

Katzen Arts Center Rental Rates

Space Rental Rates					
	Capacity	For Profit Full Day Rate	For Profit Half Day Rate	Non Profit Full Day Rate	Non Profit Half Day Rate
Sculpture Garden	408	\$2,250.00	\$1,125.00	\$1,913.00	\$956.50
American University Museum	1131	\$12,000.00	\$6,000.00	\$10,200.00	\$5,100.00
Abramson Family Recital Hall	213	\$2,250.00	\$1,125.00	\$1,913.00	\$956.50
Studio Theatre	130	\$1,500.00	\$750.00	\$1,275.00	\$637.50
Dance Studio	50	\$1,125.00	\$562.50	\$956.00	\$478.00
Ensemble Rehearsal Room 150	70	\$1,125.00	\$562.50	\$956.00	\$478.00
Rotunda 1 st Floor	238	\$1,200.00	\$600.00	\$1,020.00	\$510.00
Rotunda 2 nd Floor	150	\$1,125.00	\$562.50	\$956.00	\$478.00
Classroom 201	69	\$1,125.00	\$562.50	\$956.00	\$478.00
Kreeger Hall Lobby	262	\$1,500.00	\$750.00	\$1,275.00	\$637.50

Ticketing services				
<ul style="list-style-type: none"> All events will be ticketed thru the Katzen Arts Center's Box Office. Each event will be billed a minimum of \$1.00 per ticket issued. 				
Security	45.00	45.00	45.00	Per hour, per officer
<ul style="list-style-type: none"> The need for indoor security for events and outdoor police assistance with buses are determined on an individual basis by the Facilities Manager. 				
** Full day / Half day – In order for the various spaces to be rented on a half day 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 half day rate is entirely at the discretion of the Facilities Manager.				

Rental Package Includes:
Access 8:00 a.m. – midnight
Access to corridors, dressing rooms, lobby, stage, audience area
HVAC, basic custodial, open & close of facilities
House audio system with basic announce and playback (1 microphone and CD, MD or Cassette Playback)
House ticketing system
Consultation with production staff
Standard orchestra chairs, music stands, stand lights, conductor's podium
Rental Package Does NOT Include:
Stage labor
House staff
Special set-ups for stage, seating area, rehearsals, lobby
Security
Special Custodial services (required in some cases)

Event Requirements

Staff:

Each event must engage at minimum:

- Facilities Manager (Entire duration of rental)
- House Manager (Show time and 1 hour before and after)
- If Katzen equipment is used, Katzen engineers must be engaged to run or if agreed, will shadow renter's engineer.
- Additional labor and equipment requirements will be determined by the Facilities Manager based on the needs and nature of the event.

Deposit:

All renters of the Katzen Arts Center 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 loading in to the facility. Specific insurance details are located in Section 10 of the Katzen Arts Center Rental Agreement.

Tickets:

In the case that the Client would like to distribute all or part of the tickets themselves, the Katzen Arts Center will print and issue tickets in advance at a charge of \$1 per ticket. The number of tickets issued in advance will be tallied after the event with the number of tickets sold via internet or through the Katzen Arts Center's Box Office and will be included in the final invoice. No tickets may be issued, nor may an event be advertised until a contract is completed and deposit has been submitted.

Equipment & Labor Cost

Hourly Rates			
	For Profit	Non Profit	Campus Group
Event Manager/Coordinator (per hour; 4 hour minimum call required)	\$45.00	\$40.00	\$35.00
Computer/Audio Technician (per hour)	\$40.00	\$35.00	\$30.00
Lighting and/or Audio Operator (per hour)	\$20.00	\$18.00	\$16.00
Stage Crew (per hour)	\$18.00	\$16.00	\$14.00
Patron Services Representative (per hour)	\$30.00	\$25.00	\$20.00
Ushers (per hour)	\$14.00	\$12.00	\$10.00
Ticket Takers (per hour)	\$14.00	\$12.00	\$10.00
Exterior Traffic Control/Parking	TBD	TBD	TBD
Special Custodial Services (determined by Facilities Manager)	\$200.00	\$200.00	\$200.00

Fire Watch	TBD	TBD	TBD
Projectionist (required for cinema)	TBD	TBD	TBD
Ticketing			
	For Profit	Non Profit	Campus Group
Per Ticket, Per Box Office or Client Sales	\$1.00	\$1.00	\$1.00
Audio and Video Equipment Rental			
	For Profit	Non Profit	Campus Group
Basic announce & playback (one lectern and microphone, CD playback and house PA system)	\$ No charge	\$ No charge	\$ No charge
Supplemental Audio Equipment Requests	TBD	TBD	TBD
House DV Recorder (Tape not included)	\$100.00	\$50.00	\$25.00
DVD Playback with Projector	\$75.00	\$50.00	\$25.00
Stage/Lighting			
	For Profit	Non Profit	Campus Group
General Stage Wash (per day, 1 color frt, no cues)	\$45.00	\$40.00	\$30.00
Piano Rental			
	For Profit	Non Profit	Campus Group
Steinway "D" Concert Grand Piano	\$150.00	\$150.00	\$150.00
Kawai Upright	\$50.00	\$50.00	\$50.00
Piano Tuning (designated house tuner)	\$175.00	\$175.00	\$175.00
Piano Technician Stand By (per hour)	\$125.00	\$125.00	\$125.00
Miscellaneous			
	For Profit	Non Profit	Campus Group
Lobby Display Easel (each)	\$4.00	\$3.00	\$2.00
Gaff Tape (per roll)	\$10.00	\$10.00	\$10.00
Spike Tape (per roll)	\$2.50	\$2.50	\$2.50