

SPACE RENTALS **at** PROCTORS

Proctors is the ideal location for a wide variety of events. We want the rental process to be simple for you, so please contact us with ANY questions. To best use this info sheet, please first determine if your event is:

TICKETED: Events that use Proctors ticketing services

or **NON-TICKETED:** Private or free public events or events with tickets not processed by Proctors

The Rental Process

1) **Place a Room Hold:** Contact Kate (rentals@proctors.org, x118) or Dan (dsheehan@proctors.org, x116). *Your primary contact for arrangements is Dan or Kate. During the event, your contact is the house manager.*

2) **Complete Informational Web Form:** Form provided via e-mail by Kate or Dan. A contract will follow. *Please allow up to 15 business days to receive a contract after you submit the informational form.*

3) **Return Signed Contract with Full Room Rate Payment:** This will appear on the contract as the deposit due. To secure your rental, the Room Rate Deposit must be paid in full within 1 week of receipt of your contract. *Don't worry – we will not release an unpaid room hold without attempting to contact you. After your event, Proctors will, if appropriate, mail a bill for remaining costs (labor, bar consumption, etc.).*

Optional Services *Please see other side for complete listing of additional fees.*

BAR SERVICES (As per state law, you may not provide or serve your own alcohol.)

Contact: Paul Kazee at pkazee@proctors.org or 518-3823884 x160

- Non-Alcoholic, Beer/Soda/Wine and Full Liquor (1 bar recommended for every 75-100 people)
- Liquor bars for non-ticketed rentals are subject to a \$50 fee for certified bartender labor
- Payable either as a cash bar during event or as consumption to be billed after the event:

Liquor/Mixed Drinks, \$7/drink (and up) Bottled Soda, \$3 Bottled Water, \$2 Wine, \$6/drink (and up) Beer, \$5/drink (and up)

MERCHANDISING SERVICES (As per state law, requires presentation of Certificate of Authority.)

Contact: Paul Kazee at pkazee@proctors.org or 518-3823884 x160

- Subject to a sales tax obligation and a 20% or 25% commission (depending on certificate structure)

CATERING

Contact: Krista Esposito at kesposito@proctors.org or 518-881-4515

- See attached Breakfast/Lunch/Dessert menu.
- Specialty veggie, cheese, fruit, pastry or sandwich platters available.
- Includes delivery, paper products, re-stocking during event and cleanup.

THEATRICAL EQUIPMENT RENTAL

Contact: Dan Sheehan at dsheehan@proctors.org or 518-382-3884 x116

- Equipment is subject to availability and generally requires technician labor for setup and operation.

Standard Room Rates

Your Room Rate includes chairs and tables, reasonable housekeeping services and use of the space from setup through cleanup. All rentals will also require a House Manager labor charge. Please see below for a complete listing of additional fees.

| SPACE | RATE/DAY |
|--|----------|
| Mainstage*+ | \$3,000 |
| GE Theatre & Atrium*+ | \$1,000 |
| Fenimore Gallery+ | \$500 |
| Hearst Education Center+ | \$400 |
| DeLack Guild Room <i>(table setup as is)</i> | \$300 |
| Taylor Made Group/Conference Room 2 | \$200 |
| Albany International/Conference Room 1 | \$150 |
| Robb Alley | \$200 |

Photos, Event Capacity and Room Sizes viewable online at http://www.proctors.org/space_rental/room_specs.

Discounts may be available for Proctors Members & Not-for-Profits
 *Requires technician labor. See below for details.
 +Available for ticketed rentals

Ticketed Rental Fee Schedule

| | | |
|---|---|-----------|
| Space Rental (Mainstage, GE or Fenimore*) | <i>See standard rates above</i> | REQUIRED |
| Ticketing Setup Fee | \$400 for reserved seating, \$100 for general admission | REQUIRED |
| House Management Labor | \$35/hour (4 hour minimum) | REQUIRED |
| Technician Labor | \$35/hour (4 hour minimum) | REQUIRED |
| Production Coordinator | \$35/hour (4 hour minimum) | REQUIRED |
| Security (required on Main Stage) | \$50/hour (2 officer per show minimum) | REQUIRED |
| Restoration Fee | \$3 (Mainstage)/\$1.50 (GE) added to ticket price+ | REQUIRED |
| Schenectady Parking Fee | \$1 added to ticket price+ | REQUIRED |
| Credit Card Fee | 5% | REQUIRED |
| Ticket Printing Charge | \$.50 per ticket | REQUIRED |
| Housekeeping and Stagehand Labor | \$35/hour | As Needed |
| Web page on Proctors.org | COMPLIMENTARY (\$200 value) | Optional |
| Flyer distribution on Proctors display racks | COMPLIMENTARY | Optional |
| Consumption Bar Costs | <i>See drink costs above</i> | Optional |
| Audience Chairs (flexible seating in Fenimore & GE) | COMPLIMENTARY | |

*Technician labor not required, but will appear as TBD on contract. Billable hours determined by Proctors post event.
 +Renter responsible for all facilities fees on comp tickets.

Non-Ticketed Rental Fee Schedule

| | | |
|-----------------------------------|--|----------------------|
| Space Rental | <i>See standard rates above</i> | REQUIRED |
| House Management Labor* | \$35/hour (4 hour minimum) | REQUIRED |
| Technician Labor* | \$35/hour (4 hour minimum) | As Needed |
| Production Coordinator* | \$35/hour (4 hour minimum) | As Needed |
| Security | \$50/hour | Proctor's Discretion |
| Housekeeping and Stagehand Labor* | \$35/hour | As Needed |
| Bartender Labor | \$50 for liquor bar | Optional |
| Consumption Bar Costs | <i>See drink costs above</i> | Optional |
| Catering+ | <i>See Apostrophe catering menu attached</i> | Optional |
| Chairs, Tables+, Trash Bins, Ice | COMPLIMENTARY | Optional |
| Reasonable Housekeeping Labor | COMPLIMENTARY | As Needed |
| Video Projector & Screen, Easels | COMPLIMENTARY, subject to availability | Optional |
| Table Linens (black only) | \$4 each | Optional |

*Please note that labor will appear as TBD on contract. Billable hours determined by Proctors post event.

APOSTROPHE CAFÉ CATERING FORM

Event: _____ **Date of Event:** _____
Location: _____ **Date of Order:** _____
Contact Name: _____ **Email:** _____
Gratuity % (min. 12%): _____ **Phone:** _____
Department: _____

COMMENTS (internal expense event/external billing information):

| QUANTITY | ITEM | RETAIL | EXTENDED RETAIL |
|----------|------------------------------------|--------|--------------------|
| | <i>BREAKFAST</i> | | |
| _____ | Bagel on Broadway | \$3.50 | 0 |
| _____ | Breakfast Burrito | \$2.75 | 0 |
| _____ | Morning Wrap | \$2.75 | 0 |
| _____ | Bagel | \$2.00 | 0 |
| _____ | Danish | \$2.00 | 0 |
| _____ | Muffins | \$2.00 | 0 |
| _____ | Scones | \$3.25 | 0 |
| _____ | Yogurt Parfaits | \$1.75 | 0 |
| _____ | Additions (bacon/sausage) | 0.75 | 0 |
| | <i>SALADS/SOUPS/SIDES</i> | | |
| _____ | Garden Salad | \$4.50 | 0 |
| _____ | Garden Salad, side | \$2.25 | 0 |
| _____ | Spinach Salad | \$6.00 | 0 |
| _____ | Soup | \$3.00 | 0 |
| _____ | Potato Chips | 0.75 | 0 |
| _____ | *Specialty Salads: Contact Jackie | | |
| | <i>SPECIALTY SANDWICHES</i> | | |
| _____ | 1/2 Sandwich w/side | \$5.50 | 0 |
| _____ | Curtain Call | \$6.00 | 0 |
| _____ | Act One | \$6.00 | 0 |
| _____ | Intermission | \$6.00 | 0 |
| _____ | Ovation | \$6.00 | 0 |
| _____ | Encore | \$6.00 | 0 |
| _____ | Arabesque | \$6.00 | 0 |
| _____ | Jazz Hands | \$6.00 | 0 |
| _____ | A Capella | \$6.00 | 0 |
| _____ | Vegetable Libretto | \$6.00 | 0 |
| _____ | Tuna | \$6.00 | 0 |
| _____ | Additions | \$1.50 | 0 |
| | <i>PANINI SANDWICHES</i> | | |
| _____ | Half Panini | \$4.00 | 0 |
| _____ | Proctors | \$7.50 | 0 |
| _____ | Box Office | \$7.50 | 0 |
| _____ | Apostrophe | \$7.50 | 0 |
| _____ | Dress Circle | \$7.50 | 0 |
| _____ | Take Three | \$7.50 | 0 |
| _____ | Additions | | 0 |

APOSTROPHE CAFÉ CATERING FORM

GRAB & GO SANDWICHES

| | | | |
|-------|------------|--------|---|
| _____ | Turkey | \$5.50 | 0 |
| _____ | Roast Beef | \$5.50 | 0 |
| _____ | Veggie | \$5.50 | 0 |

COFFEE DRINKS

| | | | |
|-------|---------------------------|---------|---|
| _____ | Coffee, small | \$1.50 | 0 |
| _____ | Coffee, medium | \$2.00 | 0 |
| _____ | Coffee, large | \$2.25 | 0 |
| _____ | Coffee, carafe | \$13.00 | 0 |
| _____ | Latte/Cappucino | \$3.50 | 0 |
| _____ | Specialty Latte | \$3.75 | 0 |
| _____ | Espresso shot(s) | 0.75 | 0 |
| _____ | Americano | \$3.00 | 0 |
| _____ | Tea | \$2.50 | 0 |
| _____ | Tea, Carafe (10 tea bags) | \$10.00 | 0 |
| _____ | Chai Latte | \$3.50 | 0 |
| _____ | Hot Cocoa | \$2.50 | 0 |
| _____ | Flavored Syrup Shot | 0.75 | 0 |

CHILLY DRINKS

| | | | |
|-------|---------------------|--------|---|
| _____ | Italian Soda | \$2.50 | |
| _____ | Soda | \$2.00 | 0 |
| _____ | Juice | \$2.00 | 0 |
| _____ | Water | \$1.50 | 0 |
| _____ | Iced Coffee | \$2.00 | 0 |
| _____ | Iced Chai Latte | \$3.75 | 0 |
| _____ | Smoothies | \$3.50 | 0 |
| _____ | Coffee Shakes | \$3.75 | 0 |
| _____ | Hot Chocolate Shake | \$3.75 | 0 |
| _____ | Hot chocolate | \$2.50 | 0 |

MISCELLANEOUS

| | | | |
|-------|-----------------------------|---------|---|
| _____ | Cookies, Lg. | \$2.00 | 0 |
| _____ | Cookies, Sm | \$1.35 | 0 |
| _____ | Brownies | \$1.88 | 0 |
| _____ | Cheese Platter (per person) | \$3.70 | 0 |
| _____ | Veggie Platter (per person) | \$2.50 | 0 |
| _____ | Fruit (per person) | \$3.00 | 0 |
| _____ | Pasta Salad | \$2.70 | 0 |
| _____ | Mini muffins/Danishes* | \$20.00 | 0 |

***For Specialty desserts please contact Jackie.**

TOTAL:

Signature: _____

Date: _____

For items noted with a * or for special requests please contact Krista Esposito at: **518-881-4515** or **kesposito@proctors.org**

For Café Use Only:

| | |
|--------------------|-------|
| Employees Serving: | _____ |
| Special Notes: | _____ |
| | _____ |
| | _____ |