

# EMELIN THEATRE

## RENTAL RATES & POLICIES

Effective 6/1/16

DAY RATE	INCLUDES	ADDITIONAL COSTS
<b>PERFORMANCES / LECTURES</b> <i>4 hour minimum</i> \$1,700 – Not For Profit \$2,200 – Commercial	<ul style="list-style-type: none"> <li>• Use of theatre for 4 hours</li> <li>• Technical staff (4 hours)                             <ul style="list-style-type: none"> <li>○ Technical Director</li> <li>○ Lighting Technician</li> <li>○ Sound Board Operator</li> </ul> </li> <li>• FOH Manager and 2 Ushers</li> <li>• Sound and Lighting Package</li> <li>• Theatre and restroom cleaning</li> </ul>	+ \$100 per hour after first 4 hours (same benefits and staff at the first 4 hours) + \$120 per additional staff required (4 hour minimum, \$30 p/h - per person) <hr/> <i>See optional services and review any additional costs that may be necessary for your event. Box office support is optional.</i>
<b>FILM SCREENINGS</b> <i>4 hour minimum – includes one hour required for advanced film setup.</i> \$1,350 – Not For Profit \$1,600 – Commercial	<ul style="list-style-type: none"> <li>• Film setup prior to event (1 hour)</li> <li>• Use of theatre for 3 hours</li> <li>• Technical staff                             <ul style="list-style-type: none"> <li>○ Technical Director</li> <li>○ Projectionist</li> <li>○ Sound/Light Board Operator</li> </ul> </li> <li>• FOH Manager and 2 Ushers</li> <li>• Projection package and basic lighting/audio for film with lecture or Q&amp;A.</li> <li>• Theatre and restroom cleaning</li> </ul>	+ \$100 per hour after first 4 hours (same benefits and staff as the first 4 hours) + \$120 per additional staff required (4 hour minimum, \$30 p/h – per person) + \$30 per hour to preview film in its entirety prior to event <hr/> <i>See optional services and review any additional costs that may be necessary for your event. Box office support is optional.</i>
<b>REHEARSALS / MEETINGS</b> <i>4 hour minimum</i> \$850 – Not For Profit \$1,200 - Commercial	<p><i>Additional technical staff may be required based on your technical needs. Additional staffing costs are located in the column to the right.</i></p> <ul style="list-style-type: none"> <li>• Use of theatre for 4 hours</li> <li>• Technical Director</li> <li>• Front of House supervision</li> <li>• Basic lighting wash</li> <li>• God mic and playback connection</li> <li>• Theatre and restroom cleaning</li> </ul>	+ \$50 per hour after first 4 hours (same benefits and staff as the first 4 hours) + \$120 per additional required staff (4 hour minimum, \$30 p/h – per person) <ul style="list-style-type: none"> <li><input type="checkbox"/> Lighting Support</li> <li><input type="checkbox"/> Audio Support</li> <li><input type="checkbox"/> Stage / Dressing Room Support</li> <li><input type="checkbox"/> Projectionist / Other</li> </ul> <hr/> <i>See optional services and review any additional equipment or staffing costs that may be necessary for your event.</i>
<b>FILM SHOOTS</b>	Please inquire for rates on photography and video shoots at <a href="mailto:rentals@emelin.org">rentals@emelin.org</a>	
OPTIONAL SERVICES		
<b>Steinway Grand Piano</b> – \$225 per day / \$125 per tuning <b>Marley Dance Floor</b> – \$400 per day <b>Digital Projector</b> - \$250 per event (included without cost for film screenings). Additional technical staff may be required if a digital projector is used for a non-film event. <b>Playback Equipment/Software</b> – Fees may apply for certain audio and video formats. Please advance. <b>Tape (Per Roll)</b> – Gaffers (\$20), Glow (\$15), Spike (\$8) <b>Risers/ Chairs/Stands/Booms/Drapery</b> – Subject to availability and additional labor charges for setup in advance. <b>Other Equipment</b> – Please inquire for rates on equipment rentals. All equipment used inside the Emelin must be advanced with the Technical Director.	<b>Box Office Support</b> - \$250 per event + 6% of Gross Sales ( <i>Ticket printing without support is \$50 per event at Emelin</i> ) <ul style="list-style-type: none"> <li>• 24/7 online ticketing, phone and walkup sales during normal Emelin box office hours</li> <li>• Box office personnel onsite 1.5 hours prior to show</li> <li>• Additional fees may apply for changes to seat chart.</li> </ul> <b>Assigned Seating</b> – Add \$50 per event for assigned seating. No extra charge for general admission events. <b>Donation Processing Fee</b> – 6% of donations processed. <b>Merchandise/Concessions</b> – 15% commission applied to all sales by renter. Food/drink selection must be approved. The Emelin Theatre reserves the right to sell own concessions. <b>Tables</b> – Two tables are provided. \$25 per additional table.	

## POLICIES & INFORMATION

PAYMENT	Payments may be in the form of a company or certified check, money order, or cash. A deposit of \$200 is required at contract signing. Deposits are non-refundable in the event of cancellation. Final payment is required <u>30 days before the event</u> . Additional usage and penalties will be charged as necessary.
INSURANCE	Renters must procure and maintain in full force, during its use of the premises, public liability insurance issued by a New York admitted carrier in good standing. The insurance must have limits of liability of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in the aggregate, combined single limit, with no deductible, for bodily injury (including death) and property damage, and must cover liability assumed under the rental agreement. <b>Emelin Theatre for the Performing Arts, Inc. must be listed as an Additional Insured and Certificate Holder.</b>
NOT FOR PROFIT	To receive the not-for-profit rate, renter must prove 501(c)(3) status with an IRS determination letter.
THE SPACE	The Emelin Theatre has 275 seats with a 32' wide x 17' deep stage, 15' grid height at lowest point. 2 dressing rooms with private bathrooms, and a lobby space which can hold 100 standing people.
TECHNICAL PACKAGE	<ul style="list-style-type: none"> <li>• Yamaha LS9-32 Sound Board</li> <li>• Right Left, Center and Sub Speakers</li> <li>• ETC Express 48/96 Lighting Console</li> <li>• 80+ lighting instruments</li> </ul>
PROJECTION PACKAGE	<ul style="list-style-type: none"> <li>• Barco Digital Projector</li> <li>• Blu-Ray / DVD Player</li> <li>• 35mm Kinton projector and platter system available at additional cost.</li> </ul>
TECHNICAL POLICIES	<ul style="list-style-type: none"> <li>• Technical staff must be present during any usage of Emelin equipment.</li> <li>• Advance setup, equipment load-ins and load-outs are subject to per hour staff rates. Please ask for permission before an early arrival (including dropping off supplies or using the dressing room)</li> <li>• Additional time (over 5 minutes) above contracted time will be billed in half hour intervals.</li> <li>• Non-Emelin personnel are not permitted on the catwalk.</li> <li>• The Emelin Theatre enforces a strict 95 db "A" sound level measured from the sound board.</li> <li>• Wireless microphone frequencies must be FCC compliant.</li> <li>• We will not give permission to use pyrotechnics or open flames during rentals.</li> </ul>
BOX OFFICE	<ul style="list-style-type: none"> <li>• Ticketing will begin only after a signed contract and deposit have been submitted.</li> <li>• Standard Emelin fees will be applied to ticket purchasers and wholly retained by the Emelin.</li> <li>• Tickets will not be reprinted without an order number and ID.</li> <li>• Refunds and exchanges will not be given unless request is made directly by renter of space.</li> <li>• Front of house staff will require a ticket for anyone that is not permitted on stage or backstage.</li> </ul>
FRONT OF HOUSE	The renter is responsible for communicating their ideal house rules, seating procedures, house open, show start and running times to the Emelin Theatre staff. Any announcements must be made by renter.
PHOTO & VIDEO	Professional video and photography are permitted but must be advanced with the Technical Director at least 24 hours prior to the date of a performance. Allow enough time to setup prior to theatre doors opening for the audience. Seat reservations must be made before preferred seats are sold to customers.
ADVERTISEMENT	Renter will not make public any notice of their event prior to making a deposit, supplying all required paperwork, and receiving a fully executed contract.
MPL COMMUNITY ROOM	Use of The Mamaroneck Public Library Community Room may be booked through the Library. The booking will be a contract between the renter and the library. The Emelin is not responsible for the clean-up, maintenance, set-up, or payment of this room. More information about renting the Mamaroneck Library is posted online at: <a href="http://www.mamaronecklibrary.org/meetingroom.html">www.mamaronecklibrary.org/meetingroom.html</a>
CLEANING	Excessive mess may result in additional fees. Dressing rooms and backstage areas must be left in the condition they are found in. All trash must be placed in trash bins and all personal or company items must be removed prior to leaving the Emelin. The use of glitter, confetti, and liquids are not permitted.

*Rates and policies are subject to change periodically. Clients are advised to update their information annually and to read license agreement thoroughly for full policies. Violation of contract policies can be grounds for a penalty fee within the contract or full cancellation of the contract by the Emelin Theatre.*