

Performance Spaces (Iron Triangle Theater, Community Theater, Backstage, Lobby areas)

All Rates include utilities if less than 3 hrs long; no labor or equipment costs are included. Required and additional labor or equipment needs will be estimated by the Center's Production Manager, and charged at the rates listed at the bottom of the page. Each space has a minimum rental of 2 hours. All spaces have sprung wooden floors.

			Iron Triangle Theater	Community Theater
			capacity 114-236 (depending on seating)	capacity 50-190 (depending on seating)
Commercial Rate	2-6 hours	Hourly	\$180	\$150
	6+ hours	Daily	\$1,080	\$900
Community Rate (Non-profit rate)	2-6 hours	Hourly	Contact us for pricing	Contact us for pricing
	6+ hours	Daily	Contact us for pricing	Contact us for pricing

Please note that set up and restore fees may apply to the above performance spaces if the lighting or sound is changed from their normal arrangement.

Non-Performance Spaces available for receptions, meetings, rehearsals, etc.

All Rates include utilities; no labor or equipment costs are included. Required and additional labor or equipment needs will be estimated by the Center's Production Manager, and charged at the rates listed at the bottom of the page. Room 203 and 104 have sprung wooden floors. Room 006 has a carpet floor over concrete.

			Room 203	Room 104	Room 006
			capacity 30 - 50*	capacity 25	capacity 12
Commercial Rate	1-6 hours	Hourly	\$70	\$40	\$25
	6+ hours	Daily	\$420	\$240	\$150
Community Rate (Non-profit rate)	1-6 hours	Hourly	Contact us for pricing	Contact us for pricing	Contact us for pricing
	6+ hours	Daily	Contact us for pricing	Contact us for pricing	Contact us for pricing

*depending on wall configuration

Fees for labor

Production Manager	\$ 45.00	per hour - 4 hour minimum call	Does not include OT after 8hrs in one day.*
Facility Person	\$ 25.00	per hour - 2 hour minimum call	Does not include OT after 8hrs in one day.*
Tech Staff	\$25 - \$45	per hour - 4 hour minimum call	Does not include OT after 8hrs in one day.* (price per person) (Price dependent on skills needed)
House Manager**	\$ 30.00	per hour - 4 hour minimum call	Does not include OT after 8hrs in one day.*
Usher	\$ 20.00	per hour - 4 hour minimum call	Does not include OT after 8hrs in one day.* (price per person)
Security	\$ 30.00	Does not include OT after 8hrs in one day.*	(price per person/per hour)
Front Desk Staff:	\$ 20.00	per hour - 2 hour minimum call	Does not include OT after 8hrs in one day.*

*Labor requires a 15 min break for every 4 hours of work and a 30 minute break if the call exceeds 6 hours. Overtime is the normal rate x1.5 after 8 hrs, after 12 hours it is x2

**A House Manager is required for all events that exceed 50 people or at the Center's discretion

Please note that for some events there may be some pre-production costs for meetings and design work outside of the event day. This work will be detailed out in the quotation process prior to signing contract.

Fees for Equipment / Facility Use

Stage Lights / Electricity	\$ 50.00	Per day (charged if stage lights are used or if event exceeds 3 hours in length)
Large Power Hookup	\$ 75.00	One time charge to connect to 3ph 60A or 100A connections in building
Copying/Printing Fee	\$ 15.00	Allows access to our printer/copier (up to a maximum of 100 sheets being printed)
IT Set up Fee	\$ 100.00	Up to 2 hours of work by our IT department to set up local wireless network or solve IT related issue outside of general internet access (beyond 2 hrs work is charged at \$50/hr)
Use of Lift	\$ 30.00	Per day
Use of Audio System - Basic	\$ 100.00	Per day - Basic = 3 inputs or less
Use of Audio System Advanced	\$ 175.00	Per day - Advanced = more than 3 inputs and/or any monitor mixes
Use of Wireless Microphones	\$ 35.00	Per microphone in use per day (Center has 4 wireless microphones)
Use of Projector	\$ 50.00	Per projector, per day (2000 Lumen or 3000 Lumen)
Use of Projector	\$ 125.00	Per projector, per day (5500 Lumen or 7500 Lumen)
Table Rate	\$ 12.00	Per table / This rate applies after renting more than 10 tables for your event
Chair Rate	\$ 6.00	Per chair / This rate applies after renting more than 50 chairs for your event
Linen fee:	\$ 8.00	Per linen used
Garbage fee	\$ 50.00	Covers the cost of garbage removal - this is an automatic cost, unless you remove all garbage your event generated

Parking

Street parking is free around the Center however, there is a maximum of 2 hours that you can park in one space (no restrictions after 6pm). There are 89 street parking spaces within 2 blocks walking distance from the Center.

Market Square Parking is \$2/hr or \$4/day, in a specific spot. After 6pm there are no fees

Nevin Parking Garage is Currently not available for parking

Nevin Parking Lot is currently free for use. (80 spaces) *Please be aware of signage that might require fees to be paid, we do not own or have control of this lot.*

There is a maximum of 15 min parking available in front of the Center (Yellow Area) for loading and unloading only

Transit Access Richmond BART station is .5 miles from the Center down Nevin Avenue which is a 10-14 minute walk for most people

Policies

Unless client has a physical check in person or point, all guests are required to sign in or at least identify themselves to staff when they enter the front door

Balloons are allowed at events, however ALL balloons must be taken out of the Center or deflated completely and thrown away.

If a balloon triggers a false alarm (motion detection, etc.) after an event which results in a charge from the fire department or police department or after hours call to staff to silence the alarm the client will be charged that amount + \$250.

Glitter or Confetti cannot be used at any event at the Center, without prior written permission from the Operations & Production Manager. If glitter or confetti is found onsite either during or after an event that used it, that client will be charged a \$1200 cleaning fee.

Fog or Haze cannot be used at the Center due to how our fire detection systems function. If any atmospheric media (fog, haze, etc.) triggers a false alarm the client using the equipment will be charged for the fire department response + \$250.

For additional information about event booking, please contact Dan Weiermann, Operations and Production Manager, by phone (510-323-4494) or by email (dan.w@eastbaycenter.org)