

**Miller Center for the Arts**  
**Reading Area Community College**

**FACILITY RENTAL RATES**

Area	Capacity	<u>Business/</u> <u>Corporate</u> Full Day Rate	<u>Business/</u> <u>Corporate</u> Half Day Rate	<u>Community/Education</u> <u>Organization</u> Full Day Rate	<u>Community/Education</u> <u>Organization</u> Half Day Rate
Performance Hall (includes use of lobbies)	500*	\$1450	\$750	\$1200	\$650

\*Does not include 2 spaces designated for wheelchairs in balcony

### Full day/Half day

In order for the various spaces to be rented on a half-day basis, the renter must be able to load in and perform within 4 hours and load out within a 2-hour period, in order to make the space available for a second rental on that day. All weekend dates (Friday, Saturday and Sunday) rent at the full-day rate only. Billing at the half day rate is entirely at the discretion of the Miller Center Director.

### Rentals Include:

- Access 8:00a.m. – 11:00p.m. or as designated by agreement
- Access to corridors, dressing rooms, lobby, stage, audience area or as designated by agreement
- HVAC, basic custodial & security, open & close of facilities
- House audio system with basic announce and playback (*1 microphone w/lectern and CD, MD or Cassette Playback*)
- General stage lighting
- Box Office, area excluding computers
- Consultation with production staff

### EVENT RENTAL PACKAGES

#### **Basic Meeting Package – Daily rate: \$1,875 For Profit/ \$1,575 Non Profit**

Meetings that fall under this package are those which call for one to two speakers at a time or a single speaker with a moderator. No pre or post event reception(s) and limited lobby set-up. Technical requirements are minimal. Components of this package include,

- Projector w/screen
- 1-2 Microphones
- 1 Lobby table
- Housekeeping
- Security

#### **Special Meeting and/or Movie Package - Daily rate: \$2,225 For Profit/ \$1,925 Non Profit**

Panel discussions, debates, multi-tiered presentations fall under this category. These events call for a larger set up and may or may not include pre or post event reception(s). Technical requirements are more involved than the Basic Meeting Package and may use multiple screens and advanced lighting and audio. Components of this package include:

- Projector w/screen
- 2+ Microphones

Lighting & audio  
Housekeeping  
Security  
2+ Lobby Tables  
Pre/post event reception option

**Music, Dance and Theater Package - Daily rate: \$2,500 For Profit/ \$2,000 Non Profit**

If you're planning a musical, drama or concert, this is the package for you. These rates apply to show dates; a daily fee of \$200 will be applied for each subsequent day included in your rental agreement.

This package includes:

Production Coordinator  
Non-labor Staffing  
Projector (optional)  
Theater expendables (i.e., tape, gels, etc.) (does not include use of microphones)  
Lighting & Audio  
Housekeeping  
Security  
Lobby Setup  
Pre/post event reception option  
\*Dance floor (as needed)

**EVENT REQUIREMENTS**

**Staff:**

**Each event must engage a minimum** (names and contact information must be provided):

- Technical Coordinator (entire duration of rental).
- House Manager (show time and 1 hour before and after event).
- If Miller Center equipment is used (outside of general lighting and audio), Miller Center technical personnel must be engaged to run or if agreed, will shadow renter's technical personnel.
- Additional labor and equipment requirements will be determined by the Miller Center Director and Technical Coordinator based on the needs and nature of the event.

**Rental Package does NOT include:**

- Stage labor
- House staff
- Technical staff

**Security**

- The need for additional security for events is determined on an individual basis by the Miller Center Director.

**Ticketing**

- Renter will handle ticketing for contracted event unless otherwise indicated in rental agreement
- The Miller Center is available to provide box offices services to entities renting its facilities. Tickets are made available for sale on-line and for walk-up as well as show days. The following fees apply:

**ONLINE SALES**

No transaction fee charged to Renter; patron is charged \$2.00+ per ticket.

ALL SALES, Renter will be charged,

Credit Card, Cash & Check Sales: \$0.35 cents per ticket

Comp Sales: \$0.35 cents per ticket

- 2.5% fee for credit card sales to offset the cost assessed the College for providing credit card service.
- 2% charge on the gross ticket sales for providing box office service.

Reading Area Community College will provide Renter with a box office report within seven (7) business days of the event and issue a check for the net proceeds per Renter's approval of report.

- No tickets may be issued, nor may an event be advertised until a contract is completed and deposit has been submitted

### **Piano Rental**

- **Steinway Concert Grand, Model D, 9'**. Daily rental \$400 which includes 1 tuning coordinated by Miller Center staff.