



## District of Columbia Arts Center

2438 Eighteenth Street NW Washington, D.C. 20009  
Phone 202.462.7833 | Fax 419.821.9622 | [dcartscenter.org](http://dcartscenter.org)

### Performance Slots:

7:30 PM Wednesday through Sunday (usage time 6:30 PM – 9:30 PM)

10:00 PM on Friday and / or Saturday (usage time 9:30 – 12:00 AM)

3:00 PM on Saturday and / or Sunday (usage time 2:00 PM – 5:30 PM)

### Rental Rate per Slot:

Thursday, Friday, Saturday at 7:30 PM, Friday and Saturday night at 10:00 PM

Flat Fee: \$225 (\$195 for DCAC members) Artist keeps 100% of box office or

Split: \$130 (\$100 for DCAC members) plus 30% of box to DCAC, 70% to artist.

Wednesday at 7:30 PM, Saturday at 3:00pm, Sunday at 3:00 pm or 7:30 pm:

Flat fee: \$175 (\$145 for DCAC members) artist keeps 100% of the box office, or

Split: \$130 (\$100 for DCAC members) plus 30% of box to DCAC, 70% to artist

Rehearsal Rate is \$20 per hour for groups performing at DCAC and DCAC members, \$30 per hour for others.

Rehearsals must take place outside of the regular performance slots unless arrangements have been made.

### Steps to renting the theater:

- Carefully review the theater manual, we are serious about everything it contains.
- Decide on precise dates for your performance with your production team. It is advisable to also select alternative dates and plan for rehearsals if needed.
- Download the PDF of the Performance Proposal Form, complete it legibly, and email, fax or mail it to us.
- You will receive a telephone call from the director who will confirm your dates if they are available or work with you to find alternate dates that suit you.
- Once the dates are agreed upon we will send you a contract and box office information sheet in the mail. Review the contract carefully.
- Send back one copy of the contract signed with your first payment within two weeks. Keep the second copy for your records. *After signing this contract, you are responsible for payment of the full amount agreed upon, regardless of cancellation.*
- Your show is now scheduled
- Submit your press information (with photos, 300 dpi) as soon as possible so that we can publicize your show.
- Schedule a technical walk through with your technical staff and director. Access to the space will not be granted until this occurs. If necessary you will receive a key at that time and all technical or production questions will be answered.