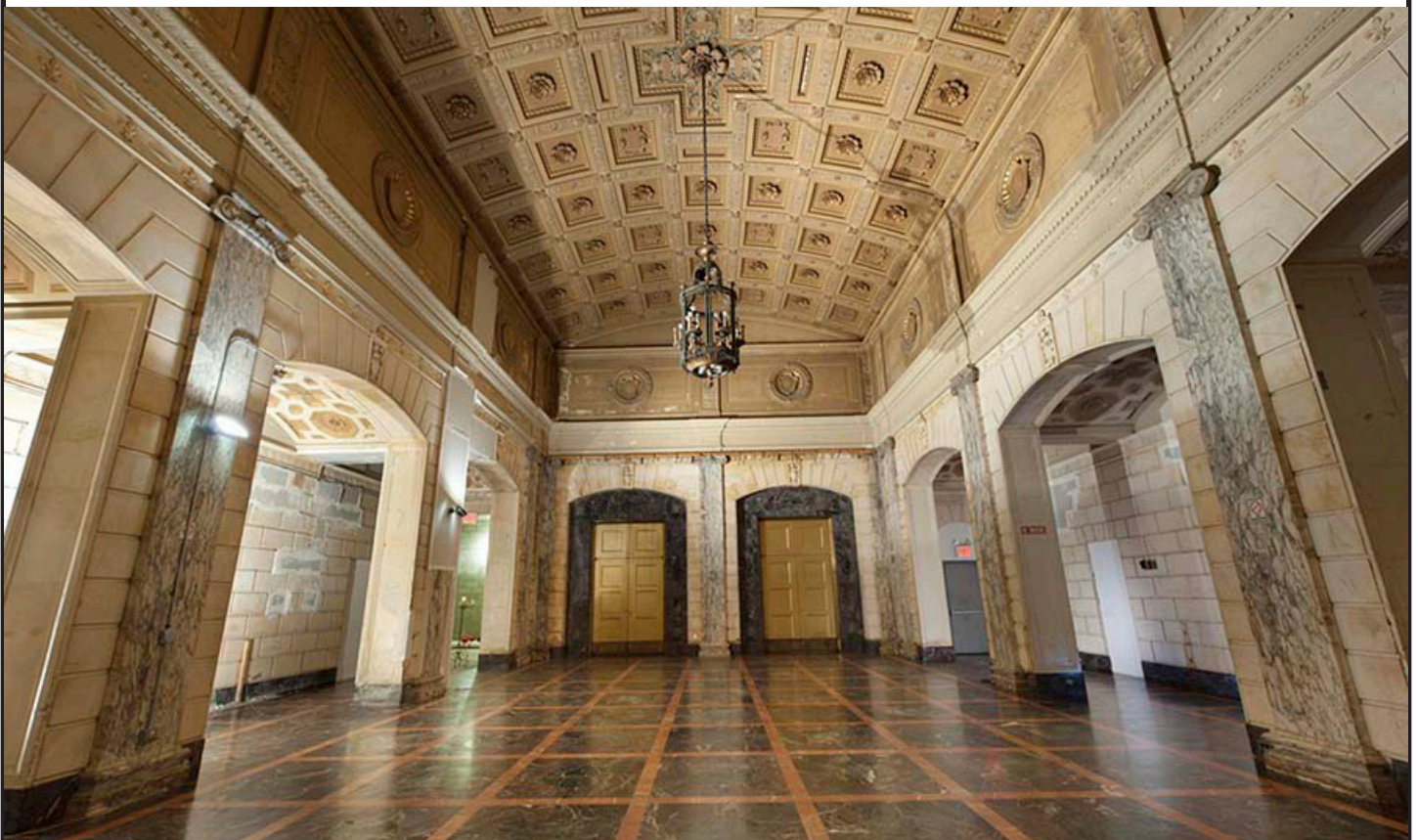


# ISSUE PROJECT ROOM

## SPACE RENTALS

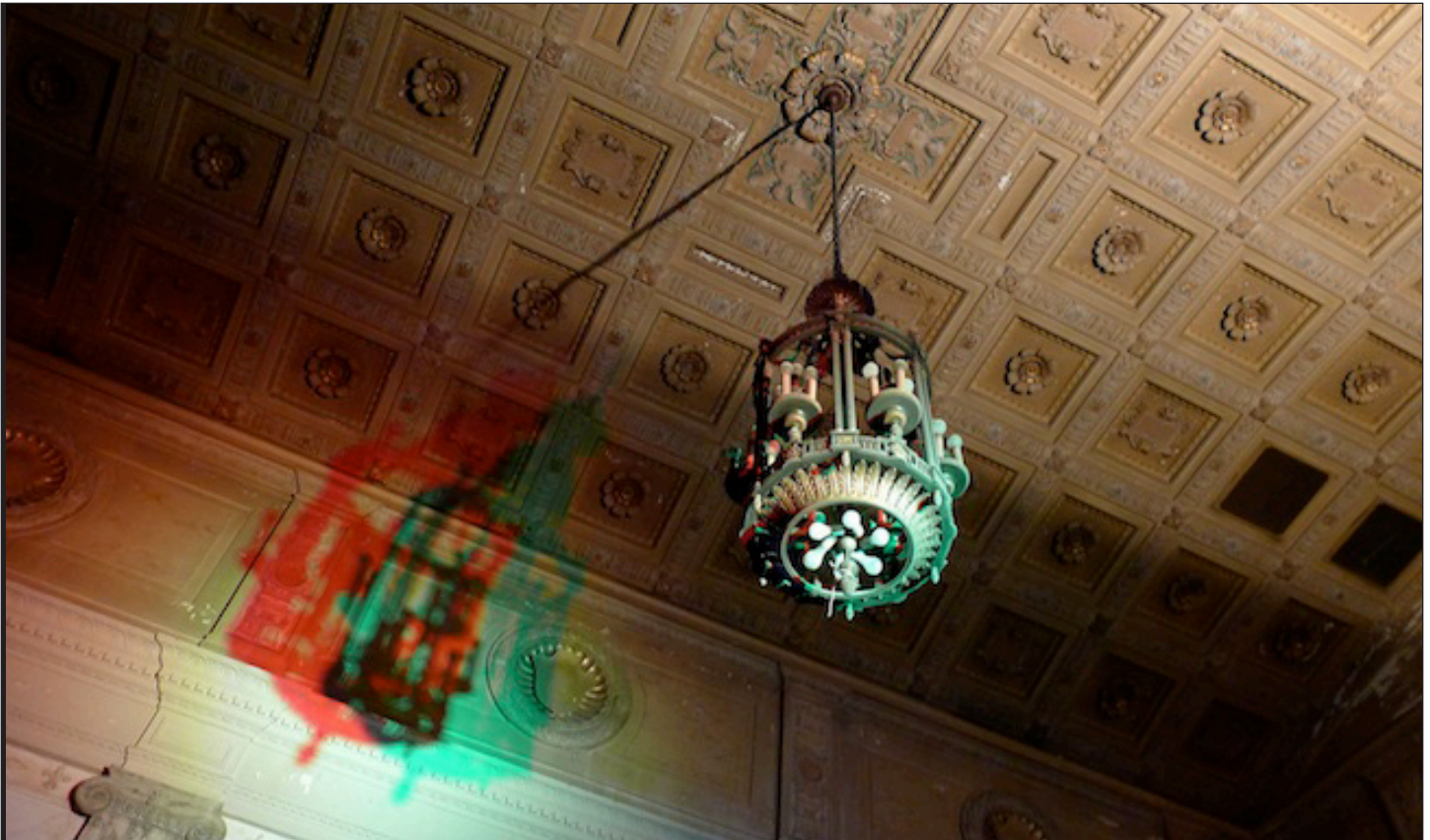
22 Boerum Place,  
Brooklyn, NY 11201  
718-330-0313 (extension 3)  
[www.issueprojectroom.org](http://www.issueprojectroom.org)

To make an appointment to visit or for more information  
please contact Bob Bellerue at [rentals@issueprojectroom.org](mailto:rentals@issueprojectroom.org)



ISSUE Project Room is a Brooklyn-based performance nonprofit founded in 2003, presenting projects by interdisciplinary artists that expand the boundaries of artistic practice and stimulate critical dialogue in the broader community. ISSUE serves as a leading cultural incubator, facilitating the commission and premiere of innovative new works spanning genres of music, dance, literature and film.

ISSUE's presentations primarily take place in a theater space in the historic 110 Livingston Street building in Downtown Brooklyn with an entrance at 22 Boerum Place.



Originally built in 1926 as the headquarters for the Benevolent & Protective Order of the Elks Lodge, ISSUE Project Room features a limestone and terra cotta facade with Renaissance-revival style features including balustrades, egg-and-dart ornamentation, Corinthian columns, and a 2,500 square ft. theater space with 32-foot vaulted ceilings. This late McKim, Mead and White is a unique and striking location for your special event.



**Located in Downtown Brooklyn/  
Brooklyn Heights, ISSUE Project Room  
is easily accessible by subway at**

- Borough Hall, 2, 3, 4, 5
- Jay Street-Metrotech A, C, F, R
- Hoyt-Schermerhorn A, C, G trains
- Many MTA buses.

# Rental Event Included Services:

- Staff Liaison: ISSUE Project Room will provide a staff member to assist in the organization and coordination of your event.
- Event Technician: A audio/video/lighting technician will be provided to run the tech equipment for your event.
- Basic equipment, including the house sound and lighting system, will be provided.
- 150+ black folding chairs and six folding tables.

# Venue Capacity:

The performance space has a legal capacity of approx. 250 people including staff and performers, with 150 seated comfortably





## Optional Services & Equipment available (additional rental & labor fees may apply):

- Microphones, music stands, and instrument amplifiers
- Audio Recording
- Video projector and projection screen
- Additional Lighting / Sound / Video equipment
- Elevated Stage
- Beer and Wine permit (see FAQs)
- Special Event insurance (see FAQs)

## Catering & Facilities:

The Renter may work with a licensed catering service of their choosing. 22 Boerum Place does not have a kitchen or slop sink, so any catering services need to be self-contained in terms of waste disposal. ISSUE can also connect you with catering and party rental vendors. Any vendor who works on-site must abide by NYC recycling rules.

## Pricing Guidelines:

Each event is highly individual, so costs are determined on a case-by-case basis.

# FAQ:

## **Do I need to provide insurance or permits to rent 22 Boerum Place?**

Yes, ISSUE requires that all rental events carry general liability insurance. The policy should have a single limit liability of not less than \$1 million and general aggregate liability of not less than \$2 million, naming ISSUE Project Room as “additionally insured” and providing a certificate. All other permits should be provided by the Renter or catering/event planning company. You may purchase your own special event insurance or work with ISSUE’s rental coordinator and insurance agent to purchase special event insurance at an additional fee.

## **Are there sound restrictions?**

Yes, sound must be kept at a 90DB level. There should be no amplified noise before 10am and after 10pm.

## **What about parking?**

22 Boerum Pl. does not have its own parking lot; however, there are numerous public parking lots nearby that we can recommend.

## **Is the space wheelchair accessible?**

22 Boerum Place has a wheelchair lift and small ramps can be utilized for wheelchairs to access to the space.

## **Who is responsible for breakdown and cleaning?**

A cleaning fee is quoted as part of the cost of renting 22 Boerum Place and the labor price quote should cover all equipment breakdown. In some cases the Renter will need to provide additional staffing to ensure the space is left in “broom clean” condition, restored to its original state, with all trash and recycling off the premises.

## **What is your deposit and cancellation policy?**

We require a non-refundable date-hold deposit to secure your event, in addition to a refundable security deposit. The balance of the contract is due by the event date. Specific cancellation policies will be outlined in the rental agreement.

## **Can I use the name ISSUE Project Room as the site of my rental in publicity materials?**

No, in order to prevent confusion with ISSUE’s own programming, we ask that you use 22 Boerum Place as the site of your event in all promotional materials and social media.

# Floor Plan:

ISSUE Project Room

Theater Floorplan

