

# The City College Center for the Arts

## Aaron Davis Hall Leasing Rate Sheet rev. July 1, 2017

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### **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	\$250/hour
Studio C	\$100/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 8<sup>th</sup> hour & on City College recognized holidays.

Double-time charges apply between the hours of 11 pm and 8am at a pro-rated ¾ of the hour.

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

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|-----------------------------------|--------------------|
| - Premium Sound Service           | - Video Projection |
| - Steinway & Sons 10' Grand Piano | - WiFi             |
| - Orchestra Chairs and Stands     | - Band Risers      |
| - Orchestra Shell                 |                    |

### **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**

\$300 / event

Includes:

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|----------------------------------|-------------------------------|
| - 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

### **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)

For more information or available dates please contact Gregory Shanck at (212) 650-5362