board
  - 4 Speakers
  - 2 Handheld Mics and Stands
- Assisted Listening Device system\*
- Projection screen and Projector Provided

\* Requires training before use.

Seating Capacity:

- Up to 80 theatre seats on two levels (moveable banks of 5 seats)
- Up to 100 seats if you include floor seating in your floor plan
- Live theatre is best suited for 65-85 seats

- Music, Comedy, or Speaking events with a smaller footprint of performance space can seat up to 100 including floor seats

## Space #2 Scene Shop

Ideal use: Best for working on visual arts projects or theatre scene shop use

Room Dimensions: 390 sq ft

Photos: [Arts Factory Photos](#)



This room *requires* a basic walk through & tool training before use.

### Tools/Tech Available:

- Assortment of hand tools and drills
- Basic hardware (screws, bolts, drill bits, etc.)
- Safety PPE (goggles, ear plugs, gloves, aprons, etc.)
- Jig saws
- Chop saw
- Table saw
- Drill press
- Large work table
- Assorted scrap lumber
- Basic painting supplies (brushes, rollers, handles, extenders)

### **Space #3 Community Workspace**

Ideal Use: Meetings, Work space, additional backstage space or expanded dressing room space, small classes or workshops.

Photos: [Arts Factory Photos](#)

Room Dimensions: 269 sq ft, Seats 10 people comfortably

#### Tech Available:

- Zoom Room capacity is set up for virtual calls (TV, speaker, camera, etc.)
- Printer/Copier available for use
- Paper Cutter, 3 hole punch, 8x11 Laminator
- General Office Supplies available (pens, printer paper, stapler, scissors, etc.)
- 4 Small tables that can be configured as a conference table or individual work tables.
- Chairs
- Locking cabinet space upon request