

# GERALD W. LYNCH THEATER *AT JOHN JAY COLLEGE*

## **STANDARD FACILITY RENTAL RATES, LABOR FEES ARE SEPARATE:**

\*Officially Recognized Non-Profits receive 30% discount on Rental Rates.

**Performance Fee** *(per hour, four hours minimum)* **\$690.00**

Rental of the theater for up to one (1) hour – doors open to doors closed, four (4) hours minimum use required; Normal heating and air conditioning services are included. Technicians, Front-of-House staff, Fire Safety Director and Public Safety officers are an additional cost. Staffing is at the discretion of the Theater Management; including stagehands, ushers, supervisors, facilities personnel, and/or security. The Performance Fee begins, at minimum, one hour prior to the scheduled opening of the house, and at that time the entire running crew and front of house staff will be hired. Note: Use of dressing rooms requires hiring the House Wardrobe Supervisor at their prevailing hourly rate.

**Non-Performance Fee** *(per hour, four hours minimum)* **\$206.00**

Rental of the theater for up to one (1) hour – doors open to doors closed, four (4) hours minimum use required; Normal heating and air conditioning services are included. If needed, Fire Guard coverage and Public Safety officers are at an additional cost. Stagehands and Front-of-House staff are at additional cost. Staffing is at the discretion of the Theater Management; including technicians, ushers, supervisors, facilities personnel, and/or security. Note: Use of dressing rooms requires hiring the House Wardrobe Supervisor at their prevailing hourly rate.

**Conference Rate** *(per hour, four hours minimum)* **\$484.00**

Rental of the theater for up to one (1) hour – doors open to doors closed, four (4) hours minimum use required; Normal heating and air conditioning services are included. Technicians, Front-of-House staff, Fire Safety Director and Public Safety officers are an additional cost. Staffing is at the discretion of the Theater Management; including stagehands, ushers, supervisors, facilities personnel, and/or security. A conference set-up includes a lectern, with microphone, PowerPoint set-up, a dais, and one general lighting look. Set-ups that demand light cues and more than the standard conference set up shall be deemed a performance.

**Dressing Room Rental Only** *(per hour)* **\$154.00**

Rental of the theater dressing rooms for up to one (1) hour; Additional labor charges apply as the House Wardrobe Supervisor and the Technical Director must be hired at their prevailing hourly rates.

**Dark Day Fee** *(per day)* **\$1,339.00**

Any day during a rental period of three or more days that has no activity scheduled. College holidays (listed below) are exempt from the dark day fee.

**Beyond Operational Hours Fee** *(per hour)* **\$618.00**

For any building occupancy between the hours of 12:00 Midnight and 7:00am, or on a College holiday (listed below).

**Harlequin Reversible Dance Floor** *(per day/ per week)* **\$200.00/\$500.00**

Rental of the theater's dance floor. Labor to install and remove the dance floor is additional. Color options are Gray or Black. Includes vinyl tape necessary to lay floor.

**Steinway D Piano Rental Fee** *(per day/ per week)* **\$250.00/\$600.00 + tuning fee**

Usage of the theater's Steinway D concert grand piano.

**Piano Tuning Fee** *(for each tuning, subject to change)* **\$150.00**

One tuning of the theater's piano by an experienced technician. Tuning arrangements must be made through the theater Technical Director. A restoration tuning charge will be assessed if the pitch is altered.

**Ticket Printing** *(by set)* **\$175.00**

One full set of perforated tickets for assigned seating at the GWLT. Set includes accurate numbering for your event and can include the name of event on ticket as well as a small black and white graphic.

**Acrylic Lucite Lectern** (*per day*) \$150.00

Rental of theater's clear acrylic lectern. Standard wooden lectern is included with the rental of the theater.

**Food and Drink Cleaning Fee** (*per day*) \$500.00

Food and drink are allowed in the theater with a prepaid cleaning fee.

**LCD Confidence Monitors** (*each/per day*) \$100.00

Rental of the theater's 40" LCD monitors displaying the same image or video as the projector.

**Wifi network unique name** \$200.00

Establishment of an SSID name distinctive for your event's wifi network.

**Hardline Internet** \$300.00

Internet connection over Ethernet. Ticketing services typically exempted from this fee.

**Livestreaming** (*per event up to 3 hours*) starting at \$600

Single camera streamed to a service of your choosing or to a URL provided by GWLT. All equipment and labor included in fee.

**AV setups** (*per setup*) starting at \$260.00

Small AV systems are available for auxiliary spaces for sound and video.

**Backline** (*by day*) varies by equipment needs

Backline equipment including instrumentation, monitoring and amps is available for rent. All equipment is rented from outside vendors coordinated by our technical staff.

**Flameproofing Services** Standard labor rates plus materials (quote upon request)

Flameproofing of your scenic items with NYC/FDNY compliant affidavit provided.

### Perishables

Gel	\$7.50/sheet	Hazer fluid for Unique 2	\$60.00/2 liters
Gaff Tape	\$18.00/roll	Carpet Tape	\$14.50/roll
Black Tak	\$40.00/roll	Black Wrap	\$52.00/12" or 24" roll
Black Stage Paint	\$50.00/gallon	Duvetyn	\$9.00/yard
Wristbands	\$50.00/event		

## STANDARD LABOR RATES:

Technical Supervisor/Stage Supervisor	\$61.00 (per hour)
Lead/House Technicians / Wardrobe Supervisor	\$53.00 (per hour)
Technicians	\$46.00 (per hour)
House Manager	\$46.00 (per hour)
Usher or Coat Check Attendant	\$19.00 (per hour)
Custodian	\$26.00 (per hour)
Security Officer	\$61.00 (per hour)
Public Assembly Fire Guard	\$102.00 (per hour)

## PENALTY LABOR RATES:

<b>Overtime:</b> <i>(Time and a half)</i>	<b>Add 0.5 to standard rate</b> 1. Over eleven (11) hours in a standard work day 2. Over forty (40) hours in a work week (seven days beginning day of load in)
<b>Inconvenience Pay:</b> <i>(Time and a half)</i>	<b>Add 0.5 to standard rate</b> 1. Hours worked between 12:00 midnight and 7:00am 2. Less than eight (8) hours between work calls. Penalty rate is incurred until an eight hour break is given.
<b>Broadcast Pay:</b>	<b>Add \$3.00 per hour to standard rate</b> During taped and filmed events for national distribution or broadcast for profit, every member of the crew shall be paid an additional \$3.00 per hour to work on events of this type for the entire run. Dance schools and recitals are exempt, and so are CUNY functions and press feeds.
<b>Meal Penalty:</b>	<b>Add 1 hour of straight time</b> If crew does not receive a meal break before 5 hours of work, each crew member is compensated with one hour of straight time.
<b>Holidays:</b> <i>(Time and a half)</i>	<b>Add 0.5 to standard rate</b> Any time worked on the following holidays: New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

## HOUSE RULES

### MINIMUMS:

The minimum rental is four hours. The minimum labor call is 1 Stage Supervisor and 4 technicians for four hours.

**Calls may be shortened ONLY with 24 hours advance notice from the start of the call. Please note that notice of a shortened call must be received on weekdays between the hours of 9am-4pm.**

Exceeding a call ("Breaking the hour") by one or more minutes requires a full hour of additional pay, and technicians receive prevailing rate with any penalties that apply.

Rental and labor rates are billed to the hour and can only be booked to the half hour with prior approval.

### BREAKS:

**Coffee Break** – one fifteen minute paid break to the crew between the 2<sup>nd</sup> and 3<sup>rd</sup> hour of work.

**Meal Break** – Meal breaks must be given after 5 continuous hours of work. 30 minute meal breaks are paid; 60 minute meal breaks are not paid. A meal break **MUST** be given to crew members after a maximum 6 consecutive hours worked; **NO EXCEPTIONS**. For work performed between the 5<sup>th</sup> and 6<sup>th</sup> hours of a call, all crew members will be paid a meal penalty equal to one hour of their standard rate. **Crew members MUST take a meal break upon reaching 6 continuous hours worked.**

**Rates are subject to change without advance notice.**