

**Harold and Sylvia Greenberg Theatre
Rental Rates**

Venue	Commercial	Non-profit	Campus
Harold and Sylvia Greenberg Theatre – 296 seats plus 4 wheelchair			
4 hours*	750.00	650.00	375.00
Full Day	1,500.00	1,275.00	750.00
Theatre Lobby – w/o theatre rental			
4 hours*	150.00	125.00	100.00
Full Day	250.00	225.00	200.00

Ticketing services
All events are required to be ticketed thru the Harold and Sylvia Greenberg Theatre Box Office. Each event will be billed a minimum of \$1.00 per ticket issued, including tickets re-issued as necessitated by Renter request, practice, operation, or mistake.

Security** (per hour per officer)	50.00	50.00	50.00
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* In order for the Theatre to be rented on a 4 hour basis, the renter must be able to load in, perform, load out and vacate the premises within 4 hours in order to make the space available for a second rental on that day. Billing at the 4 hour rate is entirely at the discretion of the Facilities and Production Manager.

** The need for indoor security for events and outdoor police assistance with buses is determined on an individual basis by the Facilities and Production Manager.

The Rental Package Includes:

- Access 8:00am–Midnight
- Access to corridors, dressing rooms, lobby, stage, house (excludes Greenberg Theatre office and shop spaces)
- HVAC, basic custodial, open & close of facilities
- Consultation with production staff

Rental Package Does NOT Include:

- Stage labor
- House Staff
- House ticketing system
- Security
- Special Custodial services (required in some cases)
- Special set-ups for stage, seating area, rehearsals, lobby

Event Requirements

Staff:

Each event must engage at minimum:

- Event (Facilities) Manager—Minimum 4 hours
- Lighting/Audio Coordinator (Engineer)—Entire rental period
- FOH Supervisor (House Manager)—Show time and 1 hour before and after
- If Greenberg sound and lighting equipment is used, Greenberg engineers must be engaged to run or if agreed, supervise.
- Additional labor and equipment requirements will be determined by the Facilities and Production Manager based on the needs and nature of the event.

Deposit:

All renters of The Harold and Sylvia Greenberg Theatre are required to submit a deposit based on a percentage of their estimated costs. The deposit **must** be paid prior to:

- Ticket sales
- Publication or promotion of the event
- Execution of contract
- Occupancy of space
- Storage of equipment

Taxes:

User is responsible for the payment of any taxes arising out of or connected with the use of the premises.

Insurance:

All non-campus renters must have event insurance and must submit a copy of their insurance certificate prior to rental contract approval. Specific insurance details are located in Section 10 of the Greenberg Theatre Facility Rental Agreement.

Tickets:

In the case that the Client would like to distribute all or part of the tickets themselves, the Harold and Sylvia Greenberg Theatre Box Office will print and issue tickets in advance at a charge of \$1.00 per ticket. Upon special arrangement only, tickets issued to Client may be returned to the Box Office in advance of the event date. Re-issued (sold or comp) tickets are subject to an additional \$1.00 charge per ticket. All patrons are **required** to hold a ticket printed by the Harold and Sylvia Greenberg Theatre for entry into the seating area. No tickets may be issued, nor may an event be advertised until a contract is completed and deposit has been submitted.

Equipment & Labor Costs

	Commercial	Non-profit	Campus	Comments
Stage Lighting				
Theatre General Stage Wash	30.00	20.00	15.00	
Theatre Full Stage Flex	125.00	100.00	75.00	
Followspot	tbd	tbd	tbd	Priced upon request
Special Equipment	tbd	tbd	tbd	Priced upon request
Audio				
Audio Package (limited mics)	125.00	100.00	65.00	
Complex Audio Set Ups	tbd	tbd	tbd	Priced upon request
Wireless Microphone	20.00	15.00	10.00	
Special Equipment	tbd	tbd	tbd	Priced upon request
Audio Recording	125.00	100.00	75.00	
Audio Mastering	125.00	100.00	75.00	
Video Equipment				
Client Request	tbd	tbd	tbd	Priced upon request
Video Projector, 10K lumens	400.00	350.00	300.00	For 6 hours
Video Monitor and DVD Player	60.00	45.00	30.00	Check for availability
Pianos				
Upright (currently Yamaha T118)	75.00	75.00	75.00	Per day
Piano Tuning	190.00	190.00	175.00	Per service
Piano Technician Standby	125.00	125.00	125.00	Per hour
Miscellaneous				
Marley Floor (tape not included)	300.00	256.00	175.00	
Marley or Gaffer Tape, per roll	25.00	21.00	18.00	
Risers	tbd	tbd	tbd	Priced upon request
Lectern (clear acrylic)	25.00	20.00	15.00	
Lectern w/Mic	50.00	40.00	30.00	
Lobby Table	10.00	8.00	6.00	
Storage—if space available	75.00	50.00	25.00	Per day—per 100 lbs
Coat Racks and Attendants	160.00	160.00	160.00	4 hours, \$40/hr or fraction thereafter
Labor				
Event (Facility) Manager	47.00	42.00	37.00	Required, minimum 4 hrs
Lighting/Audio Coordinator	42.00	37.00	32.00	Required
Lighting, Audio, and Followspot Operators	23.00	21.00	19.00	GT staff must operate GT equipment
Stagehand	21.00	19.00	17.00	
Wardrobe	25.00	23.00	21.00	
FOH Supervisor (House Mgr)	23.00	21.00	19.00	Required
Box Office Staff	21.00	19.00	17.00	
Usher/Ticket Taker	21.00	19.00	17.00	Minimum of 2
Projectionist (35mm)	tbd	tbd	tbd	Priced upon request
Traffic Control	tbd	tbd	tbd	Priced upon request
Special Custodial Services (event may require multiple services per day)	250.00	250.00	250.00	Required for multiple shows/day, all-day events, and large groups