SPACE RENTALS at PROCTORS

Proctors is the ideal location for a wide variety of events. We want the rental process to be simple for you, so please contact us with ANY questions. To best use this info sheet, please first determine if your event is:

TICKETED: Events that use Proctors ticketing services
or NON-TICKETED: Private or free public events or events with tickets not processed by Proctors

The Rental Process

1) **Place a Room Hold:** Contact Judie (jbouchard@proctors.org, x153).
Your primary contact for arrangements is Judie. During the event, your contact is the house manager.

2) **Complete Informational Web Form:** Form provided via e-mail by Judie. A contract will follow.
Please allow up to 15 business days to receive a contract after you submit the informational form.

3) **Return Signed Contract with Full Room Rate Payment:** This will appear on the contract as the deposit due. To secure your rental, the Room Rate Deposit must be paid in full within 1 week of receipt of your contract.
Don't worry – we will not release an unpaid room hold without attempting to contact you.
After your event, Proctors will, if appropriate, mail a bill for remaining costs (labor, bar consumption, etc.).

Optional Services *Please see other side for complete listing of additional fees.*

BAR SERVICES (As per state law, you may not provide or serve your own alcohol.)

Contact: *Bea Farina at bfarina@proctors.org*

- Wine/Beer/Non-Alcoholic and Full Liquor (1 bar recommended for every 75-100 people)
- For Non-Ticketed Rentals: Bars are subject to a fee for certified bartender labor.
  Wine/Beer/Non-Alcoholic $100/bar Full Liquor $150/bar
- Payable either as a cash bar during event or as consumption to be billed after the event:

Liquor/Mixed Drinks, $7/drink (and up) **Bottled Soda,** $3 **Bottled Water,** $2 **Wine,** $6/drink (and up) **Beer,** $6/drink (and up)

MERCHANDISING SERVICES (As per state law, requires presentation of Certificate of Authority.)

Contact: *Paul Kazee at pkazee@proctors.org or 518-3823884 x160*

- Subject to a sales tax obligation and a 20% or 25% commission (depending on certificate structure)

CATERING

Contact: *Jesse Conti at jconti@proctors.org or Kathryn Torres at ktorres@proctors.org, or 518-881-4515*

- Specialty veggie, cheese, fruit, pastry or sandwich platters available.
- Includes delivery, paper products, re-stocking during event and cleanup.

THEATRICAL EQUIPMENT RENTAL

Contact: *Dan Sheehan at dsheehan@proctors.org or 518-382-3884 x116*

- Equipment is subject to availability and generally requires technician labor for setup and operation.

Standard Room Rates

Your Room Rate includes chairs and tables, reasonable housekeeping services and use of the space from setup through cleanup. All rentals will also require a House Manager labor charge. Please see below for a complete listing of additional fees.

SPACE	RATE/DAY
Mainstage*+	$3,500
GE Theatre & Atrium*+	$1,250
Fenimore Gallery+	$500
Hearst Education Center+	$400
DeLack Guild Room	$300
Robb Alley	$200

Photos, Event Capacity and Room Sizes viewable online at http://www.proctors.org/space_rental/room_specs**.**

Discounts may be available for Proctors Members & Not-for-Profits

**Requires technician labor. See below for details.*
+Available for ticketed rentals

Ticketed Rental Fee Schedule

Space Rental (Mainstage, GE or Fenimore*)	*See standard rates above*	REQUIRED
Ticketing Setup Fee	$400 for reserved seating, $100 for general admission	REQUIRED
House Management Labor	$40/hour (4 hour minimum)	REQUIRED
Technician Labor	$40/hour (4 hour minimum)	REQUIRED
Production Coordinator	$40/hour (4 hour minimum)	REQUIRED
Security (required on Main Stage)	$50/hour (2 officers per show minimum)	REQUIRED
Restoration Fee	$3 (Mainstage)/$1.50 (GE) added to ticket price+	REQUIRED
Schenectady Parking Fee	$1.50 added to ticket price+	REQUIRED
Credit Card Fee	5%	REQUIRED
Ticket Printing Charge	$.50 per ticket	REQUIRED
Housekeeping and Stagehand Labor	$40/hour	As Needed
Web page on Proctors.org	COMPLIMENTARY ($200 value)	Optional
Flyer distribution on Proctors display racks	COMPLIMENTARY	Optional
Consumption Bar Costs	*See drink costs above*	Optional
Audience Chairs (flexible seating in Fenimore & GE)	COMPLIMENTARY	

**Technician labor not required, but will appear as TBD on contract. Billable hours determined by Proctors post event.*
+Renter responsible for all facilities fees on comp tickets.

Non-Ticketed Rental Fee Schedule

Space Rental	*See standard rates above*	REQUIRED
House Management Labor*	$40/hour (4 hour minimum)	REQUIRED
Technician Labor*	$40/hour (4 hour minimum)	As Needed
Production Coordinator*	$40/hour (4 hour minimum)	As Needed
Security	$50/hour	Proctor's Discretion
Housekeeping and Stagehand Labor*	$40/hour	As Needed
Bartender Labor	$100 for Wine/Beer/Non-Alcoholic Bar $150 for Full Liquor Bar	Optional
Consumption Bar Costs	*See drink costs above*	Optional
Catering+	*See Catering Contact Info to Inquire*	Optional
Chairs, Tables+, Trash Bins, Ice	COMPLIMENTARY	Optional
Reasonable Housekeeping Labor	COMPLIMENTARY	As Needed
Video Projector & Screen, Easels	COMPLIMENTARY, subject to availability	Optional
Table Linens (black only)	$4 each	Optional

**Please note that labor will appear as TBD on contract. Billable hours determined by Proctors post event.*