

RENTAL FEE INFORMATION FOR LEVIN & MASTROBUONO THEATERS

Rental of the Victoria J. Mastrobuono Theater (formerly New Theater) or the Philip J. Levin Theater includes the theater, lobby and dressing room areas. Equipment included is a simple sound system and a basic lighting plot.

The rental fee for the Victoria J. Mastrobuono and Philip J. Levin Theaters is for a 10 hour day between the hours of 8:00 a.m. and midnight. Should the Lessee exceed the scheduled hours, the Lessee will be charged an Exceeded Hours Fee of \$800 per half hour, payable the day of the event before the load out begins.

A deposit of 50% of the total rental fee plus a Security Deposit of \$500 is due at the time of signing a Rental Agreement. Payment must be Certified Check or Money Order payable to: Rutgers, The State University of New Jersey.

Theater Rental Times and Fees:

Monday – Thursday up to 4 hours	\$750.00
Monday – Thursday up to 10 hours	\$1500.00
Friday – Sunday up to 10 hours	\$1500.00
Each additional hour	\$150.00

Additional Rental Fees:

Marley Floor	\$200.00
Podium/Lectern	\$50.00
Microphone (Wired)	\$25.00 each
Microphone (Wireless)	\$50.00 each
Piano	\$150.00
Piano Tuning	\$150.00 each

Required Staffing Fees: (4 hour minimums)

Stage Manager	\$25.00/hour	\$37.50/hour after 8 hours.
Technical Director	\$25.00/hour	\$37.50/hour after 8 hours
House Manager	\$20.00/hour	\$30.00/hour after 8 hours
Ushers (minimum 2)	\$8.00 /hour	

As required by House Management. Ushers must be supplied by Lessee, or by Rutgers at an additional cost to the Lessee.

Custodian Paid at University contract rate

If a reception with food is planned – custodians must be present only for all hours food is served plus two hours of final clean up

Additional Staff Fees which may be required: (4 hour minimums)

Master Electrician	\$25.00/hour	\$37.50/hour after 8 hours
Sound Engineer	\$25.00/hour	\$37.50/hour after 8 hours
Electrician	\$20.00/hour	\$30.00/hour after 8 hours
Carpenters/Stagehand	\$20.00/hour	\$30.00/hour after 8 hours
Sound Board Operator	\$20.00/hour	\$30.00/hour after 8 hours
Light Board Operator	\$20.00/hour	\$30.00/hour after 8 hours
Security Officer	Paid at University contract rate	
Traffic/Parking Officer	Paid at University contract rate	

GENERAL RULES REGARDING USE OF THEATER ARTS DEPARTMENT FACILITIES

1. Food and drink are prohibited inside the theater, backstage area, green room and dressing rooms. Food and drink are permitted in the lobby area only if negotiated into the written contract. An additional custodial fee is required.
2. If food and drink are provided, items must be supplied by a licensed caterer. The caterer must provide a copy of their catering license, most recent health inspection, and a copy of the insurance two weeks prior to the event.
3. Consuming or having possession of alcoholic beverages is prohibited except in special areas with a permit for specific area and purpose.
4. Events should be scheduled in rooms with a capacity large enough to accommodate expected audience. Fire regulations prohibit overcrowding. Event will be cancelled if attendance exceeds posted capacities.
5. Events may require the hiring of University Police. If you plan on having any security at your event, you must contact University Police first. Failure to comply will result in the cancellation of the event.
6. Parking or driving any motor vehicle in areas other than those designated is prohibited. Information on parking may be obtained from the Parking Department.
7. Glitter, confetti, and any compressed gas tanks are prohibited in all facilities.
8. Open flames or candles are prohibited. Any device which may cause sparks or flames is prohibited. Smoke or fog machines are prohibited.
9. Smoking is prohibited in all facilities.
10. There shall be no distribution of pamphlets or demonstration or sale of any article for private monetary gain by an individual or organization using the facility.
11. No persons shall engage in any disorderly conduct or participate in any game of chance not permitted by the laws in the State of New Jersey.
12. Any group which abuses the privilege of using the facility or equipment will be denied future use. Breakage or damage to furniture, equipment, or facility must be paid for at a price determined by the Department of Theater Arts.
13. The Department of Theater Arts is not responsible for accidents, injuries, or loss of property and has the right to require a certificate of insurance.
14. The Department of Theater Arts is not responsible for storage of any kind.
15. Facilities may not be used by any organization which has as one of its objectives the overthrow of the Government by force, or by other unlawful means, or by an individual, group, or organization deemed subversive, as defined by the laws in the State of New Jersey.
16. Events may be cancelled by the Department of Theater Arts whenever the use of facilities may interfere with the use by the University or where there has been violation of these regulations.