



2010-2011 Season ~ Rental Rate Sheet

Seating Capacity = 1,180

30 Second Street, Troy, NY 12180 ~ www.troymusichall.org
 OFFICE (518) 273-8945 ~ FAX (518) 273-1564

FACILITY RENTAL RATES:		PERIOD	RATE	RESTRICTIONS
Performance Base Rent:	<i>Commercial</i>	Daily	\$1,500	7am-11:59pm , ONE PERFORMANCE (Add \$600 for second performance)
	<i>Not-for-Profit</i>	Daily	\$1,250	
Rehearsal Base Rent:	<i>Commercial</i>	Daily	\$800	7am-11:59pm, no audience
	<i>Not-for-Profit</i>	Daily	\$650	
4-Wall Recording Rent		Daily	\$750	7am-11:59pm, no audience
Overtime Rental Fees:		Hourly	\$50	Extra hours Midnight – 7 AM

EQUIPMENT & SECURITY FEES:

- ◆ Piano Rental - \$200 for 1st day of Piano Rental - Includes tuning – 9’ Steinway concert grand piano
 \$100 for 2nd day of piano Rental - Excludes tuning – tuning \$100 extra
- ◆ Stage Extension - \$250 per installation (reduces hall capacity by 126 seats)
- ◆ Sound System - \$250 for House Sound System and available equipment (mics, mic stands, etc..)
- ◆ \$15/person per hour for Security in excess of standard 5-hour call (holidays& over-time rate: time and a half)

BOX OFFICE FEES:

- ◆ \$150/ event Setup charge. (\$20 for additional changes)
- ◆ \$1.25 for each ticket printed/sold/consigned. \$35 for each returned checks
- ◆ 4.25% of all credit card sales for Credit Card Processing
- ◆ \$12 per person per hour for requested extra Box Office services outside regular hours
- ◆ \$150/event for one-time email blast to inhouse email subscriber list (approximately 9,000 addresses)

BASE RENTAL RATE INCLUDES

- ◆ Use of the designated rental space(s), restrooms, dressing rooms, backstage, lobbies, coat check and backstage areas during the contracted rental period for approved activities.
- ◆ Available stage lighting, platforms, chairs, music stands, tables (excluding spot lights & stage extension)
- ◆ Available volunteer ushers, ticket takers, house manager, 2 security officers for 5 hours, general custodial

BASE RENT EXCLUDES

- ◆ Stage Labor and spotlights
- ◆ Sound reinforcement system & labor
- ◆ Storage of equipment outside the contracted rental period.
- ◆ Security changes in excess of standard 5-hour show call & nonstandard Box Office and Custodial services
- ◆ ASCAP/BMI licensing fees (proof of licensing required if fees are to be waived)

FINANCIAL AND INSURANCE REQUIREMENTS

- ◆ Fully executed contract and payment of all deposits is required to hold dates
- ◆ Payment of all estimated expenses due two weeks prior to event
- ◆ \$2,000,000 General Liability Certificate of Insurance due 2 weeks prior to event
- ◆ Not-for-Profits provide proof of 501(c)3 tax exempt status
- ◆ Proof of ASCAP/BMI license required in order to waive fees

IMPORTANT INFORMATION

- ◆ Hall Management determines crew number & call time. Only approved Sound Engineers can use sound system
- ◆ Rates and policies are subject to change at any time. Management determines the crew call & number required
- ◆ No smoking, sterno or open flames are permitted in the Music Hall.
- ◆ No use of tape or adhesives on the walls, seats, doors or fixtures of the Music Hall.
- ◆ The image of the Hall is copyrighted. All photography in the venue must receive prior approval.