



## Theatre Rental Rates for Private and Commercial Events September 2009 to August 2010

### FACILITY RENTAL

**Performance / Event Rental** 5 hr block \$1,250.00  
 Performance blocks include: Patron Services Manager, Concessions Staff and Ushers.

**Theatre Event Rehearsal Rate** 5 hr block \$700.00

**Overtime Rental** – exceeding scheduled rental blocks per hr \$200.00

**Setup Charge** –non event / rehearsal block per hr \$80.00  
 Any time equipment or stage setup occurs outside of occupancy times.

**Other Charges**

Catered Event Cleaning Fee per day \$75.00  
 Usage of lobby area during rehearsals per hr \$100.00  
 “Open Rehearsals” with over 20 guests in auditorium \$200.00

**Meeting Room Rental: When renting with Theatre**

\* Includes tables & chairs. Does not include rental of equipment or set-up labor.

3 Rooms available: 226 (744 sq ft, max. capacity 49) 5 hr block \$60.00  
                                   221 (910 sq ft, max. capacity 49) 5 hr block \$60.00  
                                   225 (2000sq. ft. Currently in renovation, please call for availability and pricing.)  
 Hourly charge, beyond 5-hour block \$20/hr/rm.

**Staff Rates: A minimum of one ECA technician is required for any theatre rental.**

Additional Front of House Staff per hr \$18.00  
 Additional General Stage Technicians / Stage Manager per hr \$22.00  
 Audio / Visual Engineer per hr \$25.00  
 Sound Engineer (live mixing or recording. i.e.: musical theatre, concerts, etc) per hr \$25.00  
 Lighting Engineer (supervise hang/focus, program or design light cues) per hr \$25.00  
 Technical Director – Meetings or advance support per hr \$25.00

**Overtime Rates**

time and a half of regular rate

Staff employed for over 8 hours in one day or 40 hours in one week or on Federal Holiday.

Staff not provided a 30 minute meal break after five hours of work, until appropriate break can be taken.

Staff employed between the hours of 12:00 AM and 7:00 AM.



**BOX OFFICE SERVICES:**

Use of ECA box office is required for all events with paid admission.

- A. Ticket Set-up \$50.00 for the first performance  
\$25.00 for each additional performance
  
- B. Ticket Advance; service charge for the printing of tickets sold by others \$.50 per ticket  
*70% of seating inventory must be retained for sale through ECA box office.*
  
- C. Credit Card Processing 4% of credit card transactions

For use of ECA Box Office:

- A. Patron Service Charge, in person or Phone \$3.00 per ticket *sold*, max. \$12 per transaction
  
- B. Patron Online Ticketing Service Charge
  - 1. Ticket prices up to \$29.99 \$3.00 per ticket
  - 2. Ticket prices \$30.00 or higher \$4.00 per ticket
  
- C. Licensee Service Charge \$1.00 per ticket *issued*, paid by Licensee



**EQUIPMENT RENTAL RATES**

**Sound Equipment**

House Sound System: *Includes mixing board, house and monitor speakers, microphones, etc.* NC  
 Sound Engineer(s) may be contracted upon request at an additional cost and is not included in theatre rental.

Monitor sound console and stage splitter equipment package		\$250.00/day
Wireless Microphone	each	\$25.00/day or \$75.00/week

**Lighting**

Stage Lighting System: *Includes lighting console and use of 160 instrument repertory light plot.* NC  
 Lighting Engineer may be contracted upon request at an additional cost and is not included in base theatre rental.

Followspots (not including operators)	each	\$40.00/day or \$160.00/week
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**Stage Equipment**

Orchestra Shell		per event	\$100.00
<i>The Orchestra Shell will take an estimated 1 hour and 2-3 people to set up. This labor is not included.</i>			
Choral Risers	each		\$10.00/day or \$35.00/week
Stage Platforms	each		\$10.00/day or \$35.00/week
Boston 7' Grand Piano*	per day		\$200.00
Music Stands and Lights			NC

\*plus tuning cost at renters request

**Other Equipment**

Table Covers & Skirts		per table, ea.	\$7.00
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**Outside Equipment Rental**

**Upon request, ECA can arrange for rental or purchase additional sound, lighting, special effect and musical instrument equipment not included in standard theatre inventory, for cost plus 20%. This does not include delivery and return of rental equipment**