

Black Box Theater Rental Rates

Fees listed include use of Black Box Theater and its facilities [Green Room, Dressing Rooms, and Lobby].

Equipment use is subject to approval of Theater Manager.

There is a minimum staffing requirement of one House Manager and one House Technician for all public events, and one house staff for private events, meetings, and rehearsals.

The Theater Director reserves the right to require additional staffing to ensure a successful event, and to ensure mutual safety of the facility, users, and patrons. All charges are due within 21 working days after an event.

EVENT RENTAL CHARGES AND FEES

The following rates are for single night usage. Please inquire about extended usage rates.

House Capacity: 175-225 depending on set up/event

	<i>Campus/ Non-Profit*</i> Rates	<i>Each additional Hour</i>	<i>Standard Room Rates</i>	<i>Each additional Hour</i>
RENTAL DEPOSIT [Due with application] *Up to \$1000 due with signed agreement			*50%	
Base Rental Rate + booking Fee [includes: 1 technician, 1 house manager, rep plot & minimal sound set up]			\$ 580	\$ 140
Additional General Theater Technician or House Manager	min 4 hours		\$ 100	\$ 25
Professional Sound Mixer [required for advanced concerts set ups - not included with base rental]	min 4 hours		\$ 260	\$ 65
Professional Stage Manager and/or Technical Director [required if not provided by client - not included with base rental]	min 4 hours		\$ 260	\$ 65
Box Office Services/staff	set up fee:		\$125	\$25

CAMPUS USAGE ONLY [Per Theater Director's Approval]

CAMPUS SUPPORTED PUBLIC EVENT: Up to 3hours Includes House Manager and one Technician	\$ 385			
CAMPUS SUPPORTED PRIVATE EVENT: Up to 3 hours Includes one Technician	\$ 335			

LOBBY ONLY RENTAL

[Theater rental includes use of the lobby; however the lobby itself is also available on its own. Up to 4 hours, after 4 hrs an hourly fee will be charged; this includes set-up and decorating time.]

		<i>Four Hour Rental</i>	<i>Per Hour</i>
Lobby Only Rental - as is [does not include staff, set up, furniture moving or restore]		\$ 250	\$ 75
Theater Staff for Lobby only rental [1 required for event, 2 required to move furniture]	per hour:	\$ 25	

Extended rentals [8+ hours] and weekly residency rates available for spring break or summer only. Inquire with Director or Theater Administrator

INQUIRE FOR ADDITIONAL SERVICES AND STAFF OPTIONS

Overtime will be charged after 8 hours worked in one day AND for any work required between 12:00 AM and 6:00AM. OT rates are 1.5 times hourly rates. Holidays are based on state designated holidays.

Edmonds College					
I. MEETING FACILITIES					
TYPE OF FACILITY	Regular Room Rates		501.c.3 Rates		Custodial Svc: Set Up
	1st 4 hours	Hourly Rate after 4 hours	1st 4 hours	Hourly Rate after 4 hours	
A. Classrooms and Conference Rooms					Per Hour
General Purpose Classrooms [20-60 caps]	\$ 120	\$ 24	\$ 82	\$ 24	\$ 50
Conference Room Sm [5-16 caps]	\$ 109	\$ 24	\$ 82	\$ 24	\$ 50
Conference Room Med [49 cap]	\$ 200	\$ 50	\$ 150	\$ 50	\$ 50
B. Conference Facilities					Set Up Required
WWY 202* [192 banquet rounds] or [260 theater]	\$ 1,035	\$ 150	\$ 860	\$ 100	75/100 flat rate
C. Vendor Rental of Lobby/Courtyard					Custodial Svc: Set Up/Hr
Vendor rates are per/day 830-430pm; location included in vendor fee					
Snohomish Lobby [SNH] or Courtyard [CRT] [varies]	\$ 45		\$ 45		\$ 50
Vendors may be on campus 3 times per quarter - Fall, Winter and Spring quarters only. They must bring their own tables and chairs and are responsible for the safety of their merchandise.					
Courtyard [Non-Vend use]	\$ 45	\$ 30	\$ 45	\$ 30	\$ 50
II. PLAYING FIELDS AND GYMNASIUM					
TYPE OF FACILITY	Standard Facility Rates		Game Rate [Field Time]	Day Rate	Admin Fee
	Hourly Rate	4 Hour Rate	3 hours	15 Hrs max	Per contract
Athletic Field [Up to 200 people]	\$ 85	N/A	\$ 200	\$ 850	\$ 40
Indoor Hitting Facility [Up to 60 people]	\$ 65	N/A	N/A	\$ 600	\$ 40
Seaview Aerobics [SEA 119] Up to 35 people]	\$ 30	\$ 100	N/A	\$ 200	\$ 40
Seaview Classroom [SEA 101] [Up to 35 people]	\$ 40	\$ 130	N/A	\$ 260	\$ 40
Seaview Gymnasium [SEA 118] [Up to 900 people]	\$ 75	N/A	N/A	N/A	\$ 40
Seaview Weight Room [SEA 121] [Up to 25 people]	\$ 45	\$ 150	N/A	\$ 300	\$ 40
Indoor Concession Fee [SEA 103B]	\$ 20	\$ 60	N/A	\$ 100	
Additional Fees May Apply. Contact Athletic Department for more info					
II. PARKING					
Lot use only [not included with event] Per spot:	\$ 2		\$ 2		
IV. MEDIA SERVICES					
	Daily Rates	Hourly Rates			Add'l Supplies
Computer Usage and Data Projection in Classrooms [per classroom per day]	\$ 47				
Technician - After Hours Services		\$50/hr: 5 hr minimum after hours			

Monroe Hall [Material Science] Rental Rates

These are the fees you pay for use of the facility and its furniture and equipment. All direct costs for staff [including staff to operate the equipment] and materials used are CHARGED in addition to the base fee. These charges will be billed on actual costs

TYPE OF FACILITY	Standard Room Rates		
	1st 4 hours	after 4 hours	Daily Rate
Metals Lab	\$250	\$62.50	\$500
Classroom	\$100	\$25	\$200
Composites Lab	\$400	\$100	\$800
Entire Facility [Monroe Hall]	\$750	\$187.50	\$1,500