

LEE STRASBERG BLACK BOX THEATRE

TOTAL RENTAL FEE: \$1300.00 per week

49 SEATS:

- STAGE MANAGER RATE (if needed) - \$100 PER SHOW
- HOUSE MANAGER RATE (required) - \$300 per week not included in the rental fee*
 - Includes Box Office support, phones, and Front of House management
- IN HOUSE DESIGNERS AVAILABLE - rates vary

Rental fee includes:

1. The theatre
2. Theatre Lounge with direct access to theatre.
3. 5 dressing rooms
4. 55 - 65 lighting instruments, ETC programmable light board, 24 dimmers @ 2.4 kw each.
5. Sound Equipment.
6. Heating and Air Conditioning
7. Janitorial service
8. Ladders required for load-in and tech.

Rental fee DOES NOT include DESIGNERS, CREW OR ANY OTHER THEATRE PERSONNEL. Names and numbers of publicist, designers, stage managers, and crew are available upon request.

Rental Handbook:

1. Weekly rental fee is for Tuesday through Sunday, maximum 4 performances Thursday through Sunday only. Institute hours are Monday through Thursday 9:00a.m. to 10:00p.m., Friday 9:00a.m. to 5:00p.m.
2. Additional performances may be added on Monday and Wednesday night or a second show on Sunday at a cost of \$150 per additional performance plus \$25.00 per hour for additional staff.

Additional Services:

- Rehearsal space is available for rent

The following is required to rent a theatre:

\$500 refundable security deposit to reserve theatre (deposit is then credited towards balance due.)

Full payment needs to be made by Opening Night.

* House management will open the theatre 2 hours before curtain and will close an hour after close curtain. Any additional time needed will cost \$25 per hour.

* The House Manager is required to open and staff the theatre after Institute hours for insurance purposes.

* House Manager rate is paid directly to the House Manager, not the Institute.