



Three Stories User Handbook & Booking Policies



INTRODUCTION

The purpose of Three Stories is to provide rent free space for individual artists and non-profit arts companies to produce work in the Cultural District.

The Trust has scheduling policies that ensure effective usage of its facilities while serving the broadest possible spectrum of campus and community stakeholders who rely on this critically valuable resource that is the Downtown Pittsburgh Cultural District.

Three Stories will prioritize public performances above all other uses. It's understood that public performances shall include load in, rehearsal, tech, and load out. Bookings may be confirmed up to 24 months in advance and will be based on a "first-come first-served" booking policy. All other uses may be confirmed up to 12 months in advance. Users will receive calendar holds in the order they were requested.

Three Stories is meant to be used by a broad spectrum of users in and around the Pittsburgh community. As such, the maximum number of annual days of use by one user is 28 days. If additional dates are needed, reach out to the Trust to request additional use.

GENERAL BOOKING INFORMATION

Non-Profit Users and Individual Artists

Non-profit users and individual artist shall receive waived rent, subsidized by the Trust.

Commercial Users

Are encouraged to use alternate Trust facilities.

Date Holds

Any user may 'hold' dates for potential events. The 'hold' will be documented on the Trust's booking calendar (Momentus Elite) and include current contact, email address, billing address and telephone number(s). Venue Management will confirm/release holds after talking with the presenter/producer. Holds are placed on a first come first serve basis based in the order in which they were received.

Date Challenge

If a tentative date is held by one potential user, a second potential user may 'challenge' the date by issuing a written statement to the Venue Manager. The potential user with the original hold has 48 business hours to the confirm or release the date. Within 48 business hours, the Venue Manager will inform the second user if the date was cleared or if a new date must be selected. Not all dates may be challenged.

Lease Agreements

A Lease Agreement will be issued when a renter is ready to confirm their dates. A fully executed Lease Agreement, a rental deposit, and Certificate of Insurance is necessary to confirm the rental.

Rental Deposits

A rental deposit is required and must accompany the return of a signed Lease Agreement. This deposit is a security deposit and will be returned following the event with deductions only for damage or charges incurred such as staffing. Trust Lease Agreements will be issued for a specific venue(s), day(s), date(s), and time(s). All agreements will include an expiration date and must be returned promptly with the deposit to avoid cancellation of agreement offer and forfeiture of hold.

Confirmed Dates

When the Trust receives a rental deposit from a potential user and issues a co-signed agreement to the end user, the date is confirmed. Rental deposit amounts are as listed in lease agreements. Deposits submitted by individual artists and non-profit companies receiving waived rent will be refunded within the event settlement with inly deductions for usage charges.

Cancellation Policy

All reservations must be confirmed in writing to the Trust. Any cancellations must be in writing. Upon cancellation, users will pay any expenses incurred by the Trust in relation to their event. Cancellations are subject to conditions as listed in the Lease Agreement.

SAFETY AND SECURITY

The Trust provides district security via roving officers and video surveillance 24/7. The Trust may require additional security for certain events. Users may also request additional security for their event. The cost of any additional security will be rebilled at cost to the user during event settlement. The Vice President and Chief Security Officer of the Trust will determine the size and type of the security force based on the size and nature of the event/use as well as the general welfare of the community. All additional security must be booked through the Trust. Users are not permitted to contract separately with third party security vendors.

CATERING

Three Stories has a list of preferred caterers. Reach out to caterers directly to coordinate food and beverage service. If you would like to use an alternate vendor, contact the Venue Manager, for prior approval. All food and beverage vendors are required to have appropriate licensing, permits and certifications.

The preferred caterers for Three Stories are:

Mindful Hospitality Group LLC
(412) 287-0656
Themindfulhospitalitygroup.com
Info@mindfulhospitalitygroup.com

Bistro to Go Catering
(412) 231-0218
Bistroandcompany.com
Cater@bistro-togo.com

Common Plea Catering
Contact: Terri Slobodian and Steve Musciano
(412)281-5140
tslobodian@thecommonplea.com
smusicano@thecommonplea.com

Black Radish
Contact: Kate Romaine
412-973-3530
info@blackradishpgh.com

Prezentecja (Servers/Bartenders/Small Scale Catering)
Contact: Laurie Pennetti
Prezentacja412@gmail.com
724-831-6634

MERCHANDISING AND CONCESSIONS

Merchandise sales are not subject to a commission. Notify the Venue Manager if you have needs or requests regarding merchandise.

Renters may facilitate the sales of prepackaged, non-alcoholic concessions. Sale of homemade goods is not permitted. Concession sales are not subject to a commission

FINANCIAL SETTLEMENTS & EXPENSES

At the conclusion of the event, the Trust will issue the user a Settlement which outlines expenses. The user will be responsible for paying/reconciling all outstanding facility expenses. The settlement will occur within 30 days of the conclusion of the rental. Any questions regarding the settlement procedure should be directed to the Venue Manager.

TICKETING/BOX OFFICE

It is recommended that users select a ticketing system of their choice.

Users may also opt to have the Trust provide ticketing using Tessitura. If a user chooses to take advantage of Trust ticketing services an event setup fee is incurred and there is a per show staffing fee. If Trust services are used, this service will include the creation of the event in the ticketing system, the creation of the event's ticketing page on the Trust website, customer service for advance sales by phone, online and in person customer service at the Theater Square Box Office, inclusion on the Trust events calendar, and box office staff on the night of the event. Trust Box Office staff are solely responsible for all sales via Tessitura. Renters can be provided with periodic ticketing report throughout the advance sales time period.

VENUE STAFFING

Most uses of Three Stories will require that Trust Venue Management be present. Venue Management is required for all public performances. For all other uses, Venue Management is scheduled at the discretion of the Pittsburgh Cultural Trust based on the type of use, capacity and the user's familiarity with the venue and onsite equipment. Venue Management will always be scheduled for the first and last date of a user's rental to assist with orientation, load in and out and notating the condition of all Trust spaces and property. Management can assist with room setups, some basic cleaning, wayfinding, and basic knowledge of available equipment. Venue Management will complete incident reporting in the case of injury to renters and members of the public. Venue Management will direct renters' and the public in the case of any medical emergency, evacuation or shelter in place. Staffing costs are rebilled to the renter during settlement.

HOUSEKEEPING

Regular cleaning of the full venue and stocking of toilet paper, paper towels and soap in the bathrooms is provided by the Trust at no additional cost to renters.

Events featuring food and beverage or theatrical features such as confetti or bubbles may require additional cleanings. Costs for additional cleanings will be rebilled to the user.

FURNITURE

Three Stories has a limited stock of tables and chairs. Inquire with Venue Management for sizes. Available furniture is included in rental. Additional furniture may be rented from a third party vendor. All drop offs and pickups should be coordinated with Venue Management.

MARKETING

The Pittsburgh Cultural Trust Marketing Department offers various services for fee or commission. Please contact the Trust Marketing Department for further information. With the exception of the Calendar of Events for shows that are ticketed in Tessitura, no marketing services or materials are included in rental. Availability of Trust marketing services depends on Trust staff availability.

DAMAGED OR MISSING ITEMS

Renter will be required to provide a security deposit to be used in the event of loss or damage to the premises, its furniture, appliances or equipment during the term of their agreement. In the event of damage or loss, the Trust will apply this security deposit to defray the costs of necessary repairs or replacement. If the cost for repair or replacement of damage or loss exceeds the amount of the security deposit, renter will be responsible for payment to the Trust of the balance of this cost. This amount will be applied billed during final settlement.

INSURANCE REQUIREMENTS

All events scheduled in Trust Venues must be insured for the entire event, including load-in and load-out days.

CERTIFICATE OF INSURANCE (COI)

The Trust must be listed as 'additionally insured' on a Certificate of Insurance (COI) issued by the user's insurance company. COI should list the Certificate Holder as: Pittsburgh Cultural Trust at 803 Liberty Avenue, Pittsburgh, PA 15222.

The COI is to be sent to Venue Management before load in.

COI should show minimum coverage is \$1 Million per occurrence of commercial general liability insurance for injury or damage to rented premises, \$2 Million general aggregate.

WORKERS COMPENSATION

If the entity is a business the COI should evidence worker compensation, per statute, for its staff.

For helpful resources regarding event insurance, reach out to Venue Management.

RULES OF USE

1. **Hours of Operation:** Three Stories may be used from 8 AM to Midnight. Extended hours and/or overnight work calls require prior approval from Venue Management.
2. **Equipment Repairs:** Users and their staff are prohibited from repairing Pittsburgh Cultural Trust equipment. Report any malfunctions to Venue Management immediately.
3. **Technician Requirements:** All technicians must pass a skills test before using Trust-owned lighting and sound equipment. If needed, the Trust can provide third-party contracted technicians or connect the user with vetted technician from other organizations.
4. **Stage Alterations:** Users may not screw, drill, or anchor anything into the stage floor or ceiling. If user would like to anchor to the walls, prior approval is needed from Venue Management.
5. **Tape Use:** Upon leaving the venue, all spike marks and tape must be removed.
6. **Stage Floor:** The stage floor may not be painted or altered. If alteration is needed, inquire with Venue Management.
7. **Wall Adherence:** Painters tape is the only tape permitted on painted walls. Only 3M Command Strips may be used for hanging temporary items.
8. **Unistrut Usage:** Lighting and sound equipment may be hung from the Unistrut. If other hanging items are requested, provide a hanging schedule to Venue Management.
9. **Lighting Plot Alterations:** Any changes to the rep lighting plot must be restored during load-out. Failure to do so will result in labor charges for restoration, billed at cost.
10. **External Equipment:** Any additional lighting and sound equipment must be sourced from an approved third-party vendor. If user would like to bring their own equipment, inquire with Venue Management.
11. **Equipment Check:** All equipment will be checked during load-in and load-out. Missing or damaged items will be billed to the user.
12. **Laundry Restrictions:** The on-site laundry facility may not be used for dyeing fabrics.
13. **Laundry Storage:** Laundry may not be left in the washer or dryer during dark days. However, it may be left overnight when shows are scheduled the next day. Wet laundry is not allowed to be left overnight in the washing machine.
14. **Paint Equipment Washing:** Users are prohibited from washing paint equipment in any public bathroom or kitchen sink.
15. **If you are unsure about anything or have a special request, ask Venue Management!**

TO RESERVE THREE STORIES

1. Complete the Rental Inquiry Request Form found on TrustArts.org:

https://pct.formstack.com/forms/facilities_rental_inquiry