



248 West 60th Street, New York, NY 10023 - Tel: (212) 787-1178 / Fax: (212) 787-1098

**MANHATTAN MOVEMENT AND ARTS CENTER  
THEATER RENTAL RULES & POLICIES**

**CANCELATION POLICY**

After a contract is signed, no refunds or credits will be issued. If the rental is cancelled by the renter, or terminated by MMAC due to breach of Terms & Conditions, the renter is obligated to pay the full theater rental fee on the contract.

**THEATER RENTAL RULES**

- Smoking is prohibited anywhere in or around the building. This includes e-cigarettes.
- Food and Beverages are not permitted in the Theater.
- Technical Staff assigned to your show are allowed at minimum, one fifteen (15) minute break every two (2) hours. These must be scheduled in by the renting company.
- Technical rehearsals must end no less than forty-five (45) minutes before planned house open time. Planned house open time is thirty (30) minutes before show start time.
- Box office may not open until one (1) hour before curtain.
- Any scenery, props, or equipment brought to MMAC by the renter is subject to MMAC's written approval and must be approved by the Theater Manager no less than two (2) weeks prior to the event. All items brought in by the renter must comply and conform to all rules and regulations, ordinances and statutes of the City and State of New York and must be fireproofed according to the requirements of applicable law.
- Prior to the rental, the renter must at its own expense obtain Commercial General Liability Insurance and Workers Compensation and New York State Disability Insurance covering all of Licensee's employees, if applicable.
- All equipment supplied by MMAC must be restored to its original condition by the renter at its expense at the conclusion of the event, excluding normal wear and tear. The renter will, at its own cost and expense, promptly remove any violation placed against any of its equipment, installations or theatrical property located or maintained in the premises.
- Use of premises is limited to the times outlined on the contract, inclusive of all setup and breakdown time. The premises of MMAC must be fully vacated by the end time listed on the contract. Dressing Rooms are not to be used before the start time listed in the contract without prior written approval from MMAC.
- Manhattan Movement and Arts Center is not responsible for lost or stolen items.