

The City College Center for the Arts

Aaron Davis Hall Leasing Rate Sheet rev. July 1, 2019

Basic Use Fee (Non-Profit Organization only)

Marian Anderson Theater	\$2,500
Theater B	\$2,000

Basic Use Fee Includes:

- Usage of theater for up to 8 hours a day between the hours of 8am – 10pm
- Access to basic house sound system
- Access to basic house repertory lighting
- Access to available dressing rooms

Hourly Use Rate - Hourly rate is used for rehearsals and special events not requiring a full technical crew and public audience. Minimum of 4-hours required.

Marian Anderson Theater	\$400/hour
Theater B	\$300/hour
Studio C	\$200/hour

Hourly Use Rate Includes:

- Usage of theater between the hours of 8am – 10pm
- Access to house lighting only

Production Crew & House Staff

Production Crew (lighting, sound, deck)	Call for hourly rate
House Manager	Call for hourly rate
Usher Staff	Call for hourly rate

Minimum house staffing for public events:

- 1 House Manager
- 1 Production Crew member (Production crew determined on a per event basis)
- 4 Ushers for Marian Anderson Orchestra
- 2 Ushers for Marian Anderson Mezzanine and Balcony
- 4 Usher for Theater B

4 hour minimum call applied for all Aaron Davis Hall staff, unless otherwise noted.

Overtime rate applied after 8th hour & on City College recognized holidays.

Double-time charges apply between the hours of 11 pm and 8am at a pro-rated ¼ of the hour.

Other Production Services Available (additional cost for some of these services)

- Premium Sound Service	Average cost \$5,000
- Video Projection	\$150
- Steinway & Sons 10' Grand Piano	\$200
- Piano Tuner	\$200
- Orchestra Chairs and Stands	\$200 plus labor
- Band Risers	included
- Orchestra Shell	\$300
- Orchestra Pit	\$5,000

Maintenance

Custodian	Call for hourly rate
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Minimum 2 custodians needed for events in the Marian Anderson Theater and events requiring catering services.

Minimum 1 custodian for all other events.

Safety / Security Services

Security Officer	Call for hourly rate
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Minimum 2 officers needed for all events.

Ticketing & Box Office Services

\$500 / event

Includes:

- Ticket Printing setup
- Database setup
- Access to Ticket Sales Reports
- 24 hour online ticket sales

The box office is open Monday – Friday 12pm – 6pm and 2 hours before show-time.

All credit card orders are subject to an 8% fee per transaction

Administrative Fee: Each project will incur an Administrative Fee of 15% of total cost of the project.

Also Required:

- A Certificate of Insurance for all events. (See CCNY Insurance Requirements for more information)
- A Deposit in the amount of ½ of the estimated total Leasing fee is required to hold a date. (See Leasing Agreement for details on cancelation and refunds)