



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.** Personnel fees are subject to availability.

Deposit	Fifty percent of total rental up to \$500
Rental fee	\$750 base rental (four hours) \$150 each additional hour \$225 overtime charge per hour
Rehearsal fee	\$150 base rental (two hours) \$75 each additional hour \$100 overtime charge per hour
Holiday Rentals	\$1000 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)
Ushers	\$75 per show (includes 4 ushers)
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 \$200 base rental (two hours) \$50 each additional hour
Instrumental Music Studio	\$75 minimum per event (does not include sound recording technician)
Dance Studio/Choral Room	\$50 in conjunction with rental of theater or \$100 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 only when event manager determines that theater has been left by renter in unacceptable condition)

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	\$50.00
Music stands	\$25.00

Grand Piano and bench	\$100.00 per day (does not include tuning)
Upright piano and bench	\$75.00 per day (does not include 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	\$50.00

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

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

Audiovisual: (\$50.00 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 cost way to meet your needs.

Sound Equipment: (\$50.00 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 cost way to meet your program needs.

Condenser microphone (2)	\$10.00
Wireless-clip on microphone (10) or Wireless hand held microphone (10)	\$35.00 for first mic, \$10 each additional
Monitor speakers (2)	\$45.00
Overhead microphones (2)	\$10.00
Floor microphones (3)	\$10.00
Telex headsets (4)	\$20.00 each

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

Buckman will gladly sell your tickets for you and allow customers to purchase through our Service U 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. One 8' table with linen (for ticket sales/display area)
6. Green room/Dressing room
7. Levy Gallery/Lobby
8. Lobby courtesy phone

*REQUIRED