



**MERTIE W. BUCKMAN PERFORMING AND FINE ARTS CENTER
AND WILLIAM H. ROSE THEATER AT ST. MARY'S EPISCOPAL SCHOOL
FEE SCHEDULE AND RENTAL RATES**

WILLIAM H. ROSE THEATER

Performance/rehearsal rates set forth for the rental of the performing space in the Center are per hour, with a four-hour minimum. **Buckman technical, security and maintenance staff are required for all rental performances.** The technical attendant will advise and make sure the stage is ready for renter. Any additional technical needs must be arranged in advance and incorporated into the written contract. Renter may choose to provide their own qualified technical support for their event. It is left to the Buckman director's discretion to determine if supplied technical staff is competent to utilize theater equipment. **Licensee is required to pay for all attendant services in addition to the hourly rental fee.** See policy booklet for details. Allow ample time to complete your activities to avoid overtime charges. **Rates are subject to change.**

Deposit	Fifty percent of total rental up to \$500
Rental fee	\$900 base rental (four hours) \$200 each additional hour \$250 overtime charge per hour
Rehearsal fee	\$200 base rental (two hours) \$100 each additional hour \$150 overtime charge per hour
Holiday Rentals	\$1250 base rental (four hours) Additional fees to cover time and a half staffing during school holidays
Attendant fees	\$20 per hour per person (four hour minimum) (Maintenance/Management/Technical)
Security	\$80 for four hours, \$25 each additional hour
Lighting/Stage Technician	by arrangement
Sound Technician	by arrangement
Levy Gallery	no charge in conjunction with theater rental or \$250 base rental (two hours) \$75 each additional hour
Instrumental Music Studio	\$75 minimum per event (does not include sound recording technician)
Dance Studio/Choral Room	\$75 in conjunction with rental of theater or \$125 base rental (four hours)
Green Room/Dressing Room	no charge in conjunction with theater rental or \$75 base rental (two hours)
Catering/Kitchen Service Fee	\$100.00 per event
Cleaning Fee	\$250 (applies when theater has been left in unacceptable condition as determined by manager)

Other equipment and space may be available for rental by special arrangement. Stage, lighting or sound technical and video/audio recording services by advance arrangement.

Stage Equipment:

Marley dance floor	\$150.00 (includes one installation and removal)
Choral risers	\$100.00
Grand Piano and bench	\$175.00 per day (includes tuning)
Upright piano and bench	\$125.00 per day (includes tuning)
8' rectangular table	\$15.00 per day (includes linen)

5' round table	\$15.00 per day (includes linen)
Chairs	\$25.00
Conductor Stand	\$20.00
Clear Com System	\$75.00

Theatrical Lighting: (\$50.00 per rental access fee minimum)

Follow spot	\$50.00 (does not include operator)
Cyclorama (with lights and 3 colors)	\$150.00

Audiovisual: (\$75.00 per rental access fee minimum)

The retractable video/audio projection system is available by arrangement. The state of the art system is capable of interfacing with computers, CD ROM, satellite downlink and cable. The Technical Director will work with you to determine the lowest option to meet your needs.

Sound Equipment: (\$75.00 per rental access fee minimum)

Use of the house speaker system, cassette, CD, DAT and microphones for projecting or recording sound require access to the sound booth and a technician. The Program Director will work with you to determine the lowest option to meet your program needs.

Wireless hand held microphone (10)	\$35.00
Monitor speakers (2)	\$45.00

Buckman does not offer wireless headset mics. Rentals are available through Yarbroughs Music, Pro Show, Guitar Center and Keyboards Black and White.

Box Office: (\$100.00 plus 3% of sales)

Buckman will sell your tickets for you and allow customers to purchase through our Purple Pass online ticketing system.

Equipment included in the rental fees:

The following are available at no extra cost, provided that request is made in writing no later than **10 days prior** to the event.

1. Basic stage lighting via backstage snapshot panel
2. Use of grand drape stage curtain
3. 1 podium
4. Up to 6 chairs
5. Two 8' tables with linen in lobby area
6. Green room/Dressing room
7. Levy Gallery/Lobby