



## Theatre Rental Rates for 501c3 Non-Profit Organizations September 2011 to August 2012

### FACILITY RENTAL

<b>Performance / Event Rental</b>	5 hr block	\$1200.00
<b>Performance / Event Rental – second performance in one day</b>	5 hr block	\$850.00
Performance blocks include Patron Services Manager, ushers and concessions staff		
<b>Rehearsal Rate, does not include FOH staff</b>	5 hr block	\$600.00
<b>Hourly Rental – in excess of scheduled rental blocks</b>	per hr	\$250.00
<b>Setup Charge - non event / rehearsal block:</b>	per hr	\$50.00
Any time equipment or stage setup occurs outside of occupancy times.		
<b>Other Charges</b>		
“Open Rehearsals” with over 20 guests in auditorium	per block	\$200.00
Catered Event Cleaning Fee	per event day	\$75.00
<b>Meeting Room Rental: When renting with Theatre</b>		
* 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, max capacity 325)	5 hr block	\$120.00
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	\$20.00
Additional General Stage Technicians / Stage Manager	per hr	\$24.00
Audio / Visual or Video Engineer	per hr	\$28.00
Sound Engineer (live mixing or recording. i.e.: musical theatre, concerts, etc)	per hr	\$28.00
Lighting Director (supervise hang/focus, program or design light cues)	per hr	\$28.00
Rigger / Flyman (hang or fly scenery)	per hr	\$28.00

### **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 ECA observed 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:**

For Events with paid admission, ECA offers convenient and cost-effective ticketing services that allows for patrons to purchase tickets in person, by telephone and online via the ECA website. *For clients not wishing to utilize our ticketing system, a self-ticketing surcharge will be charged and due at the time of deposit.*

### For use of the ECA ticketing system:

- 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 \$2.00 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 NC  
*Includes mixing board, house and monitor speakers, microphones, and sound playback equipment in inventory.*  
 Sound Engineer(s) may be contracted upon request at an additional cost and is not included in theatre rental.

Onstage Monitor Console/Splitter package \$250/day or \$750.00/week

### Lighting

Stage Lighting System NC  
*Includes lighting console and use of 180 instrument repertory light plot, followspots and special effects in inventory.*  
 Lighting Engineer and other lighting labor may be contracted upon request at an additional cost and is not included in base theatre rental.

### Stage Equipment

Stage Equipment NC  
*Includes stage platforms, choir risers, orchestra shell, musicians chairs, music stands, wardrobe racks, and other equipment in inventory.*  
 Set-up time for stage equipment is billable at current labor rates.

Boston 7' Grand Piano*	per event	\$200.00
*plus tuning cost at renters request		

### Other Equipment

Chairs		NC
Tables		NC
Table Skirts, Gray	per table	\$7.00
Table Cloths, Black	per table	\$7.00

### 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.