



695 Park Avenue
New York, NY 10065
kayeplayhouse.hunter.cuny.edu

Dear Prospective Renter:

Thank you for your interest in rental of The Kaye Playhouse at Hunter College! Enclosed you will find our current rate and information sheets.

The Kaye is a bright and charming fully-equipped Proscenium-style theatre. The house is designed in the elegant 1940's Moderne style, with plush seating upholstered in crimson velveteen. The Kaye continues to be home to a wide array of events including dance performances, jazz concerts, opera productions, lectures, chamber and vocal concerts, cultural celebrations, children's shows, and many other popular programs.

The Kaye Playhouse requires *all* renters to provide a certificate of liability insurance confirming coverage of at least \$1,000,000 per occurrence and a \$5,000,000 aggregate. The insurance policy must name Hunter College, the City University of New York, the City of New York, New York State, and the Dormitory Authority of the State of New York as additional insureds and defend Hunter College in the event of a lawsuit.

Please note: the standard seating capacity of The Kaye Playhouse at Hunter College is **624**. 36 additional seats can be added to the orchestra lift at an extra charge.

Any booking request must be made in writing and must include a description of the event, appropriate audio or video recordings, and background materials on the sponsoring organization. If you would like to discuss a booking of The Kaye Playhouse, please contact me at 212-772-4471, by fax at 212-650-3919 or by email: kayeinfo@hunter.cuny.edu .

We look forward to hearing from you.

Sincerely,

Dara Falco
Manager, Performing Arts Center

Enclosures

FEE STRUCTURE FOR THE KAYE PLAYHOUSE

Effective July 2016 for 2016-2017 Season

All Fees Subject to Change without Notice

Basic Rental fee-Daily Rate (Monday-Thursday)	\$2,600.00
Daily Rate (Friday-Sunday)	\$3,150.00
Weekly Rate (5-7 days)	\$12,600.00

Includes: 5 hour setup/ rehearsal/ tech/ performance/ strike period (per day)

- Use of Kaye lighting equipment (licensee provides color)
- Use of Kaye stage draperies
- Use of dressing rooms
- Use of vinyl dance floor (licensee will be charged for 3-4 rolls of gaff tape)
- Use of Steinway `D' piano (upon payment of tuning charge)
- Space in lobby displays for brochures/posters
- Listing on Kaye Playhouse website as well as additional marketing resources
(See enclosed "Promotional Tools")

PLUS:

Required Personnel per (5 hour) Performance/ Event :

House Crew (3 - deck, audio, and lighting)* (per person/per hour)	\$ 66.00
Box Office services	\$755.00
includes ticket printing, online, telephone and in-person sales for 60 days prior to event	
House Manager/ Front of House (includes ushers)	\$960.00
Backstage Security (per hour)	\$ 25.00
Processing	\$250.00

Additional Charges (where applicable) :

Kaye Playhouse Production Manager Fee (flat rate)	\$500.00
Hourly Rental Rate added after 5 hour performance period.	\$345.00
Outside Ticketing Fee	\$350.00
Piano Tuning (required for any use of piano) ***	\$220.00
Use of Lobby for reception (capacity: 200 standing)	\$350.00
Each additional Stage Crew (5 hour minimum)*	\$66.00/hour
House Crew/Stage Crew at Overtime rate*	\$93.00/hour
Color rental	\$150.00
Gaffer's Tape (per roll)	\$35.00
Projector Rental (Daily)	\$500.00
Projector Rental (Weekly)	\$1,500.00
Wireless Microphone Rental (Daily)	\$100.00
Wireless Microphone Rental (Weekly)	\$300.00
Internet Access	\$100.00
36 Additional Seats on Orchestra Pit Lift	TBD

Sale of non-food concession items in lobby**** (by prior arrangement only) 17% of gross sales

License Fees (by prior arrangement only):

Archival Audio Recording License Fee (not for broadcast or commercial release) <i>(Clients to provide 1 Flash drive recorded on standard Playhouse set up)</i>	\$300.00
Archival Videotaping License Fee (not for broadcast or commercial release) <i>(one fixed camera, clients to provide their own equipment and videographer)</i>	\$400.00
Commercial Audio Recording License Fee (for broadcast or commercial release) <i>(Clients to provide 1 Flash drive recorded on standard Playhouse set up)</i>	\$500.00
Commercial Videotaping License Fee (for broadcast or commercial release) <i>(two or more cameras, clients to provide their own equipment and videographer)</i>	\$1,500.00

Note 1: Meal Penalty is incurred when the stage crew works longer than 5 hours without a one-hour meal break.

* Stage labor rates and conditions subject to CUNY agreement with Local One, IATSE

** Additional charges may apply if extensive or atypical cleaning required.

*** Use of the house Steinway piano requires at least one (1) tuning.

**** Licensee may not sell food or beverages

The Kaye Playhouse has a policy of offering equal access for political candidates renting the facility. When a candidate for public office rents the Kaye Playhouse in a connection with his or her candidacy for office, all other recognized candidates will be offered the same opportunity to rent the venue. Any political candidate should contact the Manager of the Kaye Playhouse at (212) 772-4471 for further information about renting the facility.

THEATRE FACT SHEET

STAGE DIMENSIONS

Proscenium - 29'10" W x 18'H (9.09m x 6.05m)

Depth - 31'2" (9.5m)

Apron - 4'2" (1.27m)

Wings - 12' SR and SL (4.88m)

Orchestra Pit - 11'6" x 33'6" (4.77m x 14.98m)

at center line

STAGE FLOORING AGMA approved stage flooring

Reversible black/gray marley-type dance floor

SEATING 624 maximum capacity. Additional 36 seats may be placed on orchestra lift for an additional charge.

Orchestra: 438 Fixed seats, 16 Loose chairs (*can be removed to accommodate mobility impaired*)

Balcony: 170 Seats

LIGHTING Full Repertory Light plot with:

360 dimmers

192 focusing units

Three-color cyclorama strip lights

103 additional lighting units

2 – 1200 watt HMI Lycian followspots

Computerized lighting console (*ETC Ion 2048*)

Ethernet system for remote DMX control

SOUND SYSTEM Stereo sound system with:

4 Meyer CQ-Series Front of House speakers

6 Meyer UM-1P monitor speakers

56 channel digital mix board (***Yamaha CL5***)

Complete playback and recording system

REAR PROJECTION SCREEN AND PROJECTOR

15' high x 20' wide rear projection screen with masking skirt

2 - Infocus 5535 projectors with 6000 lumen output, standard lens and wide angle lens

RIGGING

53 counterweight linesets on 6" centers

DRESSING ROOMS

10 rooms accommodating 62 performers

SOFTGOODS

Standard masking with 5 pairs black legs and borders

Mid-stage black Traveler

Black Scrim and White Scrim

Natural Cyclorama

Black Out Panels

RULES REGARDING ALCOHOL

REQUIREMENTS DUE PRIOR TO EVENT

Caterers must present the following at least one business day prior to the event in order to serve food and beverage (including alcohol) at Hunter College:

Copy of the caterer's license to provide liquor OR the on-premise liquor license from caterers having an affiliation of restaurants seating 50 person or more;

Copy of the caterer's one-time permit to serve liquor at Hunter College for the specific event.

The application is found at

<http://www.sla.ny.gov/system/files/special-event-permit-061011.pdf>. This must be secured from the NY State Liquor Authority. Application must be received by the Liquor Authority a minimum of 30 days prior to the function; and

Certificate of Insurance, including host liquor liability with minimum limits of \$1,000,000 and a \$5,000,000 in the aggregate. The insurance policy must name City University of New York, the Dormitory Authority of the State of New York, Hunter College, the City of New York, and New York State as additional insureds and defend Hunter College in the event of a lawsuit.

OTHER RULES

Beverage consumption is restricted to the designated event site and may not be consumed at other locations on the property.

The caterer is responsible for monitoring the use of alcohol and ensuring that all applicable laws are adhered to, including the serving of alcoholic beverages only to persons 21 years of age or older. Hunter reserves the right to monitor alcohol use at any time and/or terminate service to any individual or group.

PROMOTIONAL TOOLS

The Kaye Playhouse at Hunter College offers a unique marketing service via our "promotional tools list," a compilation of media contacts that may be able to offer free promotional advertisements for Kaye Playhouse performances. Once you have signed a contract and made your first payment for your upcoming production at the Kaye Playhouse, we offer gratis promotional support to further publicize performances. The media outlets are contacted by Kaye staff on behalf of the client, requiring no action on the production end, a dually distinctive offering in the theater rental business. Although Kaye staff can request and encourage the media contacts to support our clients, there is no guarantee that such advertisement will be published as it is at their discretion.

Internal promotional tools, subject to all necessary approvals, include:

Kaye Playhouse Web Site - Events listed at Kaye Playhouse website includes: event description, phone number, admission price and, if applicable, link to on-line sales.

Kaye Playhouse E-Mail Calendar of Events - Events emailed to over 2,000 subscribers.

Hunter Web Site - Events listed at Hunter homepage include: event description, venue website, phone number and admission price.

Hunter Gatherer - Events listed both in Hunter Gatherer newspaper and on website.

Student Government - Event information sent to student government for distribution to student body.

Hunter College Office of the Arts - Event information sent to Office of the Arts for email distribution to subscriber based students.

Hunter radio - Event information sent to the Hunter Radio for broadcast

Continuing Education Program- Event Information sent to students in continuing education program via email distribution list.

Flyers - Located at the student government table, in Kaye poster boxes, in Performing Arts department poster boxes (subject to availability), and post cards strategically placed around campus.

Pre-Sale - Ability to offer a pre-sale available only to Hunter students, staff, and faculty (subject to scheduling).