

**REQUEST FOR PROPOSALS (RFP)  
FOR THE LEASE & OPERATION OF THE PARAMOUNT THEATRE**

**DUE: April 12, 2019 at 11:00 am**



**Paramount Theatre  
1008 Brown Street  
Peekskill, New York**

# **PROJECT DETAILS**

## **Background**

The Paramount Theatre was designed by George and Charles Rapp Architects in 1929 on behalf of the Netco Theatre Corporation, a subsidiary of Paramount Pictures. Construction on the theatre was initiated in summer 1929 and was completed in 1930 despite the ongoing depression occurring in the United States. The Paramount Theatre was owned by Paramount until it was sold in 1973 to a private party. The City of Peekskill acquired the structure through a tax lien in 1977. A not-for-profit managed the theater until 2012, and most recently was managed by a for-profit entity. The City is currently eliciting proposals from qualified non-profit or for-profit organizations to program, operate and manage this facility starting in 2019.

## **Design Elements**

The Paramount Theatre has been designated a Westchester County Landmark, it is on the New York State and National Registers of Historic Places, and it is located in the Peekskill Downtown Local Historic District. When the building opened in the 1930's the theatre had an ornate ceiling design and flourishes which deteriorated due to the lack of capital upkeep. The Paramount needed extensive restoration and the walls and ceiling were repaired and re-plastered. The original ceiling design was restored through the use of a hand painted canvas installed on the ceiling. Decorative elements were painted on the walls, balcony, faux opera boxes, stage proscenium and the creation of towering plaster columns. Structural additions were consistent with the original design and a complete restoration of the bathrooms was consistent with this design approach.

## **The Opportunity**

The City of Peekskill is seeking proposals from interested parties to lease, operate and manage the Paramount Theatre, a 1086 seat facility located in Peekskill, New York, The facility is owned by the City of Peekskill and is located in the Peekskill Downtown Historic District at 1008 Brown Street. The Paramount is part of an emerging restaurant, entertainment and retail district that attracts Peekskill residents and nonresidents from Westchester, Rockland and Putnam Counties as well as NYC, Connecticut and New Jersey. The Paramount is the crown jewel for downtown Peekskill as it is an economic generator encouraging investment in retail, entertainment and residential development. It is located in the newly established downtown Peekskill Federal Opportunity Zone, which allows investors to defer/reduce taxes on capital gains by investing in this zone. For more information, go to <https://www.irs.gov/newsroom/treasury-irs-issue-proposed-regulations-on-new-opportunity-zone-tax-incentive>.

## **General Conditions**

The City of Peekskill is only interested in entities that have demonstrated experience in theatrical management involving live performance, music, film, spoken word and conference activities. Respondents to the Request for Proposal must demonstrate an understanding of current market trends in their written submission and presentation before the Peekskill Common Council.

## **Objective**

The City of Peekskill will entertain proposals from For Profit and Not for Profit entities to operate the Paramount Theatre for a lease term subject to negotiation between the successful bidder and the City of Peekskill. The lessee will be expected to operate and manage the theater; is responsible for obtaining all necessary permits; must maintain and clean the leased space, maintain all equipment and pay all utilities.

### **Criteria for evaluation of proposals will include the following:**

- 1. Theatrical management and programming experience:** RFP respondents should provide a narrative statement about their theatrical management experience
- 2. Track record and experience related to operating theatres:** A description of previous theater operation experience; including, but not limited to, photographs and brief project descriptions (operating dates, location(s), building size, budget and theatre size, and types and numbers of shows).
- 3. Quality of Business Plan:** Description of the firm and its operating structure plan of action for operating, managing and programming the facility. Provide resumes of the development team for the proposed project and staff. Include background and experience that uniquely qualify participants to manage and operate the Paramount Theatre.
- 4. Marketing and Performance Plan:** Analysis of the regional entertainment market, a plan of action for marketing and promotion and audience development and expansion, the intended target audience, and a vision for the programming to be offered.
- 5. Industry partners, external resources and potential membership and fundraising efforts.**
- 6. Financial Resources:** Evidence of equity and financial resources including letters of commitment for start-up and working capital. Past three annual audited financial statements for the organization and theatre management structure are required. New consortium entities should provide details on financial resources and management of the consortium.
- 7. Lease:** A lease and operating agreement will be prepared by the City. The respondent may propose any specific lease terms that will be requested.
- 8. Capital Improvements:** Type and amount of capital improvements to be provided by the respondent (lessee) with timeframe. Respondent's expectations for capital improvements to be made by the City of Peekskill.

## **EVALUATION PARAMETERS**

### **Submittal Requirements**

Proposals shall consist of the following items in addition to answering the criteria found in the previous 'Objective' section:

1. Outline the proposed program, how it will be managed and operated including days and hours of operation, staffing and activity plan and/or event schedule, and number of performances per month.
2. Outline the proposed term and financial return for the City of Peekskill
3. Provide a proposed implementation schedule.
4. Identify responsible parties with whom the City of Peekskill would negotiate the lease and operating agreements, including phone number and email address.

Within this submittal, the general requirements listed below must be factored into the proposal submission.

### **General Requirements**

1. The successful respondent will be required to hold a minimum of one hundred (100) performances for each calendar year including drama, music, spoken word, film, educational programs and community events.
2. The organization managing and operating the Paramount Theatre will submit Quarterly Activity Reports and an Annual Audit Statement
3. The lease must accept the condition of the facility "As Is"

The successful respondent will negotiate and execute a lease agreement and provide an operations guide subject to approval by the Peekskill Common Council.

## **OPERATIONAL DETAILS**

### **A. Term of Agreement**

1. The Paramount Theatre will be available for immediate occupancy upon contract execution with the chosen operator.
2. The lease term shall be subject to negotiation between the successful bidder and the City of Peekskill.
3. The amount of any proposed capital investment and reinvestment will be a consideration in evaluating the term of the agreement.
4. At the end of the agreement term, including the exercise of any option periods, all capital improvements shall become the property of the City unless alternative arrangements have been negotiated.

### **B. Capital Investment and Major Maintenance**

The successful respondent is expected to fully fund capital and operating costs of the facility. The city is willing to continue to maintain the building shell at a standard similar to

those provided for other City of Peekskill facilities. The building shell includes the exterior walls, roof and exterior windows and exterior doors. Exhibit 1 provides details on Stage Dimensions and layout of the Auditorium.

### **C. Truck Access**

The city has an agreement with the adjoining building owner to the east to ensure truck access for loading/ unloading equipment at the theatre loading deck.

### **D. Utilities**

1 Utilities shall be the responsibility of the lessee. The City is currently reviewing the efficiency of the HVAC system for upgrades.

2 The City, at the lessee's option, is willing to provide refuse collection and recycling Services for a fee.

3 The City will be responsible for maintenance of wastewater and sewer lines up to the point of entry to the building.

### **E. Furniture, Fixtures and Equipment, (FF&E)**

The facility comes equipped with an inventory of lighting, concession, and sound and stage equipment. The new tenant may find it desirable to supplement the existing inventory with new and additional equipment. Upon termination of the prospective lease, the tenant must leave the premises with equipment equivalent to the present inventory in good working order.

### **F. Insurance**

At a minimum, the tenant will secure Commercial General Liability, Automobile Liability, Worker's Compensation and Property Insurance for this facility, naming the City of Peekskill as additional insured.

### **G. Pre-Submittal Meeting and Facility Inspection**

There will be a pre-submittal meeting on **March 12, 2019 at 10:00 am** in the Paul Scherman Conference Room in Peekskill City Hall, 840 Main Street Peekskill, New York. Attendance is strongly encouraged for all respondents. Questions concerning the Request for Proposal must be submitted in writing to the contact person listed in this document by **March 22, 2019 at 5pm**. Answers will be provided to all respondents if a legible email address is provided. A Guided Facility Tour of the Paramount Theatre will be held on March 12<sup>th</sup> after the pre-submittal meeting, and from 5:00 pm to 7:00 pm on March 12, 2019 if requested. Interested parties may take photographs and measurements of the Paramount Theatre during the Facility Tour.

### **H. Sponsorship/Advertising/Signage**

The City reserves the right to authorize exclusive sponsorship and advertising agreements for the grounds and exterior of the Paramount and all exterior signage. The reservation of these rights may limit the tenant's advertising and sponsorship opportunities or restrict the types of products that may be sold in the Paramount. The successful respondent will have the right to

sell sponsorship and advertising affecting the interior of the Paramount, subject to the City's exclusive sponsorship and advertising agreements.

## **SCHEDULE**

Availability of Request for Proposal:	<b>February 26, 2019</b>
Pre-submittal Meeting and Guided Facility Tour:	<b>March 12, 2019 at 10am</b>
Questions received by City representative:	<b>March 22, 2019 at 5pm</b>
Responses emailed to applicants:	<b>March 26, 2019 by 5pm</b>
Proposal submission due:	<b>April 12, 2019 at 11 am</b>
Anticipated Presentations/Interviews:	<b>April 22, 2019</b>
Anticipated Selection:	<b>May 13, 2019</b>

## **INQUIRIES**

Pre-submission questions and inquiries regarding any aspect of this Request for Proposal or any other matters related to this RFP may be directed in writing to the City representative by **March 22, 2019 at 5pm:**

Mr. Jim Pinto  
Economic Development Specialist  
City of Peekskill  
840 Main Street  
Peekskill, New York 10566  
[jpinto@cityofpeekskill.com](mailto:jpinto@cityofpeekskill.com)

## **PROPOSAL SUBMITTAL**

Respondents must submit twelve copies of the proposal (2 originals and 10 copies), and one USB drive. Proposals are due on **April 12, 2019 at 11:00 am** and submitted to

**Office of the City Clerk  
City of Peekskill  
840 Main Street  
Peekskill, New York 10566**

# **EXHIBIT 1**

## **AUDITORIUM AND STAGE DESCRIPTIONS**

The Paramount Theater includes a full stage, dressing rooms, installed sound and lights, additional technical equipment and the beautifully restored auditorium and lobby with an art gallery on the mezzanine level for receptions.

### **STAGE**

- The main acting space is approximately 28'0" deep x 40'0" wide with space downstage left and downstage right that extends the total width to 53'0".
- Stage width at the plaster line is 42'0".
- Stage is 32'0" from the downstage edge to the back wall, including the 4'0" crossover behind the cyclorama.
- Grand drape (red) aligns with plaster line, 19'0" from downstage edge.
- Legs (black) are 3'0" upstage from the grand drape and draw in approx. 8'0" towards center
- Upstage traveler (black) is 27'0" from downstage edge.
- Cyclorama (white muslin) is 28'0" from downstage edge.

### **BACKSTAGE**

- Loading dock door is 7'6" tall and 5'10" wide and is situated stage left.
- Wing space is minimal. There is no fly space.
- One roll-down (manual) movie screen (20'0"H x 35'0"W) is hung 24'0" from downstage edge.
- Lights are hung on 3 motorized trusses; one located 25'0" from downstage edge, one directly over downstage edge, and one approx. 18'0" from downstage edge over the house seats.
- There is one empty motorized truss which hangs 23'0" from downstage edge.

### **FRONT OF HOUSE**

- Two spotlight booths are located above the balcony level, and their throw is approx. 100'0" from the downstage edge.
- Light, Audio, and Video control share a booth at the back of the lower house level.

### **SEATING**

- Total fixed vintage theater seating: 1078; 694 in Orchestra, 384 in Mezzanine/Balcony.
- 16 additional flex seats, including 10 wheelchair accessible spaces in flat area at rear of orchestra level.
- Count above does not include locations for temporary usher/staff seating.



ORCHESTRA LEVEL (MAIN FLOOR)

	865	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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MEZZANINE LEVEL (UPSTAIRS BALCONY)

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