

# MILLER THEATRE

COLUMBIA UNIVERSITY SCHOOL OF THE ARTS

## PUBLIC EVENT RATE SHEET: 2010-2011 RENTAL SEASON

Rental Estimates are determined by the specific requirements of each production: the schedule, staffing and services indicated by each event are considered in developing an accurate estimate of the costs of renting Miller Theatre. The following is only an outline: please contact Miller Theatre for a detailed estimate of your next event.

### BASE USE FEE **\$ 2,000.00**

Includes theater use for up to 8 hours/day. Access to sound, video, and lighting systems, tables, chairs, and music stands is included at no additional cost. Contact Production Coordinator to discuss weekly rental rates.

### HOURLY SPACE USE FEE **\$ 100/hr**

For auditions and rehearsals not requiring full technical and audience support: 4-hour minimum required. Also assessed for theater use over the 8 hours / day included in the Base Use Fee.

### PRODUCTION CREW & HOUSE STAFF **Hourly Rate\***

<b>Stage Manager (REQUIRED)</b>	<b>\$ 40/hr</b>
<b>Production Crew (lighting, sound, deck)</b>	<b>\$ 35/hr</b>
<b>House Manager</b>	<b>\$ 30/hr</b>
<b>Usher Staff</b>	<b>\$ 15/hr</b>

Minimum house personnel for public events include:

- 1 House Manager (5 hr minimum)
- 5 Usher Staff (Orchestra Level seating only) – OR–
- 8 Usher Staff (Balcony & Orchestra seating)

Production crew needs determined on a per event basis.

\* 4-hour minimum call applies for all staff, unless noted.

Overtime (1.5 x rate) applies after 8 hours & on holidays.

Doubletime charges apply between 12 midnight and 8am.

### MAINTENANCE CALL **\$ 240.00**

Cleaning of auditorium, restrooms, and dressing rooms after each day of public use. Additional charges may apply if significant cleaning is required after the event.

### PROFESSIONAL SERVICES

#### Piano Tuning **\$ 175.00**

Required prior to use of the house Grand Piano for public performances; charge is per piano tuning.

#### Sound Engineer **\$ 350.00**

Professional sound technician services for up to 8 hours: recommended for amplified live music performance. Archival recording is available for an additional fee.

### TICKETING & BOX OFFICE SERVICES

#### Box Office Service **\$ 350.00**

Ticket printing and database setup for advance and "night of" ticket sales at Miller Theatre's Box Office. Box Office open during regular operating hours, and 2 hours prior to event start time on the day of the performance.

#### Ticket Handling Charge **\$1/ticket\***

All tickets sold through Miller Theatre's Box Office are subjected to a per-ticket handling charge.

\*Credit card orders are subject to 4% fee per transaction.

#### Ticket Printing w/out Box Office (G.A. only) **\$ 125.00**

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### SAMPLE ESTIMATE: Typical Performance-Based Public Event *(actual charges may vary based on event needs)*

**Includes:** 8 hours of theater use, including setup time, rehearsal and performance; 4 Production Staff (Stage Manager, Light and Sound Operators, Deck Assistant); House Manager and 5 Usher Staff (Orchestra seating only); and Maintenance Fee:

<b>Chargeable Service</b>		<b>Cost</b>
Base Use Fee	(Includes theater and equipment use for up to 8 hours)	\$ 2,000.00
Stage Manager	(1 staff at \$40 x 8 hours)	\$ 320.00
Production Crew	(3 staff at \$35 x 8 hours)	\$ 840.00
House Manager	(1 staff at \$30 x 5 hours)	\$ 150.00
Usher Staff	(5 staff at \$15 x 4 hours)	\$ 300.00
Maintenance Call		\$ 240.00

### Total Estimated Cost **\$ 3,850.00**

Box Office Service	<b>Adds:</b>	\$ 350.00
Balcony Seating (8 total Usher Staff)	<b>Adds:</b>	\$ 180.00
Piano Tuning	<b>Adds:</b>	\$ 175.00

For theater availability, rental estimates, and technical specifications, **please contact: Production Coordinator**  
2960 Broadway, MC 1801 New York, NY 10027 • Tel: (212) 854-6205 • Fax: (212) 854-7740 • [www.millertheatre.com](http://www.millertheatre.com)