



Fitness and Recreation Center

Boston University Department of Physical  
Education, Recreation and Dance  
915 Commonwealth Avenue  
Boston, MA 02215  
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www.bu.edu/fitrec

### **Theater Rental Fees for Non-Profit Dance Organizations:**

Boston University offers standard and customized rental packages that range from full production performances, to master classes and conferences.

#### **Standard Package Options:**

##### **Package # 1 – Performance and Production Rental**

- 2 performances: 4 hours
- 1 tech rehearsal : 4-5 hours (depending on availability)
- 1 dress rehearsal with tech support: 4 hours
- “Strike time” on final performance day: 1 hour
- Upon request, we may be able to schedule up to 3 hours of additional rehearsal/blocking time, based on availability.
- It may be possible to purchase extra tech. time at a “labor-only” rate, based on availability. (Must be scheduled in advance)

**Included** in all rentals (unless otherwise stated): House manager/liaison, police, ushers, and custodial services.

**Not included:** Stage Manager, Backstage Manager, and box office staff.

**Cost: \$ 2,575.00**

**Deposit: - \$ 300.00 refundable deposit for use of sound equipment, damages, and cleaning. (BU groups exempt)**

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##### **Package # 2 – One Day Performance and Production Rental**

- 1 Performance: 4 hours
- Tech support includes light and sound operators: 6 hours
- Totaling 10 hours

**Included** in all rentals (unless otherwise stated): House manager/liaison, police, ushers, and custodial services.

**Not included:** Stage Manager, Backstage Manager, and box office staff.

**Cost: \$ 1,650.00**

**Deposit: - \$ 300.00 refundable deposit for use of sound equipment, damages, and cleaning. (BU groups exempt)**

## **Custom Package Options: Master classes and Non-Production Events**

- \$65.00 per hour includes space rental, with a House Liaison.
- \$100.00 per hour includes space, supervised use of our sound system by Technical Director/ Facility Manager
- \$300.00 deposit for use of sound equipment, damages and cleaning
- \$20.00 per hour for additional renter set-up and breakdown
- \$38.10 per hour for police if money collected at door (4 hour minimum)
- \$32.00 per hour for custodial services if deemed necessary (4 hour minimum)

**Cost: Varies depending on hourly use**

**Customized packages and estimates are available upon request, based on the production and logistical needs of a specific event.**

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### **Additional Production Charges:**

In the production of an event, a renter will incur additional costs, which may include, but are not limited to the following: additional light and sound equipment, liability insurance, box office, marketing and promotion and other costs associated with production. Fees for some additional services:

1. Additional tech. time—rates are variable, please call to discuss.
2. Box office services are available and vary in price, depending on the level of support requested. Please see our Ticketing Options sheet for descriptions and pricing
3. \$650 for each additional performance plus \$80.00 per hour for tech support.
4. \$200 per hour penalty for use of space beyond contracted hours (Regular rate starts at \$60/hr)

Please contact Kristen Lloyd at [klloyd@bu.edu](mailto:klloyd@bu.edu) or 617-353-0866 for referrals to specific vendors for lighting, sound and other technical equipment. The University Electrical Department will also oversee all electrical tie-ins, which will require additional fees.

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### **Theater Rental Guidelines:**

#### **NON-REFUNDABLE DEPOSIT**

The University requires a 10% non-refundable deposit to save the date.

The balance and the contract are due four months prior to the event. In case of cancellation, the following schedule applies:

1. Cancellation less than 90 days prior to beginning of the rental period forfeits 50% of rental fee.

2. Cancellation 60-89 days prior to beginning of the rental period forfeits 100% of rental fee.

## **MARKETING SUPPORT**

If you rent the studio/theater, we ask your help in getting us timely, accurate information so we can list your production in the:

1. Glass Case in the Buick St. Lobby
2. Kiosk poster stations
3. Our website
4. Event flyer handed out to patrons who visit the Dance Theater events.

## **INSURANCE**

The University requires that all studio/theater renters take out and maintain, during the period of the facility rental, the following insurance:

1. Commercial General Liability Insurance naming Trustees of Boston University as an additional insured, subject to a combined single limit of at least \$1,000,000 each occurrence for bodily injury and property damage.
2. If renter already has Worker's Compensation Insurance, then renter must provide evidence of statutory coverage and Employers Liability Insurance subject to a limit of at least \$500,000 per accident. Worker's Compensation Insurance is not required otherwise.

Evidence of insurance shall be submitted on a Certificate of Insurance showing "occurrence" form policies with companies acceptable to the University. Such certificate shall show any special coverage provisions required and shall provide for 30 days notice of cancellation, material change or intent not to renew.

For those renters who are unable to satisfy the University's insurance requirements, the University will make available as an option a Tenant Users Liability Insurance Program (TULIP) - which will enable renters to purchase a special, short-term, liability insurance policy that will provide protection for the renting entity and satisfy the University's insurance requirements.

## **SOUND**

Artists and performing arts groups in the theater are asked to assist in minimizing lobby noise through effective crowd control during intermissions and after performances.

## **UNIVERSITY COMPLIMENTARY TICKETS**

The University may reserve up to ten complimentary tickets per week at its own discretion, but shall not do so for any sold out performance.

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