



David Henry Hwang Theatre
 Rental Rates
 2019-2020 Season

SPACE		For profit	Nonprofit
Theatre, Dressing Room and Lobby Space			
	Weekday (Monday-Thursday)	\$1,100	\$880
	Weekend (Friday-Sunday)	\$1,500	\$1,200
	Weekly (6 days)	\$5,000	\$4,000
	<i>*based on 8-hr working days</i>		
	<i>OT facility charges apply over an 8 hr day</i>		
LABOR RATES			
	Venue Manager	\$325 daily flat rate	
	Stage Manager	\$325 daily flat rate	
	House Manager	\$25/ hr (4 hr min)	
	Sound Board Operator	\$37/hr (4 hr min)	
	Master Electrician	\$30/hr (4 hr min)	
	Crew	\$30/hr (4 hr min)	
	<i>*over-time (OT) not reflected (8+ hrs); OT billed at 1.5 hrs of straight time</i>		
	<i>OT is applied for event scheduled between 1a and 7a</i>		
	<i>double time billed at 2.0 hours of straight time</i>		
MISCELLANEOUS			
	Marquee Panels	<i>*Subject to availability</i>	\$150 set-up fee plus \$100/week
	Piano Use		\$100/day
	Piano Tune	<i>*client must use in-house tuner</i>	\$150
	Reception Fee		Please see Courtyard rental rate sheet
	Projector Rental Fee		\$200/day
	Projection Screen Fee		\$100/day
	Cleaning Services		\$120 a time, at least once per event required
	Security Deposit		\$500
	<i>*Security deposit is refundable during final event accounting if there are no damages or additional charges.</i>		
	<i>* Assistive Listening Devices Available</i>		

ADDITIONAL TERMS

- **Liability Insurance** - The Client and all contractors/vendors employed by the Client must obtain Commercial General Liability insurance naming East West Players as additional insured with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. Insurance must cover all time contracted in theater including load-in, tech, rehearsals, performances, and loadout. The certificate and additional insured endorsement must state that the Client's and the contractor's policies are primary and that all insurance available to East West Players is non-contributory. The certificate of liability insurance is due no later than one week before the date of the first performance.
- **Required EWP Staff** - Theater rental requires hiring at least 3 technicians for anything involving the Stage, and 1 House Manager if any audience are present. On Holidays observed by EWP, labor rates shall be billed at time-and-a-half for the first eight hours and at double-time for any hours beyond that.
- **Event Materials** - All décor and signage must be freestanding. Signs or other "markers" are not permitted outside the building unless approved in advance. Use of EWP or East West Players' name is permitted only to announce the location for the performances unless otherwise agreed upon by EWP. The Client may make no claim that East West is sponsoring or hosting the performances.
- **Non-profit organizations** must provide a copy of their 501c3 status form.
- **Alcohol License**- A day licesnse is required for the selling and service of alcohol in the building as well as courtyard. Please visit the ABC-221 form to learn pricing and requird documents.