

Miller Center for the Arts
Reading Area Community College
FACILITY RENTAL RATES

Daily Rental Rates

Daily rental rates include access to the lobby, theater, mezzanine, stage, dressing rooms, and designated event spaces during the contracted rental period.

Rental Type	Monday–Thursday	Friday–Sunday
Non-Profit Organization	\$1,000	\$1,250
For-Profit Organization	\$2,000	\$2,500

Rental Hours: Access is available from 7:00 a.m. to 11:00 p.m. unless otherwise specified in the rental agreement.

Required Event Services

Technical Support Staff – \$200 per day

A Miller Center technician is required for all rentals. This staff member serves as the venue representative and is responsible for facility access, equipment oversight, event support, and coordination of venue operations during the rental period.

Services may include:

- Opening and closing the facility
- Event setup support
- Basic venue equipment assistance
- Coordination with renters and vendors
- Ensuring compliance with venue policies and safety procedures

This fee does not include operation of theatrical lighting or sound systems during the event.

Custodial Services – \$200 per day

Required for all rentals.

Security – \$200 per day

Required as determined by Miller Center staff based on event needs.

Expendables Fee – \$75 per event

Covers commonly used consumable supplies including tape, batteries, gels, and miscellaneous production materials.

Ticketing & Box Office Services

When ticketing services are provided through the Miller Center, the following services are included:

- Event listing on the Miller Center website and ticketing platform
- Online ticket sales through the Miller Center box office system
- Box office staffing on the day of the event, beginning one (1) hour prior to doors and continuing through the performance
- Access to ticket sales reports and attendance information upon request
- Collection and processing of ticket revenue, including credit card transactions
- Settlement and payment of net ticket proceeds within seven (7) business days following the event

The Miller Center retains a box office fee of 10% of gross ticket sales to cover ticketing administration, credit card processing fees, staffing, and related box office expenses.

Optional Equipment & Services

AV Package – \$200 per event

Includes:

- Use of the Miller Center projection system
- One projection screen
- HDMI connection for a laptop
- Basic audio playback from a laptop or presentation device
- Use of wireless microphone/s OR podium microphone
- Basic setup prior to the event

Dance Floor – \$300 per event

Piano Rental – Steinway Concert Grand, Model D, 9’

\$300 per event (includes 1 tuning)

Optional Technical Services

Lighting Technician – \$30 per hour

Professional operation of the Miller Center theatrical lighting system.

- Basic stage wash lighting
- Cue programming and execution
- Performance and event lighting operation

Recommended for performances, concerts, dance recitals, and productions.

Audio Technician – \$40 per hour

Professional operation of the Miller Center sound system.

- Microphone setup
- Sound checks
- Audio mixing
- Playback of music and media
- Live sound reinforcement during the event

Recommended for performances, concerts, speakers, and events utilizing microphones or live audio.

Rentals do not include:

- Ticket takers
- Ushers
- Stagehands / stage labor
- Load-in or load-out crew
- Marketing / outreach

Promotion and marketing of rental events are the sole responsibility of the renter. The Miller Center does not provide advertising, media relations, social media promotion, email marketing, or audience outreach for rental events unless expressly agreed upon in writing. Inclusion on the Miller Center website, calendar, or ticketing platform does not constitute a marketing commitment.

Renters are responsible for providing sufficient personnel to support their event. Additional staffing requirements may be identified by Miller Center staff based on the nature and scope of the event.