

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 Collaborative ticketing services

or **NON-TICKETED:** Private or free public events or events without tickets

The Rental Process

1) Place a Room Hold:

Ticketed Rentals – Contact: Danny Martinez (dmartinez@proctors.org, x164)

Once confirmed, your contact will be Danny Martinez. During the event, your contact is the house manager.

Non-Ticketed Rentals – Contact: Judie Bouchard (jbouchard@proctors.org, x153)

Once confirmed, your contact will be Judie Bouchard. During the event, your contact is the house manager.

2) Complete Informational Web Form: Form provided via e-mail by Danny Martinez (dmartinez@proctors.org, x164) or Judie Bouchard (jbouchard@proctors.org, x153) after date and room confirmation. A contract will follow. *Please allow up to 15 business days to receive a contract after you submit the informational form.*

3) Return E-Signed Contract with Full Room Rate Payment: This will appear on the contract as 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, email 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 NY state law, you may not provide or serve your own alcohol.)

Contact: Karen Helms at khelms@proctors.org or 518-382-3884 x168

- Wine/Beer/Non-Alcoholic (1 bar recommended for every 75-100 people)
- For Non-Ticketed Rentals: Bars are subject to a fee for certified bartender labor.
Wine/Beer/Non-Alcoholic \$100/bar
- Payable either as a cash bar during event or as consumption to be billed after the event:

Bottled Soda, \$3 Bottled Water, \$2 Wine, \$6/drink (and up) Beer, \$6/drink (and up)

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

Contact: Cindy LaRoe at claroe@proctors.org or 518-382-3884 x183

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

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.

VIDEO SERVICES BY OPEN STAGE MEDIA

Contact: Zebulon Schmidt at zschmidt@proctors.org or 518-382-3884 x311

- Videography and editing services for \$100/hour/technician, subject to availability.

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

SPACE	RATE / DAY	NONPROFIT RATE / DAY	SPACE	RATE / DAY	NONPROFIT RATE / DAY
Mainstage*+!	\$3,500	\$2,625	Addy Theatre*+	\$750	\$600
GE Theatre & Atrium*+!	\$1,250	\$937.50	Addy Orchestra Room	\$500	\$375
Fenimore Gallery+	\$500	\$375	Addy Dance Studio	\$300	\$225
Hearst Education Center+	\$400	\$300	Addy Media Room	\$150	\$112.50
DeLack Guild Room	\$300	\$225	Key Hall (limited availability)!	\$1,250	\$937.50
Robb Alley	\$200	\$150			

**Requires technician labor. See below for details.
+Available for ticketed rentals
! Photoshoots available for \$250 for up to three hours*

Ticketed Rental Fee Schedule

Space Rental	<i>See standard rates above</i>	REQUIRED
Ticketing Setup Fee	\$400 for reserved seating, \$100 for general admission	REQUIRED
House Management Labor*	\$40/hour (4 hour minimum)	REQUIRED
Technician/Stagehand Labor*	\$40/hour (4 hour minimum)	As Needed
Security (2 officers required for MainStage events)*	\$40/hour	Proctors' Discretion
Restoration Fee	\$3 (Mainstage)/\$1.50 (GE) added to ticket price+	REQUIRED
Schenectady Parking Fee	\$1.50 added to ticket price+	REQUIRED
Credit Card Fee	5%	REQUIRED
Ticket Printing Charge	\$.50 per ticket	REQUIRED
Web page on Proctors.org	COMPLIMENTARY (\$200 value)	Optional
Flyer distribution on Proctors display racks	COMPLIMENTARY (subject to approval)	Optional
Consumption Bar Costs	<i>See drink costs above</i>	Optional
Audience Chairs	COMPLIMENTARY	

**Please note that labor will appear as TBD on contract. Billable hours determined by Proctors Collaborative 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*	\$40/hour (4 hour minimum)	REQUIRED
Technician/Stagehand Labor*	\$40/hour (4 hour minimum)	As Needed
Security*	\$40/hour	Proctors' Discretion
Bartender Labor	\$100 for Wine/Beer/Non-Alcoholic Bar \$150 for Full Liquor Bar	Optional
Consumption Bar Costs	<i>See drink costs above</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 Collaborative post event.*