

Troy Savings Bank Music Hall

Rental Rate Sheet

seating capacity 1175

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	\$3,000	8am-11:59pm
	<i>Not-for-Profit</i>	Daily	\$2,000	
Rehearsal Base Rent:	<i>Commercial</i>	Daily	\$1,500	8am-11:59pm, no audience
	<i>Not-for-Profit</i>	Daily	\$1,000	
4-Wall Recording Rent		Daily	\$2000	8am-11:59pm, no audience
Overtime Rental Fees:		Hourly	\$350	Extra hours Midnight – 8 AM

EQUIPMENT & LABOR FEES:

- ◆ Piano Rental: 9' Steinway Model D, \$300 for 1st day - includes one tuning
Additional days: \$150/day, excludes tuning – additional tunings & touch ups \$175
- ◆ Stage Extension: \$250 per installation (reduces hall capacity, does not include labor)
- ◆ Technical Director: \$200 per performance rental, includes 2 hours consulting and advancing
- ◆ Sound System: \$250 for House Sound System and available equipment (mics, stands, etc.)
- ◆ Stagehands: \$35.00/person per hour (holidays & over-time rate: time and a half)
- ◆ Security: \$50.00/person per hour (holidays & over-time rate: time and a half)
- ◆ Event Staff: \$25/person per hour (holidays & over-time rate: Time and a half)
- ◆ Janitorial: \$200/rehearsal or recording session; \$500/performance

BOX OFFICE FEES:

- ◆ \$150/event setup charge
- ◆ \$1.00 for each ticket printed/sold/consigned
- ◆ 4.25% of all credit card sales for credit card processing
- ◆ \$30 per person per hour for requested extra box office services
- ◆ \$150 email blast to in-house email list (approximately 40,000 addresses)

BASE RENTAL RATE INCLUDES

- ◆ Use of the designated rental space, restrooms, dressing rooms, backstage, lobbies, coat check and backstage areas during the contracted rental period for approved activities
- ◆ Available stage lighting (excluding spotlight), platforms/risers, chairs, music stands, tables
- ◆ Ushers, ticket takers, house manager

BASE RENT EXCLUDES

- ◆ Labor – Troy Savings Bank Music Hall determines the labor required for all uses
- ◆ Sound reinforcement system
- ◆ Storage of equipment outside the contracted rental period
- ◆ Security (required) & nonstandard Box Office and Custodial services (additional cleaning fees may apply)
- ◆ ASCAP/BMI/SESAC licensing fees (proof of licensing required to waive fees)
- ◆ Open rehearsals, receptions and other auxiliary events will incur additional staffing charges

FINANCIAL AND INSURANCE REQUIREMENTS

- ◆ Payment of all estimated expenses prior to event
- ◆ General Liability Insurance per license agreement
- ◆ Not-for-Profits provide proof of 501(c)3 tax exempt status

IMPORTANT INFORMATION

- ◆ Only approved sound engineers are permitted to operate sound system, Troy Savings Bank Music Hall determine if a sound engineer is required.
- ◆ No smoking, sterno or open flames are permitted
- ◆ No use of tape or adhesives on the walls, seats, doors or fixtures of the Troy Savings Bank Music Hall
- ◆ The image of the Troy Savings Bank Music Hall is copyrighted. All photography must receive prior written approval
- ◆ Rates and policies are subject to change at any time