

UNION COUNTY PERFORMING ARTS CENTER

1601 Irving Street
Rahway, New Jersey
732.499.0441(Administrative Office)
732.499.8226 (Box Office)
732.499.8227 (Fax)

*RENTAL RATES
As of August 2009*

1. Auditorium Use (One Day, One Event, eight hours):

	Monday thru Thursday	Friday thru Sunday
	\$2,300	\$3,200
ON-SCHOOL TIME	\$2,000	

*Additional rehearsal time (if available) on the day of your event can be purchased for \$200 per hour plus tech staff costs

*For two events in one day, add 50% to rental fee. Weekly rates are available.

*The base rental includes four-wall rental, five adjoining dressing rooms and day of performance use of theatre marquee. For further costs see item #2.

2. Expenses: (all are based on one event; add 50% for two events in one day)

Required Costs (all Shows):

Technical Staff/ In-house lighting & sound	\$850 minimum (minimum charge includes 3 technical staff: production manager, sound and lighting) for up to 8 hours \$45 per hour per person over 8 hours Additional technical staff \$30/ hour (minimum 4 hours)
House Manager/Ushers	\$400
Uniformed Police/ Crowd control (inside of Theatre)	\$75 per hour per Officer (# of Officers depends on audience size)
Security/Traffic Control	\$250
Shuttle bus to parking deck	\$100

Ticketing options (all renters are required to use UCPAC ticket printing services)

a) Ticket Sales/Box Office Services	\$450 + 4% of credit card sales and \$2 per ticket printed
Or	Or
b) Ticket Printing (Bulk/no Box Office)	\$275 per show and \$1 per ticket printed

Note: Any changes to standard ticketing configuration incur a \$125 customization fee.

Additional Required Costs

Theatre/St. Georges Avenue Marquee	As available, included in base
Custodial Service between two events	\$250
No Intermission Fee	\$250

Optional Costs

Piano rental	\$400
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Piano tuning (per tuning)	\$150	
House Follow Spot		\$150 for each performance and rehearsal
Riser rental	\$100	
Podium rental	\$ 50	
Stage reconfiguration	\$400	
Custom lighting design	\$250	
Additional dressing rooms		\$100 each per 4 hour period
Pre or Post show use of Café Bar		\$100 per hour
Rehearsal Studio		\$200 per hour

3. Open Rehearsal (on a day other than the event date) NOTE: When people are in the auditorium, it is an open rehearsal.

Monday thru Thursday	Friday thru Sunday
\$2,300	\$3,200

Technical Staff	\$850 minimum (minimum charge includes 3 technical staff production manager, sound and lighting) for up to 8 hours \$45 per hour per person over 8 hours Additional technical staff \$30/hour (minimum 4 hours)
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House Manager/Ushers	\$400
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4. Closed Rehearsal (on a day other than the event date) NOTE: When people are not in the auditorium, it is considered a closed rehearsal.

Auditorium use \$300 per hour
 Tech staff \$30 per hour per person
 (\$45 per hour per person after 8 hours in a day)

5. Merchandising:

House takes 25% of gross; 30% if theatre is seller.

6. Insurance:

Renter is responsible for carrying comprehensive liability insurance in the amount of not less than \$1,000,000 for injury to any one person and \$1,000,000 for any one occurrence and property damage insurance in the amount of not less than \$1,000,000. The UCPAC shall be named as additional insured.

7. Contracting with the Theatre:

If an organization wishes to hold a date, a \$1000 deposit is required. Immediately thereafter, a contract must be signed, at which time the organization will be responsible for paying 50% of the entire rental fee and anticipated expenses. (Note: The initial \$1000 deposit includes a security deposit of \$500 and a non-refundable deposit of \$500.) The 50% deposit must be paid before any advertising or ticket sales may begin. The remainder of all anticipated expenses must be paid in full no later than seven (7) days before the event.

For further rental details, call 732-499-0441 and speak to: Len Vanderwende, Finance Manager (ext 223) or Sandy Erwin, Executive Director (ext 225).

Current as of 8.2009