

Cultural Center Management and Programming Plan and Budget

Bayview Opera House, Inc.

SFAC Cultural Center Grant Amount: \$363,040

Contact: Barbara Ockel

Email: barbara@bvoh.org

Outcome 1: Promote cultural equity and enhance the understanding of and respect for diverse cultural traditions, heritages and forms of expression.

Activity 1: 1.5 Two Film/Media Productions: Provide details for each of the two productions, including the selection process, themes, and outreach plans.

Description: The Black Light Cinema series functions as a gateway to the arts. Thoughtfully pairing the film content with art practices dealing with associated themes helps create a context and shared language for understanding. Both Black Light Cinema productions will feature films that speak to the experiences of underrepresented (partially represented or misrepresented) communities. The films will be selected based on artistic excellence, relevance to current events and relevance to the Bayview Hunters Point community. In order to highlight the specific thematic connections to our community and to develop the art practices of local artists, each film will be paired with a live component such as poetry readings, performances, panel discussions or the screening of a short by a local filmmaker. These ancillary activities will be selected based on artistic excellence and relevance or connection to the selected films and associated themes.

Outreach

PRINT: We print flyers for the entire Black Light Cinema series featuring titles of the upcoming selection of films. These flyers are mailed to addresses in our surrounding community and placed in local businesses on 3rd St.

ONLINE: We will market each individual film night and associate activity on social media engaging our online audiences on Facebook, Instagram and Twitter.

We will also create email blasts to our general audiences and our cultivated film night audiences that feature information on the selected film and associated activity.

Number of Artists Served: 2

Number of Anticipated Audience/Attendance: 100

Amount of Funding Allocated: \$1,500

Other Measureable Output:

Date Completed: September 30, 2019

Activity 2: 1.5 Two Film/Media Productions: Provide details for each of the two productions, including the selection process, themes, and outreach plans.

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Number of Anticipated Audience/Attendance: 100

Amount of Funding Allocated: \$1,500

Other Measureable Output:

Date Completed: March 30, 2020

Activity 3: 1.7 Five Art Classes: Describe each of the five classes where the Cultural Center pays the teaching artist for prep time and teaching. What is the subject, how is the teaching artist selected and trained, what is the outreach plan to recruit students. Note: * Models akin to 'profit-sharing' are not eligible under this activity and may fall under Outcome 5.4: Affordable Rental Program.

Description: Teach the arts to elementary and/or preschool age Bayview children during the summer and/or school year, conduct a chorus program for girls with the SF Girls Chorus, teach line dancing to adults. Classes for individual students are promoted with flyers, social media and announced during events. School groups are recruited by contacting after school programs directly and working with entire class groups. Experienced teaching artists are selected based on demand of subject matter from schools and evaluated by cultural appropriateness and artistic merit. They receive regular feedback from the Director of Programs.

Number of Artists Served: 5

Number of Anticipated Audience/Attendance: 100

Amount of Funding Allocated: \$10,000

Other Measureable Output: 5 unique classes

Date Completed: June 30, 2020

Activity 4: 1.8 Interdisciplinary Event: Describe the large scale, interdisciplinary event produced one time per year and led by Cultural Center staff.

Description: Annual Winter Wonderland celebration for families, featuring ice skating, snow, performances, Santa, vendors, holiday-themed activities. Winter Wonderland is a favorite community celebration that features local artists, both as performers and creating decorations for the event, making ornaments for our community tree, and designing artistic lighting and

layout for the event. Outreach is done directly through Bayview schools, direct flyering door-to-door, and through social media.

Number of Artists Served: 5

Number of Anticipated Audience/Attendance: 100

Amount of Funding Allocated: \$40,000

Other Measureable Output: 3 partners

Date Completed: December 31, 2019

Outcome 2: Support artists, designers, technicians, and arts administrators rooted in historically underserved communities to build their capacity, resilience and economic viability.

Cultural Centers must identify at least one activity from the following list, but are encouraged to implement and identify multiple activities

Activity 1:

Describe the Activity: Artist Residency by choreographer Raissa Simpson, to create and perform a new evening filling dance work that uses technology as part of the dance performance.

Number of Artists Served: 15

Amount of Funding Allocated: \$10,000

Other Measureable Output: 2 performances, 200 audience

Date Completed: March 30, 2020

Activity 2:

Describe the Activity: 3-month program for young adults 18-26 teaching them live sound, theatre lighting and projection, stage management and related skills. No pay for internship, but graduates receive opportunities for paid work afterwards. Continuous advanced training is combined with paid work opportunities. Advanced interns and graduates work on real live BVOH events.

Number of Artists Served: 10

Amount of Funding Allocated: \$20,000

Other Measureable Output: 96 hours of mentorship per intern

Date Completed: June 30, 2020

Outcome 3: Invest in a vibrant arts community by playing a critical role in strengthening neighborhoods and communities and responding to community needs. At least one project under 3.1 and two projects under 3.2 are required.

Collaborative Project: National Night Out Community Event Collaborate with SFPD, BMAGIC, Rec & Park and others to put on activities focused on building trust between police and community on NNO day

Amount of Funding Allocated: \$3,000

Staff Hours Allocated: 50

Other Measureable Output: 3 planning meetings with at least 4 partners

Date Completed: September 30, 2019

Representation on Community Leadership Team

Activity 1: ED participates as board member, currently board president, for Shipyard Trust for the Arts (STAR). STAR represents 280+ artists with Shipyard studios and aims to create more connections between Shipyard artists and the Bayview community, increase awareness of opportunities for Bayview artists to obtain studios there in the future, and increase business opportunities for artists currently at the Shipyard.

Amount of Funding Allocated: \$3,000

Staff Hours Allocated: 100

Other Measureable Output: At least 3 public activities conducted with assistance from BVOH

Date Completed: June 30, 2020

Activity 2: ED and/or Director of Programs participate in meetings of Bayview African American Arts and Cultural District (AAACD) Working Group, provides fiscal sponsorship and support for the group's activities to advance the African American Arts and Cultural District. BVOH provides advice and support with contracts with consultants, policies, grant applications and reporting. We set up the AAACD in our financial approval system and provide an electronic approval system for individual payments.

Amount of Funding Allocated: \$3,000

Staff Hours Allocated: 100

Other Measureable Output:

Date Completed: June 30, 2020

Outcome 4: Ensure the sustainability of a healthy nonprofit arts organization and the adequate compensation and retention of staff. All activities are required except for 4.11 which only apply to those organizations that have debt.

4.1 Describe how the staff includes 3 FTEs overseeing development, fiscal oversight, and programming.

Look at organizational chart.

4.2 Participate annually in a monitoring and compliance site visit and respond to findings in a timely manner. Please note any findings that you will address and include the target date of completion.

No findings

Date Completed: June 30, 2020

4.3 Describe at least two professional development opportunities the organization will provide for each staff member for a total of eight hours or \$500 allocated to each staff member per year.

We offer at least one individualized relevant opportunity to each staff member. All employees get the opportunity to participate in technical trainings about A/V equipment and building operations.

Number of staff provided PD opportunity: 6

Staff Hours Allocated: 44

Amount of Funding Allocated: \$2,750

Date Completed: June 30, 2020

4.4 Describe the recruitment process for new board members and the onboarding process. Describe board development activities in areas such as fundraising, finance, and strategic planning to ensure a strong board of directors

Board recruitment by announcements in public meetings and by individual referral, interviews by ED and board leadership followed by interview at full board meeting. Training offered in 2 subjects to be identified in strategic plan currently underway.

Amount of Funding Allocated: \$1,000

Number of Training Hours: 4

Other Measurable Outputs:

Date Completed: June 30, 2020

4.5 Describe the policy that your organization has implemented to adhere to the city's Health Care Accountability Ordinance (regardless of number of employees). 1. Compliant health plan, or 2. Payment per employee per hour to SF General

We offer all employees working 20 or more hours per week a Kaiser Platinum plan, vision and dental at no cost to the employee

Describe which proof of participation you will provide: Option 1: Email from OLSE saying health care plan is in compliance and enrollment packet with rates

Date Completed: September 30, 2019

4.6 Describe your efforts to create a plan showing how you will maintain diverse revenue sources where City dollars make up no more than 50 percent of the annual operating budget. Be sure to include earned income from merchandise sales for SFAC approval, # of grants applied for, amount of money raised from ticket sales, amount of money raised from individual donors

Activity: Sell merchandise such as art, T-shirts, etc as well as food and drink and tickets to events.

Currently have 10 pending non-City grant applications and a list of deadlines for 8 upcoming grant opportunities with state, federal agencies and private foundations. Researching all the time for new opportunities.

Date Completed: September 30, 2019

4.7 Describe the policy that meets the Minimum Compensation Ordinance requirement for accrual of paid time off (at a rate of .04615) and unpaid time off (at a rate of .0392).

Our current policy gives employees with less than 3 years of service a combined PTO/sick leave accrual rate of 2.58 and employees with more than 3 years of tenure an accrual rate of 3.44 hours for each 40 hours worked. An unpaid time off policy will be added to the handbook.

Other Measurable Output: PTO and Unpaid PTO policy in employee manual

Date Completed: September 30, 2019

4.8 Establish or revise a program reserve policy that includes 1) the purpose of the reserve, 2) the target amount and steps for reaching the goal, 3) assignment of authority

for using the fund, 4) responsibilities for reporting reserve amounts and use of the reserve funds.

Activity: Program Reserve Policy exists and specifies that \$5k be contributed to the reserve fund annually until 50k is reached. The board has to authorize use of reserve funds.

Output: Policy, Balance Sheet

Date Completed: September 30, 2019

4.9 Describe website updates you'll make to maintain an accessible website (by following federal ADA requirements) to provide up-to-date information on organization's news, events, opportunities, and services.

Activity: Hire website consultant to improve website in general and improve accessibility at least on top level pages.

Amount of Funding Allocated: \$500

Other Measurable Output: Six top level pages will be ADA accessible

Date Completed: March 30, 2020

4.10 Describe the organization's process to evaluate programmatic and organizational strengths and weakness that include community input and engagement. Be clear on your goals, what you are measuring, how will you know you met your goals. Include annual goals for this process.

Conduct audience surveys for at least 1/3 of events and programs.

Hold two open board meetings per year and solicit community input.

Hold one community meeting involving them into creation of permanent building signage for the BVOH.

Goals are to find out what programs most resonate with community as measured by attendance and positive feedback through surveys. Goal is to engage at least 100 residents in providing feedback on building signage plans.

Amount of Funding Allocated: \$8,000

Number of Surveys Collected: 600

Other Measurable Outputs: Survey Results

Date Completed: June 30, 2020

4.11 If the non-profit has debt, please describe how the organization is working to eliminate debt.

Plan: N/A

Payments Made:

Date Completed:

4.12 If you are a Cultural Centers with youth programs, describe your policy as Custodian of Record through the California Department of Justice to collect Live Scan fingerprints of all staff, contractors, or volunteers who have access to the vulnerable population.

Policy: Livescan for any volunteer or staff that will have supervisory or disciplinary authority over a minor and that those people have not been convicted of any offenses listed in Penal Code 5164.

Output: ATI numbers for new staff

Date Completed: June 30, 2020

Outcome 5: Maintain, enhance and increase access to neighborhood-based arts and cultural facilities. The first five activities are required of all grantees with facilities. Activity 6 is optional, but highly recommended for organizations that are working toward refurbishing their space beyond capital projects funded by the City.

5.1 Describe the qualifications of the full-time facilities manager. The individual should have the ability to oversee the safe, efficient operation and maintenance of the facility. Facility management will be a shared responsibility of the Production Manager, and a new Theater Manager to be hired, and the ED for major capital projects. Job description for Theatre Manager and clear plan for division of responsibilities by July 1, 2019.

5.2 Provide a maintenance work plan that includes daily, monthly, and quarterly maintenance duties per the responsibilities required in the lease agreement. Keep the building in good repair, identify and record problems and prioritize on a regular basis. Raise funds for major projects.

Measurable Output: M&R Plan

Date Completed: September 30, 2019

5.3 Describe how you maintain a recycling program that complies with Chapter 5 of San Francisco Environment Code regarding Resource Conservation.

Continue to train new employees and contractors in recycling policy, as updated by Recology and City rules.

Other Measurable Output: photos of training and sign-in sheet of staff present

Date Completed: December 31, 2019

5.4 Describe the organization's comprehensive program to offer space to Bay Area arts and culture organizations at a reduced rate.

BVOH offers discounted space to artists, community residents and small non-profits. We prioritize discounts for artists through our co-presentation program.

25% space and equipment rental discounts are offered for community residents and artists and non-profits with budgets under \$1 million. Artists who are selected for our co-presentation program receive free space and built-in equipment, but must pay for labor and insurance.

Number of Anticipated Subsidized Rentals: 25

Amount of Anticipated Financial Subsidy: \$10,000

Description of Other Documentation: spreadsheet of subsidized renters

Date Completed: June 30, 2020

5.5 Describe the steps to establish or revise a facilities reserve policy that includes 1) the purpose of the reserve, 2) the target amount and steps for reaching the goal, 3) assignment of authority for using the fund, 4) responsibilities for reporting reserve amounts and use of the reserve funds.

Continue to set aside 5k each year towards a 50k goal for a facility reserve fund. 20k by end of FY

Measurable Output: Policy, balance sheet

Date Completed: September 30, 2019

5.6 Describe efforts to create a tangible work plan for the capital campaign fund. (optional)

While we are not conducting a general capital campaign, we maintain a list of capital projects we need funding for and constantly are on the lookout for funding opportunities, apply as needed, and if awarded the funds, execute the capital project.

Measurable Output: Policy, balance sheet

Date Completed: September 30, 2019

KEY BUDGET HIGHLIGHTS

Revenue

Anticipated earned revenue	\$173,300
Anticipated board contributions	\$10,000
Anticipated individual contributions	\$12,000
Anticipated City/County contributions	\$795,544
SFAC Cultural Center Grant Amount	\$363,040
Anticipated in-kind contributions	\$240,700
Anticipated total of Earned and Contributed	\$1,765,040

Expenses

Executive Director Annual Salary	\$93,600
Percentage of Executive Director time for facility oversight	10%
Total Salaries for Financial Oversight Staff	\$82,040
How are Salaries for Financial Oversight Staff Comprised? ED .4, Bookkeeper/Accountant .5, Director of Programs .1	
Total Salaries for Programming Staff	\$116,000
How are Salaries for Programming Staff Comprised: .4 Director of Programs, .4 Rental Coordinator, .3 Theater Manager, .8 Custodian	
Total Salaries for Development Staff	\$84,200
How are Salaries for Development Staff Comprised: .5 ED, .3 Director of Programs, .2 Theater Manager	
Health Benefit Expenses	\$60,000
Employer-paid Kaiser Platinum for all employees working 20 hours/week or more	
Artist Honoraria Expenses	\$139,000
Performers. technical artists, teaching artists, engagement artists	
Production and Exhibition Expenses	\$102,500
Contract event staff, equipment rentals, security, cleaning services	
Professional Development Expenses	\$4,000
Staff and board development	
Grantmaking Expenses (fiscal sponsorship)	\$27,000
African American Arts and Cultural District, we categorize most of these expenses as professional services for our current grant	
Fundraising Expenses	\$6,000
Fundraising professionals	

Facilities

Total Salaries for Facilities Staff	\$91,160
How are Salaries for Facilities Staff Comprised: .1 ED, .1 Director of Programs, .5 Production Manager, .5 Theatre Manager, .2 Custodian	
Maintenance and Repair Expenses	\$16,800
Regular maintenance such as gardeners and various smaller maintenance projects and repairs	
Major Repairs Expenses	\$
We group repairs either under regular maintenance or capital/facilities expenses	
Maintenance and Repair Equipment Rental	\$
We own most equipment needed, and minor potential rentals are grouped under Repair & Maintenance expense	
Security Equipment Expenses (cameras, servers, alarms)	\$5,000
Alarm monitoring and phone lines for fire alarm	
Telephone Expenses (equipment and service plans)	\$5,000
Regular phone service	
Utilities Expenses	\$17,000
for BVOH and rented offsite office/storage facility	
Facilities – Other (items not already listed)	\$332,500
Floor and kitchen renovation, misc smaller capital projects	
Total Budget for Facility Management (including personnel)	\$128,960

BVOH FY20 Budget Template

Category	Income Type	Income Description	Organization Budget FY20	
Earned Revenue	Admissions			
	Ticket Sales		10,000	
	Tuitions			
	Workshop & Lecture Fees	Program fees - Dare 2 Dream and Line Dance	11,000	
	Touring Fees			
	Special Events - other			
	Special Events - Non-fundraising		20,000	
	Gift Shop/ Merchandise	increased from last FY, plan to sell items	2,000	
	Gallery/Publication Sales	increased from last FY, plan to sell artwork	1,000	
	Food Sales/ Concession Revenue		16,000	
	Parking Concessions			
	Membership Dues/Fees			
	Subscriptions			
	Contracted Services/ Performance Fees			
	Rental Income - Program Use		\$60,000.00	
	Rental Income - Non-Program use		\$50,000.00	
	Royalties/Rights & Reproductions			
	Advertising Revenue			
	Sponsorship Revenue			
	Investments-Realized Gains/Losses			
	Investments-Unrealized Gains/Losses			
Interest & Dividends		300		
Other Earned Revenue	Fiscal agent fee	3000		
	Total Earned Revenue		\$173,300.00	
Contributed Revenue	Trustee/ Board Contributions	Increased focus on board member giving	\$10,000.00	
	Individual Contributions		\$12,000.00	
	Corporate Contributions	Donation for Winter Wonderland (pending)	\$10,000.00	
	Foundation Contributions	Awarded: 10k Stulsaft, 2.5k Union Bank; Pending: 40k Wattis, 10k Nicholson; Prospective: 40K Wells Fargo, 100K SFF, 10k Bothin, 150k Birdwell, 100k Google, 20k Kimball, 30k Hewlett, 20 Gerbode	\$274,500.00	
	Government - City & County	Awarded: MOHCD (186,500), OEWD Special Events (5k), OEWD Winter Wonderland (15k), OEWD AAACD (30K); Prospective: OEWD other events (50k), OEWD AAACD 50k, Community Challenge (100k), MOHCD AAACD (250,000)	\$432,504.00	
	Government - SFAC	Cultural Center 363,040;	\$363,040.00	
	Government - State	Awarded: 5k Website, 18k Motley; Prospective: 60k California Arts Council	\$53,000.00	
	Government - Federal	Prospective: 10k NEA	\$5,000.00	
	Tribal Contributions			
	Special Events - Fundraising			
	Other Contributions	Net Assets Released from Restrictions: 8k Zellerbach, 53.4K SFAC Infrastructure, 25k Rainin Foundation, 17k OEWD AAACD, 74k SFAC Floor, 13.4 California Arts Council	\$190,996.00	
	Related Organization Contributions			
	In-Kind Contributions	Building 234,700; other 6,000	\$240,700.00	
		Total Contributed Revenue		\$1,591,740.00
	Total Revenues	Total Earned and Contributed		\$1,765,040.00

BVOH FY20 Budget Template

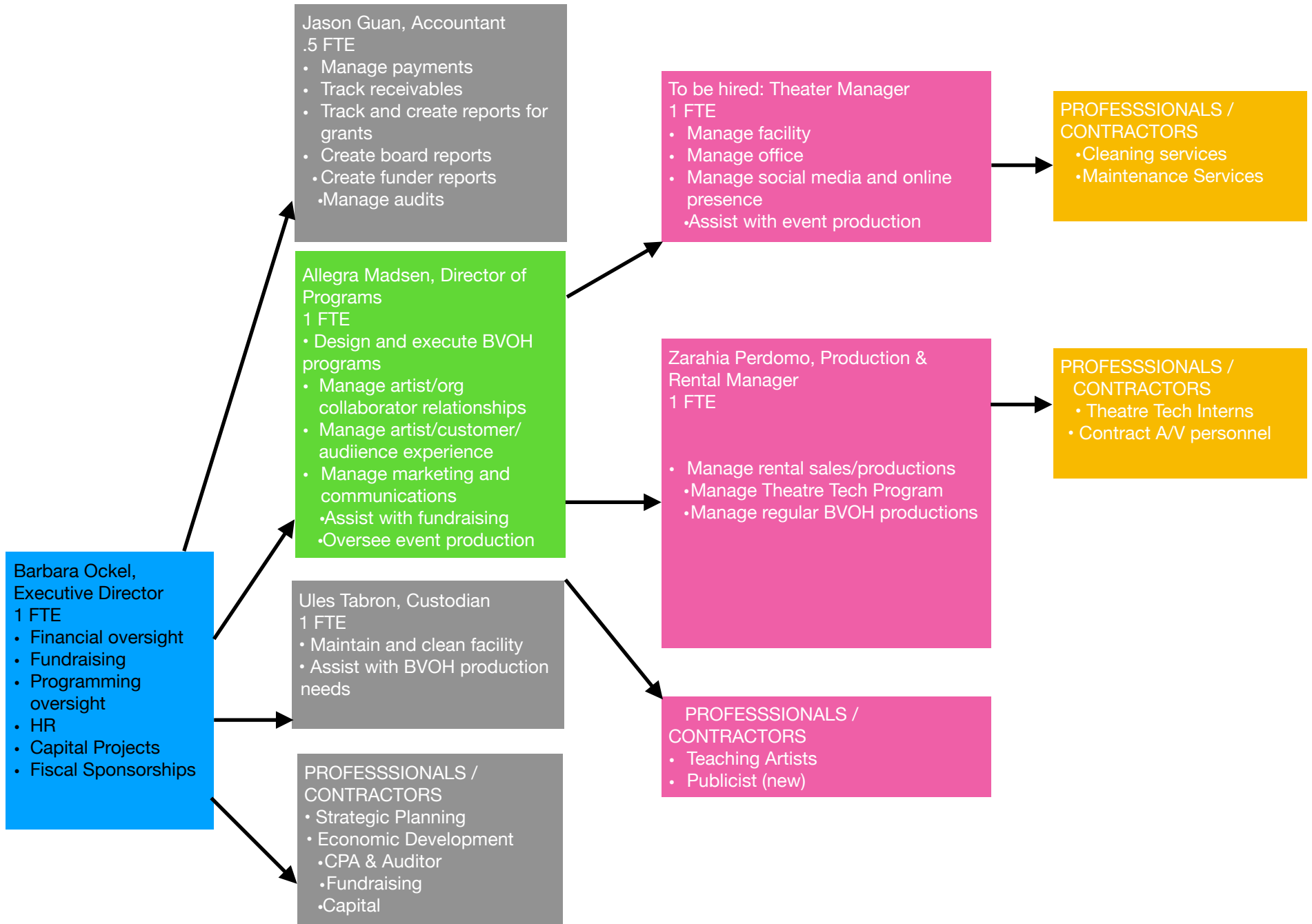
Category	Expense Type	Expense Description	Total Organization Budget	SFAC Cultural Center Budget
Direct Personnel Expenses	Salaries	ED (1FTE) 115K , Custodian (1FTE) 48k, Theater Mngr (1FTE) 64k, Program Director (1FTE) 82k, Rental Coordinator/Production Mngr (1FTE) 64k, Bookkeeper (0.5 FTE) 36.4k	\$409,400.00	\$210,000.00
	Fringe Benefits			
	Payroll Taxes		32,752	20,000
	Contractual Services			
	Health Benefits		60,000	24,500
	Disability			
	Workers' Compensation		15,148	10,000
	Pension and Retirement			
	Benefits, Other FICA			
	Stipends			
	Total Salaries and Fringe		\$517,300.00	\$264,500.00
	Accounting		\$11,000.00	\$5,000.00
	Advertising and Marketing	increased due to marketing consultant	90,500	4,000
	Artist Commission Fees			
	Artist Consignments			
	Artist & Performers - Non-Salaried		\$139,000.00	\$20,000.00
	Audit		\$6,000.00	\$6,000.00
	Bank Fees		\$3,500.00	\$0.00
	Repairs & Maintenance		\$16,800.00	\$10,000.00
	Catering & Hospitality		12000	
	Collections Conservation			
	Collections Management			
	Conferences & Meetings			
	Cost of Sales			
	Depreciation		96,000	
	Dues & Subscriptions	increased due to more subscription services	4,000	
	Equipment Rental			
	Facilities - Other	Capital investments, floor and kitchen. Will be capitalized.	\$332,500.00	
	Fundraising Expenses - Other			
	Fundraising Professionals		6,000	
	Grantmaking Expense			
	Honoraria			
	In-Kind Contributions	Building 234,700; other 6,000	\$240,700.00	
	Insurance		20,000	15,000
	Interest Expense	credit card interest	500	
	Internet & Website			
	Investment Fees			
	Legal Fees	business licenses, mandatory filings, etc.	2600	
	Lodging & Meals			
	Office Expense - Other			
	Other			
	Postage & Shipping		1,000	
	Printing			

BVOH FY20 Budget Template

Category	Expense Type	Expense Description	Total Organization Budget	SFAC Cultural Center Budget
Operational Expenses	Production & Exhibition Costs	Security, event staff including rentals, equipment rentals, permits, event supplies	\$102,500.00	\$10,740.00
	Programs - Other			
	Professional Development		\$4,000.00	
	Professional Fees: Other	30k AAACD consultant, 10k other	40,000	
	Public Relations			
	Rent		14,160	13200
	Recording & Broadcasting Costs			
	Royalties/Rights &			
	Sales Commission Fees			
	Security			
	Supplies - Office & Other		13,500	1500
	Telephone		\$10,000.00	\$6,600.00
	Touring			
	Travel		\$2,500.00	
	Utilities		\$17,000.00	\$6,500.00
	Total Operational Expense		\$1,185,760.00	\$98,540.00
	Total Personnel and		\$1,703,060.00	\$363,040.00

Bayview Opera House Staffing 2019-2020

Colors indicate management levels, green and grey are managed by blue, magenta is managed by green, yellow by magenta.



BAYVIEW OPERA HOUSE BOARD OF DIRECTORS 2019-2020

President of the Board: Theo Ellington

- San Francisco Human Rights Commissioner
- Formerly Golden State Warriors, Director, Public Affairs

Email: ellingtontheo@gmail.com, Tele: 415-968-9390

Vice President: Thor Kaslofsky

- Principal of Kaslofsky & Associates
- Formerly Office of Community Investment and Infrastructure, PM Hunters Point Shipyard

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Secretary: Micah J. Fobbs

- MJF & Associates Consulting, Hunters Point Shipyard/Candlestick Point CAC Admin.
- Majestic Guard & Investigations, Private Security
- MJF Productions, Multi Media Productions

Email: micah@mjf7.com, Tele: 415.377.4105

Co-Treasurer: Jackie Cohen

- Assoc. Dir., Bayview Association for Youth
- Program Manager: 100% College Prep Club

Email: jackiec@bay100cpi.org, Tele: 415-225-2243

Co-Treasurer: Aaron J. Pischke

- First Bank, Branch Manager

Email: pischkesr@gmail.com, Tele: 415.370.8749

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- Attorney, Bunsow, De Mory, LLP
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- Co-owner and operator of Gratta Wines
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Email: cathyhansen35@yahoo.com, Tele: 415.999.4247

Board Member: Dee Hillman

- Marketing and Communications Director, Shekinah Christian Fellowship
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Board Member: Clinton Sockwell

- San Francisco Alliance of Black School Educators
- San Francisco Unified School District

Email: sevenvirtues@yahoo.com, Tele: 510-393-8803

Bayview Opera House Rental Fees		
updated 4.1.19		
AUDITORIUM		
Capacity: 300 persons (includes performers)		
Up to 300 people can be seated theatre style on folding chairs		
Up to 220 people can be seated at round tables, 300 Harry Potter style		
DISCOUNTS (excluding labor)		
Small non-profit (budget \$1,000,000 or less) 25%		
Non-profit arts group or low-income artist 25%		
Bayview Hunters Point Resident 25%		
Friends & Family Discount 25%		
This is only for people closely associated with the BVOH.		
Rates		
Includes permission to serve food and non-alcoholic beverages		
4-hour event, plus 1 hour each for set-up and clean-up		
Major holidays are 1.5 times the weekend rate and no discounts available		
AUDITORIUM RENTAL		
Space Rental	Mo-Th	Fr-Sun
Basic cost (event for up to 150 people)*	\$650	\$850
Additional cost for event for more than 150 people, up to 300 people	\$150	\$200
Additional cost for event for more than 300 people	\$300	\$400
Additional hours (before midnight)**	\$50	\$100
Additional event hours (after midnight)**	\$150	\$150
Use of dressing rooms and extra bathrooms (for two) (one is 75/100)	\$100	\$150
Classroom rental with event	\$100	\$150
Outside stage or other outside area set up as part of the event	\$200	\$300
Extra Services		
Alcohol Service (quote, depends on hours and number of drinks sold)		
Rental equipment dropoff/pick-up fee (each)	\$50	\$50
Overnight storage of rental equipment, AM pick-up	\$100	\$100
Equipment		
Lighting Package	\$150	\$150
Medium Audio Package (up to 6 mics, 2 monitors, aux plug, sound board)	\$75	\$75
Large Audio Package (whole system all mics, monitors, etc)	\$150	\$150
Lighting Package	\$150	\$150
√ Projector & Screen	\$150	\$150
Speaker Podium	\$50	\$50
Outside sound system (2 speakers, 1 microphone)	\$150	\$150
Outside sound system (2 speakers, 2 monitors, 1 microphone)	\$250	\$250
Outside sound system (2 d&b speakers, 2 subs, up to 4 monitors, multiple mics - required for performance)	\$600	\$600
Table cloth (not ironed) (ours, otherwise they should rent from Abbey for \$10 plus or minus)	\$5	\$5
Labor (4-hour minimum each position)		
Theater AV Technician/Stage Hand	\$40/hr	\$40/hr
Security Guard	\$30/hr	\$30/hr
Trash Monitor	\$25/hr	\$25/hr
Excessive trash disposal fee (must be sorted)	\$150	\$150
Unsorted trash must be removed from premises		
* Includes the use of up to 12-8' tables, 10-5' table, 20-3' round tables, and 240 chairs, table cloth not included.		
** Extra hours not planned cost 1.5 times regular rate		
Security Guard Requirements		
Event size - number of security required by SF ordinance		
Certain types of events may require additional guards. Ideally 2 minimum unless event really small		
1-100 People 0 Guard		
101-200 People 1 Guards		
201-300 People 2 Guards		
Rates are provided by a 3rd party vendor and are subjected to change without prior notification		
CLASSROOM STANDALONE RENTAL		
Rates		
Includes permission to serve minimal dry snacks and bottled non-alcoholic beverages		
	Mo-Th	Fr-Sun
Basic Cost for 2 hours	\$100	\$150
Additional hours	\$25	\$30
Permission to serve food	\$50	\$75
OUTSIDE FENCED AREA ONLY (inside space and parking lot may be rented to other party)		
Basic rate with no set-up, includes use of lower level bathroom only, up to 6 hours	\$300	\$500
Additional fees apply for specific services such as tables, sound, etc.		
OUTSIDE SOUND EQUIPMENT		
Small Mackie system with 2 speaker and 2 monitors for DJ, plus a microphone	\$250	\$250
Requires one tech, and 1.5 hours at each end of even for set-up and break-down		
Large d&b sound system 2 speakers and 2 subs , plus 2-4 monitors, plus a couple of microphones	\$600	\$600
Requires two tech, and 2 hours at each end of even for set-up and break-down		
Larger production on stage with band, etc - band takes at least 3 hours to set up. Quote.		