



# THEATER AT THE WOMAN'S CLUB OF ALBANY, INC.

## REQUEST FOR PROGRAM IDEAS

### FROM PRESENTING THEATER COMPANIES



Founded in 1910, the Woman's Club of Albany (WCA) is one of the oldest not-for-profit organizations in the Capital District. We are: a community organization, donating about \$10,000 annually to local not-for-profits serving the needs of women and children; a social club, offering opportunities for women interested in making new social, professional and community connections; and a rental venue, making our distinctive historic house available to members and non-members alike.

Over the past nine years, we have revived our organization and restored the historic 1895 building. The Club is now 150 members strong representing a diversity of women professionals, and our building has undergone significant rehabilitation making it an attractive venue for intimate family gatherings as well as larger community programs.

The building has long been the site of musical performances and other programs. As part of our goal to make the Club a community resource, and to expand the scope of quality programs offered, we are interested in hosting theatrical performances determined to be suitable for our historic building.

#### The Building

*First Floor:* Entry foyer, front and back parlors, dining room, full kitchen, and an accessible restroom.

*Second Floor:* See floor plan on reverse. Ballroom measures 40' x 24'6", with seating up to 75. There is no stage, but a baby grand piano and a fireplace. A small restroom and hallway are accessible from a secondary door to the main space.

The electrical equipment was upgraded in 2009. The building has 200 amp service; all of the circuits on second floor circuits are 20 amp, and there are plenty of outlets.

*Parking:* There is a small parking lot to the rear of the house. On street parking is available.

*Please note that the WCA building it is not yet accessible to the disabled.*

#### Theatrical Performances

The presenting company will be responsible for:

- Working with the WCA to agree on a performance, schedule of presentation(s) and any necessary rehearsal times, deciding upon a fee structure, and the distribution of any proceeds.
- Undertaking full promotion of the event, including local media. The WCA will use our established PR framework to supplement the theater company's publicity, sending information to our members and our regular PR list.
- Providing a self-contained stage set which can be constructed and dismantled without negatively impacting the building.
- WCA will set up seating as required and may be able to provide volunteers to help with tickets, etc.

*Continued on reverse*



725 MADISON AVENUE (AT LAKE AVENUE) ALBANY, NY 12208  
518.465.3626 WWW.WOMANCLUBOFALBANY.COM

L: First floor interior  
C & R: Second floor ballroom looking south and north

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Please email Lorraine Weiss at [wca.events@mindspring.com](mailto:wca.events@mindspring.com) with the following information:

1. Name of the sponsoring theater company, full contact information, and website.
2. Description of the production— title, content, length, etc.
3. Proposed dates and duration of show (number of performances, days) and rehearsal schedule. (We are primarily interested in limited engagements with 1-3 performances, given our other ongoing programs.)
4. Room set up you will need: number of chairs, U-shaped, auditorium style, etc.;
5. Plans for stage set, lighting, and sound.
6. Proposed admission fees, if any.
7. Plans for promotion.
8. Whether refreshments will be served, and whether you will need to use the kitchen.

To schedule an appointment to view the building, email the address above or call 518.465.3626. Or see our website calendar for a list of events and stop by. Our monthly meetings are on the fourth Mondays from September-June, and most of our programs are open to the public. (Please keep in mind that the house is also a venue for private events which are not open to the public.)

