

Spotlight Theater Rental Services 2009

Theater Venue Fee	
2 hrs	\$795
Overtime	\$150/ea additional ½ hr – up to a maximum of 4 hrs
One-Hr Run Through	\$100/hr + \$50/each additional ½ hr (<i>Must occur prior to the rental day</i>)
Includes: Projection System (<i>See Website</i>) Sound System (<i>See Website</i>) Lighting System (<i>See Website</i>) Wired Microphone (1) T1 Internet Access (<i>Wired or Wireless</i>) Clear Acrylic Podium (1) 6' X 30" Banquet Tables (3) Black Upholstered Arm Chairs (23) Sidewalk Showcase Installation	

Staffing Fees*	
Operations Manager	Included
Bartender/Server	\$40/hr
*5-hr minimum applies	

Other Fees	
Cleaning*	\$150
Security Deposit	\$250
*If food and/or beverage are served	

Rental Fees	
Linens (<i>for 6' Banquet Tables</i>)*	\$18/ea
Easel (5)	\$15/ea
Steel Cable Hangers (50)	\$2/ea
*Black or White available	

Beverage Fees (<i>See Website</i>)*	
Wine + Champagne	\$10pp
Bottled Soda + Water	\$5pp
Bottled Water	\$2.50pp
Cheese + Fruit Tray	\$5pp
*One-hr service	

A/V Fees	
Labor	\$65/hr - \$80/hr
Wired Microphone (4)	\$25/ea
Wireless Microphone (6)	\$75/ea
Wireless Lavalier (6)	\$75/ea
Table Stands (5)	Included
Floor Stands (5)	Included
200 AMP Company Switch	\$500 + labor
Cable TV	\$250
Land Line	\$100/line + labor
Upright Piano and Tuning	\$375

Notes:

1. A 20% administration fee will be applied to staffing (including A/V labor), beverage and catering fees but not to venue fees. 8.375% NYS sales tax is additional.
2. Fees are subject to change without notice.
3. The aforementioned fees are meant to be a menu of services. Not all fees apply to every event.