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Suite 200  
San Jose, CA 95110  
[www.tabardtheatre.org/TOSPS](http://www.tabardtheatre.org/TOSPS)



5663 Chambertin Drive  
San Jose, CA 95118  
408-979-0231  
[www.tabardtheatre.org](http://www.tabardtheatre.org)

## POLICIES AND PROCEDURES FOR TOSPS GUEST USE

**Sole Authority:** Funding for non-profit use of Theatre on San Pedro Square (TOSPS) comes from both San Jose Redevelopment Agency (RDA) and The Tabard Theatre Company. Tabard, as the resident and managing theatre company of TOSPS, is the sole authority for assigning and confirming dates for non-profit arts organizations to use this venue for their events and performances.

**Marketing Support:** This venue is provided free to non-profits during the public-use period, during which Tabard must pay for overhead even though it cannot use the space otherwise. Tabard's only operating revenue during this period from April through September comes from concessions from Guest Company audiences. Year around, Tabard has a direct stake in making sure that Guest Companies are successful in attracting audience. To enhance their success, Tabard recommends taking advantage of marketing consulting to Guest Companies. The first hour is free to non-profits. Tabard also recommends the [Artsopolis-TOSPS Program](#) for all of its Guest Companies to maximize their productions' success.

**Reservation Criteria:** There are more non-profit Guest Companies that would like to use the space than there is room on the calendar. Performing arts organization must have a minimum of one year's experience. The City of San Jose has stipulated the following reservation lead times for Guest Companies that would like to utilize the space.

- 12 Months in Advance: San Jose-based performing arts groups without a primary theatre space
- 9 Months in Advance: San Jose-based performing arts groups with a primary theatre space
- 7 Months in Advance: Non-San Jose-based performing arts groups
- 4 Months in Advance: Use of TOSPS for an event other than a performing arts event by a non-profit arts organization.

**Duration of Guest Engagement:** Non-profit Guest Companies may schedule their use dates within a single 3-week span as set forth in our Agreement with the City of San Jose Redevelopment Agency. Guest Companies may request additional dates that may still be available for a separate production or event, but these additional dates cannot be guaranteed until three months in advance.

**Application Form:** Online [Facility Use Application](#) has been revised for 2009. A separate application should be submitted for each production, show, fundraiser or reading for which dates are requested. If for a production, make sure that all the dates you need are entered on the application, including the start time and end time for each. Also include load-in, load-out and tech rehearsals. Load-in begins after 12 noon, load-out is to be completed before 12 noon.

**Submittal:** Please mail your application, deposit and certificate of insurance to:

The Tabard Theatre Company  
5663 Chambertin Drive  
San Jose, CA 95118

Applications and certificates of insurance may also be e-mailed to [reservations@tabardtheatre.org](mailto:reservations@tabardtheatre.org) or faxed to 408-979-0231. Please note that The Tabard Theatre Company does not maintain a business office at the Theatre on San Pedro Square. Checks made out to other than The Tabard Theatre Company, or sent to another address will risk cancellation of the intended dates, if not corrected in the 10-day confirmation period.

**Confirmation:** Tabard will contact you to confirm your dates in the theatre once the application, deposit and correct Certificate of Insurance have been received. Any reservation for which this application package is not received within 10 days will be cancelled.

**Cancellation:** A Guest Company may cancel any event up to 60 days beforehand. All deposits and payments are nonrefundable if any reserved dates are cancelled within this period. Groups that cancel dates a second time within the 60-day period may be disqualified from further use of the venue.

**Orientation to the Facility:** It is the responsibility of the Guest Company to review, understand and adhere to the guidelines set forth in the Facility Use Agreement. Particular items of concern are posting flyers, site set-up and cleanup, staffing, parking and use of the sound and light facilities. Tabard will provide initial orientation in these and other important areas. However, the Guest Company is financially liable for labor and repair costs incurred by Tabard for Guest Company non-compliance.

**Rehearsals:** When a confirmed Guest Company would like to rehearse in the venue, they should contact Tabard 7-10 days prior to the dates they're interested in with the specific times they'd like to use the venue. Within 48 hours of receiving their request, Tabard will reply as to what's available. They, then, have 48 hours to confirm their usage.

**Weekly Strike:** Unless directed otherwise, as stated in the Facility Use Agreement, sets must be cleared after each weekend or before consecutive days without performances. TOSPS Facilities Manager/Technical Director is available to help Guest Companies understand how to accomplish this easily.