

## **Schedule of Fees for the White Theatre**

### **BASIC COSTS**

#### **RENTAL FEE**

Jewish non-profit organization: \$1,000

Non-profit organization: \$1,500

Center Member: \$1,500

Same Day 2nd Performance: \$750

#### **PERSONNEL COST**

Theatre Director/Manager: \$35 an hour

This includes the Director's planning and preparation time for the event and meeting/communication about the event whether in person, via e-mail or over the phone. Director or authorized representative needs to be on site as part of "risk management" regarding personal safety, equipment usage and property protection and for every event/rehearsal where tech support, stage rigging equipment, etc. is used.

### **PASS THROUGH COSTS FROM CAMPUS**

#### **PERSONNEL COST**

Cleaning: Billed by Campus

Charge if entire theater needs to be cleaned - assessment done by Campus

Safety Officer (2 needed): \$26 an hour/per person

Safety Officer(s) needed during hours the Campus does not have an officer posted; usually during weekend usage.

Maintenance Person: \$26 an hour/per person

Maintenance person needed during hours the Campus is not normally in operation; usually Saturday and Sunday nights.

### **USE OF JCC THEATER EQUIPMENT/FACILITIES**

#### **PERSONNEL COST**

Lighting Tech support - use of light board: \$25 an hour

Spot Light Operator - use of spotlight: \$25 an hour

Sound Tech support - use of sound board: \$25 an hour

Event Stage Manager - manages back stage events: \$25 an hour

House Manager - oversees ushers, greets: \$100 per event, per day

assists patrons in enjoyable and safe experience. Ensures that guests follow theatre safety policies and food & beverage policies.

Ushers - can be provided if needed: Inquire

Projectionist - use of JCC projectors: \$25 an hour

Stage Hands - load-in/out of scenery shifts: \$25 an hour per person

Box Office Personnel - use of box office: \$20 an hour per person

Concession Stand Personnel - use of concession stand: \$15 an hour per person

Piano Usage: \$250

## **OTHER REQUIREMENTS FOR USE OF THE THEATER**

Rental of Theatre is available to organizations with IRS 501(c)(3) classification and members of the J.

The J must have an updated certificate of insurance on file for up to \$1 million in liability coverage from Campus agencies or renting organization/individual.

The J must receive a hold-harmless agreement from Campus agencies.

Theater reservations should be in at least 30 days prior to be the date it is needed. We strongly recommend at least 90 days notice.

When a reservation is cancelled with less than 14 days notice and tech or other personnel have been hired the agency/organization will be billed for the personnel costs. (These individuals have turned down other possible employment based upon their commitment to staff your event.)

The J or Campus will bill user for any equipment or facility damage.

Due to the non-profit status of both The J and the Campus political events are strictly forbidden.

Renter may request that The J pre-print tickets for an event rather than use the box office. Renter will be billed the actual cost of card stock & printing tickets.

Nonrefundable deposit of \$500 required to hold reservation date.

Complete payment of rental fee due one week prior to event.

Invoice for personnel and other expenses will be mailed within two weeks after the event. Payment is expected within two weeks after receipt.

Arrangements can be made for use of Galleria or other areas at The J for reception, etc.

No food or drink is allowed in the Theatre.

All food provided for reception (etc.) must be kosher and approved by proper kosher supervision authorities.