IRA ALDRIDGE THEATER
Rate Card
Revised 1 August 2012 – subject to change without notice
This list is not exhaustive; for some events, additional charges may apply.
If you have any questions, please contact Theatre Management at (202) 806-7050.

APPLICATION FEE
$150.00 (non-refundable)

RENT
Rent covers facility usage only, from 8:00am to 12:00am (midnight). Additional hours may result in overtime charges. For all staffing and other services, including theatrical lighting and sound charges, please see below. *Performance rental fee is inclusive of house sound, house lighting, theater, dressing rooms and lobby. Any load-in occurring on Sundays is billed at a rate of double time.

*Per Performance/Event Day, Mon – Sat
$750.00

Additional Performance (same day)
$100.00

STAFFING AND LABOR
The Department of Theatre Arts reserves the right to determine the minimum number of event staff.

*Event/Production/House Manager
$33.00 per/hr (4 hr min.)

*Operations Manager
$28.00 per/hr (4 hr min.)

*Technical Director
$33.00 per/hr (4 hr min.)
(4-hr min./overtime after 8 hours in one day or 40 hours in one week billed at $42. Double time after 12 hours in one day. *Does not cover difficult technical set requirements.)

*House Electrician
$33.00 per/hr (4 hr min.)
(4-hr min./overtime after 8 hours in one day or 40 hours in one week billed at $49.50. Double time after 12 hours in one day. *Does not cover difficult light set-up requirements.)

*Sound Engineer
$28.00 per/hr (4 hr min.)
(4-hr min./overtime after 8 hours in one day or 40 hours in one week billed at $42. Double time after 12 hours in one day. *Does not cover difficult sound set-up requirements.)

*Stage Manager (if supplied by Lessor)
$25.00 per/hr (4 hr min.)

*Technician
$20.00 per/hr per person
(e.g. Stagehands, Lighting and Sound Board Operators) (4-hr min./overtime after 8 hours in one day or 40 hours in one week billed at $27.00. Double time after 12 hours in one day.)

*Ushers
$10.00 per/hr (4 hr min.)

Security (unarmed)
$TBD

BOX OFFICE FEES
Box Office Staff
$75.00 per/person/show

Facility Preservation Fee
$1.00 per ticket sold

Gross Box Office Receipts
3% - 5%

Credit Card/Web Sales
4%

Ticket Printing
$.25 per ticket printed

OTHER FEES & SERVICES
Cleaning/Janitorial
Environmental Services: Lobby & Auditorium
$450.00 per performance

Rehearsal days: Stage & Backstage Only
$250.00 as needed

Equipment Rental
Follow Spot Lights (2 available)
$80.00 per spot/perform

Tables
$2.50 each
OTHER FEES & SERVICES (continued)

Merchandise Commission – Theatre sells 15%

Insurance

Tenant is required to fully insure itself, its officers, directors, employees, agents and presentations, at its own expense for Worker's Compensation and Employer's Liability (including Disability Benefits), Comprehensive General Liability (personal injury, including bodily injury, $2,000,000 per occurrence; and Property Damage, $1,000,000 per occurrence), Theft and Fire insurance (with the applicable standard extended coverage clause) for all properties brought into or used in Ira Aldridge Theater, including without implied limitation the property of third persons under the control of Ira Aldridge Theater or the Tenant.

Landlord and Tenant public liability policy naming:

Howard University, its Board of Trustees, Officers, Employees and Agents as “ADDITIONAL INSUREDS”

is required no later than thirty (30) business days prior to the commencement of Lessee’s use of the Theatre.

*Insurance requirement coverage is subject to change.

*ALL THEATER RENTALS ARE MANDATED TO INCLUDE THE FOLLOWING PERSONNEL:

- Technical Director
- House Electrician
- Sound Engineer
- One (1) Technician
- Stage Manager
- Event/Production Manager
- House Manager
- Six (6) Ushers

NO EXCEPTIONS

SEATING CAPACITY - 313

All prices and fees are subject to change without notice. All Theater personnel are required to have a one-hour lunch/dinner break and two fifteen minute breaks per total nine-hour day. Tickets for events cannot be sold in the lobby of Ira Aldridge Theater unless they are being sold through the Ira Aldridge Theater Box Office. Concession items may be sold in the lobby, however food or beverages are not permitted in the theater.
Standard Ira Aldridge Theater Lights and Sound Rental Technical Rider

Lighting Equipment and Accessories:

Equipment or accessories (including taping down cables, providing yellow jackets, additional gel frames, cable, top hats, barn doors, butterflies, or gobo holders, etc.) that exceed the amount needed to operate the Ira Aldridge Theater House plot (see attachment) will NOT be provided. Needs that exceed what is on the house plot must be rented at the expense of the LESSEE; not the Theatre Arts Department (LESSOR). The LESSEE is also responsible for the delivery and pick-up arrangements of all rented equipment and accessories.

NO COLOR FILTERS OR GOBOS WILL BE PROVIDED. The LESSEE assumes the responsibility of purchase and pick-up of these items.

ONE SPARE LAMP PER INSTRUMENT TYPE will be provided by the LESSOR for use in instruments provided by the LESSOR. THE LESSOR WILL NOT PROVIDE SPARE LAMPS FOR ANY RENTAL INSTRUMENTS. The LESSEE will assume responsibility for cost and acquisition of additional spare or spent lamps.

The Ira Aldridge Theater does not have the capability to operate motorized gel changers or moving lights of any kind. The LESSEE assumes the responsibility and expense of addressing such needs.

Sound Equipment and Accessories:

Equipment or accessories that exceed the amount listed in the Ira Aldridge Theater Standard Sound package (see below) will NOT be provided. All equipment that exceeds what is in the Sound Package must be rented at the expense of the LESSEE; not the LESSOR.

IRA ALDRIDGE THEATER STANDARD SOUND PACKAGE
(3) Hand held microphones w/ accompanying stands and cables
(2) Backstage floor monitor loudspeakers (adjustable)
(2) Subwoofer loud speakers
(4) Front of House loudspeakers
    Permanently mounted—cannot be moved
    (2) Center, (1) Left, (1) Right
(6) Intercom Headsets and (6) beltpacks with cable
(1) Handset for use in Ira Aldridge Theater Box Office
Use of playback equipment: Cassette, mini disk player, and CD player (LESSEE must provide all cassette tapes, mini-disks, and compact disks)
NO TURNTABLE, DAT OR REEL-TO-REEL TAPE UNITS AVAILABLE.

ANY ADDITIONAL EQUIPMENT MUST BE RENTED BY THE LESSEE.

NO POWER STRIPS, EXTENSION CABLES, MUSIC STANDS OR MUSIC STAND LIGHTS WILL BE PROVIDED. THE LESSEE ASSUMES THE RESPONSIBILITY OF ADDRESSING SUCH NEEDS.

UNDER NO CIRCUMSTANCES WILL UNAUTHORIZED PERSONS (i.e. persons not provided or approved by the LESSOR) ATTEMPT TO OPERATE ANY EQUIPMENT PROVIDED BY THE LESSOR!