



Dance Theater Rental Rates & Fees – Non-Profit & BU Affiliate Organizations

Video Shoot!

The dance theater space can be set up for video shoots. Bring your own videographers, we will take care of the rest. \$185 per hour for a fully produced production. Four hour minimum.

Performance Packages

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

Package # 1 (One Performance and Production Rental): \$2,667.00

- 1 Performance: 4 hours
- Tech and Dress rehearsal: 6 hours
- Load In & Strike: 2 hours

Total: 12 hours

Includes (unless otherwise negotiated): Theater Manager/ Technical Director, Light Board Operator, Sound Operator, Backstage Manager, House Manager, Box Office Assistant and 1 Usher. Emergency Medical Services & Cleaning staff on site.

Does NOT Include: Lighting Designer, Sound Designer, Stage Manager, Box Office Services, 2 Ushers or projector usage.

Package #2 (Two Performances and Production Rental): \$4,267.00

- 2 performances: 8 hours
- 1 tech rehearsal: 5 hours
- 1 dress rehearsal: 4 hours
- Load In & Strike: 2 hours

Total: 19 hours

Includes (unless otherwise negotiated): Theater Manager/ Technical Director, Light Board Operator/Stage Manager, Sound Operator, Backstage Manager, House Manager, Box Office Assistant and 1 Usher. Emergency Medical Services & Cleaning staff on site.

Does NOT Include: Lighting Designer, Sound Designer, Company Manager Backstage, Box Office Services, 1 additional usher or projector usage.

Theater Rental Guidelines

Non-Refundable Deposit

The University requires a 30% non-refundable deposit to save the date upon signing the contract. The balance of the contract will be due three months prior to the event. In case of cancellation, the following.



- Cancellation more than 90 days prior to beginning of the rental period forfeits 30% 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 day 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: Customized packages and estimates are available upon request, based on the production and logistical needs of a specific event. Insurance is required.

- Master Classes \$150 per hour, plus \$200 per day for cleaning
- Conferences \$200 per hour, plus \$200 per day for cleaning

Additional Services

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

- Additional Load in time at \$140 per hour
- Additional Tech time (includes light, sound and backstage people) at \$185 per hour



- Rigging time at \$100 per hour
- Additional professional crew at \$50 per hour
- Additional student crew at \$25 per hour
- Additional performance fee \$1045
- Additional rehearsal time (no tech) \$75 per hour
- Projector Usage at \$50 per show or rehearsal
- Tape for tap floor at \$30 per roll
- Receptions in lobby at \$75 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:

- On the dance theater website
- BU calendar listing

University Complimentary Tickets

The university may reserve up to 4 (four) complimentary tickets per week at its own discretion but shall not do so for any sold out performance.

Contact Lynda Rieman at lrieman@bu.edu or 617-353-0866 for more information.

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