



## Conferences & Meetings

	<b>BU Groups</b>	<b>Non-Profit Groups</b>	<b>For-Profit Groups</b>
<b>1/2 Day Rate (4 hours)</b>	\$320.00	\$400.00	\$700.00
<b>Daily Rate (8 hours)</b>	\$640.00	\$800.00	\$1400.00
<b>3 Day Rate (24 hours)</b>	\$1,280.00	\$1,600.00	\$2800.00
<b>Weekly Rate (40 hours)</b>	\$2,240.00	\$2,800.00	\$4,900.00

## 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:

- Cancellation more than 90 days prior to beginning of the rental period forfeits 50% of rental fee.
- Cancellation less than 90 days prior to beginning of the rental period forfeits 100% of rental fee.

### Penalties for breach of contract.

- \$200.00 per hour for use of space beyond contracted time.

### 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. [Insurance Rates \(TULIP\)](#)

## Custom Package Options

Master classes and Non-Production Events: 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.

- Space rental, with a house Liaison, is \$70.00 per hour.
- Space rental, including supervised use of our sound system by Technical Director/Facility Manager, is \$85.00 per hour.
- Use of sound equipment, damages and cleaning is \$300.00.
- Police services (required for any monetary transactions) are \$55.00 per hour (4 hour minimum).
- If deemed necessary, custodial services are \$45.00 per hour (4 hour minimum).

## Additional Services

Additional services can be added to the performance package or to other types of rentals.

- Additional tech time (Includes light and sound board operators) at \$150 per hour
- Additional load in time at \$150 per hour
- Additional rigging time at \$100 per hour
- Additional professional crew at \$40 per hour
- Additional student crew at \$20 per hour
- Additional performance fee \$925.00
- Projector usage at \$50 per show/rehearsal night
- Tape for tap floor at \$20 per roll
- Box Office Services at \$100 per show, see: [Dance Theater Ticketing Options](#)
- Reception in Lobby at \$175 per hour
- Catering for your event must be arranged through [BU's Catering on the Charles.](#)

## 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:

- Glass Case in the Buick St. Lobby
- The dance theater website
- BU calendar listing

Contact Lynda Rieman at [lrieman@bu.edu](mailto:lrieman@bu.edu) or 617-353-0866 for more information.