



Marin Theatre Company celebrates its 40th season!

FACILITY RATE SCHEDULE Page 1 of 4

Herb & Grace Boyer Mainstage Theatre

(approx. 231 seats) | 32 ft X 24 ft proscenium stage, fixed seats

Sali Lieberman Studio Theatre

(89 to 104 seats) | Triangular Stage on Floor Level

Woodward Room

(20 ft X 40 ft) | Multi-purpose rehearsal room, suitable for meetings (Seating Not Included)

Lobby

Large well-lit space suitable for receptions, exhibits, etc...

RATES | Commercial/Non-Profit

	Performance †	Additional Hours	Hourly ††
Herb & Grace Boyer Mainstage Theatre (230 seats) with lights and/or sound equipment	\$1000/\$750	\$125/\$100	\$140/\$100
Sali Lieberman Studio Theatre (100 seats) with lights and/or sound equipment	\$500/\$350	\$75/\$50	\$90/\$75
Lobby only (No Seating Provided) No Technical Equipment Available	\$350/\$250	\$50/\$30	\$60/\$40
Woodward Room (No Seating Provided) No Technical Equipment Available	\$300/\$200	\$50/\$30	\$60/\$40
MTC Conference Room Suitable for meetings of up to 15 people with other rentals No Technical Equipment Available	N/A	\$30/\$20	\$30/\$20

Labor

	Hourly	Minimum Per Day Needed
House Manager	20	4
Janitorial	25	1
House Technician *	25	4
Additional Technicians **	20	4

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† The performance rate is charged for each individual performance and covers up to 4 hours of use for that performance. Set up, a single performance and strike time may be included in a single performance block, but only if the total time used does not exceed 4 hours. Any additional time will be billed at the additional hourly rate.

†† The Hourly rate is for Non-performance events, which have no audience and do not require technical services, Such as meetings. MTC's House Manager must be present

*Minimum call for each of the above personnel is 4 hours.

**Required when technical needs or safe practices exceed the capabilities of a single person. Other rates may apply for a specialized need.

Overtime is charged at 1.5 times the hourly rate over 8 hours in any one day or 2 times the hourly rate over 12 hours.

Please note, unless specifically contracted with MTC, renters are responsible for their own publicity and marketing for their events. Renter may not display publicity materials in the theatre lobby unless previously arranged and confirmed in writing. All renter's publicity and printed materials are subject to MTC approval. Other than MTC personnel listed above, renters must supply their own staffing for the event, including ushers, concessionaires and support staff. All renters must maintain their own liability insurance of a minimum of \$1,000,000 and provide MTC with a certificate naming MTC as additional insured. If alcoholic beverages are served/sold, renters must obtain a liquor license. Renters are required to post a security deposit base upon the rental fee. This deposit will be returned after the event. Cost overages for time, labor or damages will be deducted.

Renters must use MTC tickets and a printing charge may apply. Box office facilities are not available for renter's use, however, services can be contracted for your event for an additional fee. Concessions kitchen is available on a limited basis, by request depending on availability.

Rates effective December 1st, 2005 and subject to change without notice.

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APPENDIX A | BOX OFFICE SERVICES

COSTS TO THE RENTER:

MAINSTAGE

Up to three performances in a one week period:

Pre-Sale up to 3 weeks in advance of performance	\$525.00
Additional weeks pre-sale	\$ 225.00/ wk

More than three performances:

Pre-Sale up to 3 weeks in advance of performance	\$1,350.00
Additional weeks pre-sale	\$580.00/ wk

OTHER SPACES

Up to three performances in a one week period:

Pre-Sale up to 3 weeks in advance of performance	\$210.00
Additional weeks pre-sale	\$ 90.00/ wk

More than three performances:

Pre-Sale up to 3 weeks in advance of performance	\$540.00
Additional weeks pre-sale	\$230.00/ wk

ADDITIONAL FEES

Credit Cards Fees: 3% of all Credit Card transactions

FRONT OF HOUSE STAFF:

1-2 Box Office Associates: \$15.00/hr each with a 4 hour minimum. Night of Performance

House Manager See Rental Agreement

You will be expected to Provide 4 ushers for each Mainstage performance and 2ushers for each ticketed performance in the other spaces.

We would be happy to provide concessions services for events of 100 people or more at no additional cost.

Renter Concessions: 15% of gross concessions sales

OPTIONAL SERVICES:

Customized ticket face: \$60.00

Non-MTC ticket stock: \$0.07/ticket

Ticket Printing: \$80/per performance (MTC Tickets MUST be used for all events, this printing charge applies when Box office Services and Ticket sales do not go through MTC).

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COSTS TO THE PATRON:

Facility Fee: \$2.00/ticket (this fee will automatically be figured into the ticket price. You may choose to publicize the ticket price with or without the fees. All of the actual tickets will have a statement explaining the \$2 facilities fee)

Order Fee: \$4.00/order (This fee is charged for all orders whether in-person, over the phone, or via the internet.)

Ticket Mailing Fee: \$1.00/order

PUBLICITY

Unless specifically contracted for with Marin Theatre Company, renters must realize their own publicity and marketing campaigns. Renter may not display publicity materials in the theatre lobby unless previously arranged and confirmed in writing.

Renter agrees to include the following information on all printed materials:

A production of (name of shows producer)

Presented At:

Herb and Grace Boyer Mainstage Theatre -or- Sali Lieberman Studio theatre

Marin Theatre Company

397 Miller Avenue

Mill Valley, CA

This performance is not a production of Marin Theatre Company

Renter agrees not to state or imply in any publicity material that MTC is sponsoring or producing these performances. All publicity shall be shown to MTC at least one week before printing. Renter shall make such changes in publicity materials as MTC reasonably requests.

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