



## GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

# Request for Proposals (RFP) Social Dances, Live Music Events, Educational Dance Programs

## January 2024 – December 2024

**Glen Echo Park Partnership for Arts and Culture Inc. (GEPPAC) is looking for qualified individuals or organizations to present public participatory dances, live music events, or educational dance programs at Glen Echo Park during the calendar year 2024.**

Presenters will work with the Glen Echo Park Partnership (hereafter referred to as GEPPAC) to produce public dance and/or music events that should include an opportunity for lessons (or a workshop) prior to the start of the event. GEPPAC will provide the venue, promotion and publicity support, on-site staff to help supervise the event, secure space for accounting and equipment storage, tables and chairs, and access to sound equipment.

The presenter will provide a band or DJ; instructor to lead the educational component of the event (i.e. lesson or workshop); staff or volunteers to sell tickets and manage the event; tickets and/or wristbands; and the presenter will be responsible for advertising and promoting their event.

GEPPAC will consider proposals for dances, concerts, or events with any musical style that is suitable for public dancing and/or movement. For example, in past years we have hosted dances with the following dance styles: Swing, Balboa/Bal-Swing, Blues, Cajun, Zydeco, Contra, Square, Family Dance, Salsa, Ballroom, Polka, Scandinavian (Nordic), Tango, Waltz, Zouk, Kizomba, West Coast Swing, and English Country Dance. **GEPPAC is open to social dances, live music events and educational dance or movement program proposals that will activate our spaces and engage diverse audiences.** If you are interested in proposing regular ongoing classes, please contact the Dance and Events Program Director, Emily Crews, at [ecrews@glenechopark.org](mailto:ecrews@glenechopark.org) for more information, which is a separate proposals process.

## Considerations for Review of Event Proposals

---

### ***I. Program Goals and Objectives:***

**Quality:** the proposed event is presented by promoters, dancers, teachers and/or musicians who have the experience, talent, creativity, and connection with the community to host a unique and quality event. The proposed event welcomes participation by people of all ages, cultures, ethnicities, gender expressions and abilities, and the nature of the event offers encouragement and inclusiveness. All instruction, music, performances, announcements, and printed material are appropriate for a family audience.

**Growth in Program:** the proposed event will increase the number of total events and/or help attract a bigger audience. Ideally the event also offers opportunities for training/education/exchange for the community.

**Diversity:** the proposed event contributes to the goal of offering different styles of dance and music to a culturally diverse audience. The event will maintain or further develop a loyal audience base by providing related activities and educational opportunities. The event offers a breadth and variety of live music and thereby supports musicians.

**Financial Objective:** the event will maximize revenue for Glen Echo Park Partnership for Arts and Culture while keeping the fees to the public at a reasonable level, either at or below market rates.

**Partnerships:** The event will help to maintain and enhance strong partnerships with groups who have historically presented events in Glen Echo Park, or help develop new partnerships based upon programmatic merits.

Audience Development/Relationship Building: the proposed event will help to develop the strong relationship between the Park and its audiences, provide opportunities for audience feedback, maintain and increase audience loyalty to the Park and allow for regular communication from GEPPAC to our audiences.

## **II. Presenter's Qualifications:**

Experience: Presenter has a history of presenting similar events that will provide a reasonable assurance to GEPPAC that the presenter can appropriately manage interactions with the public, manage operations of the hall, and administer the financial responsibilities with professionalism. Presenter has the experience to estimate the number of expected participants and make prior arrangements for overflow parking, wait lines, and the possibility of exceeding the hall capacity.

Financial Resources: Presenter can pay for the required event insurance, ticketing supplies, and advertising prior to the event and has the financial reserves in the unlikely case that the event is not well attended, i.e., backup payment to musicians, teachers, or other paid support personnel, and minimum fees to GEPPAC.

Partnership: Presenter works well with GEPPAC and cooperates with other presenters in the Park. Presenter acts in a supportive manner toward other events/styles presented in the facilities throughout the year.

## **Facilities Available**

---

The Spanish Ballroom, Bumper Car Pavilion and Ballroom Back Room are available for use in presenting dance and music events open to the public. Please visit [www.glenechopark.org](http://www.glenechopark.org) for additional information about the facilities and photos. The Hall of Mirrors is most suitable for classes, workshops and rehearsals.

**The Spanish Ballroom (SBR)** is a majestic, Mediterranean style Art Deco building, listed on the National Register of Historic Places, suitable for large-capacity dances and events. It offers a 65' x 100' maple-wood dance floor, large stage with baby grand piano, tiled lobby entrance and promenade on three sides with seating, handicap-accessibility, in-house amplification, full stage and hall lighting options, and restrooms. The fire code capacity is 650 people with one entrance open for ticket sales or 870 with two ticket sale entrances. The Ballroom is not heated or air-conditioned.

**The Bumper Car Pavilion (BCP)** is a unique and charming, covered pavilion, with open walls on three sides and a completely enclosed band shell and stage on the fourth side of the Pavilion. The dance floor is solid hardwood, 45 x 95 feet, with adjustable curtains all around. There is an in-house amplification system, overhead heaters and attractive exterior lighting. The floor comfortably handles about 300 participants, and the building does not carry a capacity limit. Modern restroom facilities are a short walk from the Pavilion.

**The Ballroom Back Room (BRBR)** is the smallest hall, located at the south end of the Ballroom with a separate entrance. The dance floor is solid hardwood maple, 24 x 65 feet, and is climate controlled year-round. The capacity varies depending on the size of the band or DJ booth, but the maximum is 200 participants. This hall is especially suitable for smaller dances and events. When the main ballroom is in use by another function, patrons of this hall will use the modern restroom facilities that are a short walk from the hall. The use of this hall is suitable for both live music (small combos only) and recorded music.

**The Hall of Mirrors (HOM)** is a one story, temperature controlled building with its own ADA accessible restroom and dressing rooms. Ideal for dance/movement classes, workshops, and rehearsals, the studio space has a marley floor covering, there are two walls of mirrors, and the studio is equipped with a sound system. Studio space is approximately 35 x 35 square feet and capacity is up to 30 participants.

If interested in utilizing the Hall of Mirrors for dance or movement classes, workshops, or rehearsals, you don't need to fill out the RFP Google form referenced below. Please contact Emily Crews, Dance & Events Program Director for more information at [ecrews@glenechopark.org](mailto:ecrews@glenechopark.org).

## Proposals

---

### ***Process for Proposals:***

For the proposals process for events in 2024, please use the link below to fill out the Google form. Presenters are required to submit this form for consideration. Additionally, there is a link to the Date Request spreadsheet below that you will need to download, complete, and then upload to the final section of the Google form. The review process will be led by the Dance and Events Program Director and will include other staff and/or volunteers who are familiar with the field.

[2024 RFP Google Form](#)

[2024 Date Request Spreadsheet](#)

### ***Deadline for Submission of Proposal:***

The Google Form submissions must be submitted and received by **5:00 pm on Friday, September 8, 2023**. **You will be notified of the results of the panel review by 5:00pm on Friday October 6, 2023**. If you have any questions regarding this Request for Proposals, contact Dance and Events Program Director Emily Crews at [e crews@glenechopark.org](mailto:e crews@glenechopark.org).

# **APPENDIX A**

## ***Details of Arrangement between Presenter and GEPPAC***

### ***Facility Use Fees:***

All scenarios require a minimum fee (see Appendix B for a listing of the minimum fees per event).

#### **1. Spanish Ballroom Fees:**

**For regularly scheduled events that use live music**, the presenter will pay 30% of gross proceeds to the Glen Echo Park Partnership.

#### **2. Bumper Car Pavilion and Ballroom Back Room Fees:**

**For regularly scheduled events that use live music**, the presenter will pay 25% of gross proceeds to the Glen Echo Park Partnership.

#### **3. DJ Dance Fees in All Venues:**

**For events that use DJ music**, the fee to the Glen Echo Park Partnership will be 35-50% of gross proceeds. DJ dances in the Spanish Ballroom or Bumper Car Pavilion will only be at the discretion of the Dance and Events Program Director and prior approval is required.

From time to time, exceptions will be made to the fees based on programmatic content and other factors that require special consideration – these special circumstances require a specific written request of the review panel, including justification for the request. Otherwise all fees are as shown.

### ***Facility Preservation Fee:***

In addition to the percentage of gross proceeds, presenters for Saturday night events held in the Spanish Ballroom will pay a Facility Preservation Fee of 50 cents per admission. All other presenters will pay a Facility Preservation Fee of 25 cents per admission. This fee will be added to the facility maintenance fund for use toward major maintenance items and preservation of the historic buildings at Glen Echo Park.

### ***Copyright Fees (ASCAP, BMI, etc.):***

The presenter must pay all copyright fees incurred as a direct result of hosting their Glen Echo Park event(s) and must provide GEPPAC with proof of such payment, or pay its share of GEPPAC's payments for copyright coverage (ASCAP, BMI, etc.) at the conclusion of each event. In 2024 it is expected that both ASCAP and BMI will charge .8 percent (.008) of the gross proceeds per event, or a combined cost of 1.6 percent (.016) per event.

### ***Dates & Times for Events:***

1. Dates that will be considered are in the period January, 2024 – December, 2024 (see Appendix C for a list of unavailable dates).
  - For all facilities: Monday through Friday evenings from 6:00 pm to 1:00 am.
  - For all facilities: Saturday and Sunday afternoons from 1:00 pm – 6:30 pm, or evenings from 6 pm – 1:00 am.
  - Late-night events running later than 1:00 am will also be considered on a case-by-case basis.
2. For the purpose of specifying availability in the chart below, "day" use runs from 1:00 pm – 6:30 pm, and "night" use runs from 6:00 pm – 1:00 am, including setup and breakdown. It is understood that the time from 6:00 pm – 6:30 pm is shared use of the facility for the afternoon and evening events to break down and set up. Exceptions for time of use can be altered for special events, such as all-day dances or "late-night dances," but additional charges may be applied to cover staffing costs.

### ***Park Rules and Regulations, Parking, Liability Insurance:***

The Presenter must operate the event in accordance with the rules and regulations of the National Park Service and GEPPAC. Details of these rules and regulations will be included in the Memorandum of Agreement that will be issued upon final approval of the proposed event. The Presenter shall procure general liability insurance with a minimum limitation of (\$1,000,000) per person for any one claim and an aggregate limit of (\$1,000,000) for any number of claims arising from any one incident. The United States of America, Montgomery County, and the Glen Echo Park Partnership for Arts and Culture, Inc. shall be named as additional insured on all such policies. All such policies shall specify that the insurer shall have no right of subrogation against the United States, Montgomery County, or Glen Echo Park Partnership for Arts and Culture, Inc. for payments of any premiums or deductibles thereunder and such insurance policies shall be assumed by, credited to the account of, and undertaken at the Presenter's sole risk.

### ***House Sound Systems:***

Please note that some components of the house sound systems are only available for use when a sound tech approved by GEPPAC is present.

## **APPENDIX B**

### **Minimum Fees for Use of Facilities**

<b>Spanish Ballroom</b>	<b>December 1– March 31</b>	<b>April 1 – November 30</b>
Friday Evenings	\$350	\$500
Saturday & Sunday Afternoons	\$150	\$300
Saturday Evenings	\$500	\$800
Sunday – Thursday Evenings	\$125	\$250

<b>Bumper Car Pavilion</b>	<b>December 1 – March 31</b>	<b>April 1 – November 30</b>
Friday Evenings	\$125	\$250
Saturday & Sunday Afternoons	\$75	\$150
Saturday Evenings	\$250	\$500
Sunday – Thursday Evenings	\$75	\$150

#### **Ballroom Back Room**

\$125 minimum per afternoon or evening use regardless of season or day of week. Late night fees for events ending after 1:00am will apply.

#### **For the Spanish Ballroom, The Ballroom Back Room and the Bumper Car Pavilion**

The usual event times include afternoon use from approximately 1:00 pm – 6:30 pm daily, and evening use is 6:00pm to 1:00am. as follows:

All times include setup and breakdown. It is understood that the time from 6:00 pm – 6:30 pm is shared use of the facility for the afternoon and evening events to break down and set up. Consideration for altering these times of use will be given for special events and is at the discretion of the Dance and Events Program Director.

## APPENDIX C

### 2024 Unavailable Dates

Bumper Car Pavilion Unavailable Dates	Ballroom Backroom Unavailable Dates	Spanish Ballroom Unavailable Dates	
<p><b><u>April:</u></b> 4/5-4/6 7a-11:59p 4/13 10a-1a 4/27 8a-6p</p> <p><b><u>May:</u></b> 5/4 10a-1a 5/11 8a-7p 5/16 10a-1a 5/17 10a-1a 5/18 8a-11:59p 5/19 8a-6p 5/24 3p-1a 5/25 10a-1a 5/26 8a-6p 5/31 2p-1a</p> <p><b><u>June:</u></b> 6/1-6/2 8a-11:59p 6/8 10a-1a 6/13 6p-9:30p 6/15 10a-1a 6/20 6p-9:30p 6/21 10a-1a 6/27 6p-9:30p 6/29 10a-1a 6/30 8a-6p</p> <p><b><u>July:</u></b> 7/11 6p-9:30p 7/18 6p-9:30p 7/25 6p-9:30p</p>	<p><b><u>August:</u></b> 8/1 6p-9:30p 8/8 6p-9:30p 8/15 6p-9:30p 8/22 6p-9:30p 8/29 6p-9:30p 8/30 3p-11:59p 8/31 8a-11:59p</p> <p><b><u>September:</u></b> 9/1-9/2 8a-11:59p 9/7 10a-1a 9/13 5p-12a 9/14 8a-6p 9/21 10-1a 9/28 10-1a 9/29 8a-6p</p> <p><b><u>October:</u></b> 10/26 10a-6p</p>	<p><b><u>Jan:</u></b> 1/5 6p-8p 1/12 6p-8p 1/19 6p-8p 1/26 6p-8p</p> <p><b><u>March:</u></b> 3/9 8a-6p 3/10 8a-6p 3/23 10a-1a</p> <p><b><u>April:</u></b> 4/5-4/6 7a-11:59p 4/26 10a-1a 4/27 8a-6p</p> <p><b><u>May:</u></b> 5/3-5/5 all day/night/late 5/18 8a-11:59p 5/24 2p-1a</p> <p><b><u>June:</u></b> 6/1-6/2 8a-11:59p 6/22 10a-1a</p> <p><b><u>August:</u></b> 8/30 3p-11:59p 8/31 8a-11:59p</p> <p><b><u>September:</u></b> 9/1-9/2 8a-11:59p 9/29 8a-6p</p> <p><b><u>October:</u></b> 10/26 10a-6p</p>	<p><b><u>Feb:</u></b> 2/1 7:30p-9:30p 2/8 7:30p-9:30p 2/15 7:30p-9:30p 2/22 7:30p-9:30p</p> <p><b><u>March:</u></b> 3/9 8a-1a 3/10 8a-1a 3/23 10a-1a</p> <p><b><u>April:</u></b> 4/4 7a-11:59p 4/5-4/6 7a-11:59p 4/26 10a-1a 4/27 8a-1a</p> <p><b><u>May:</u></b> 5/3-5/5 all day/night/late 5/18 8a-11:59p</p> <p><b><u>June:</u></b> 6/1-6/2 8a-11:59p 6/22 10a-1a 6/29 8a-6p</p> <p><b><u>August:</u></b> 8/25-8/31 8a-11:59p</p> <p><b><u>September:</u></b> 9/1-9/4 8a-11:59p 9/5 8a-6p 9/6 10a-11:59p 9/29 8a-6p</p> <p><b><u>October:</u></b> 10/26 10a-6p</p>