



# SILVER SPRING BLACK BOX THEATRE

## FACILITY RENTAL RATE SHEET

### CONFERENCE ROOM SPACE

*Current as of 7/1/2024*

*All rates are based on 501(c)(3) nonprofit vs. for-profit status of client, length of rental, plus staffing. There is also a \$500 refundable security deposit due with the final payment and a Certificate of Liability Insurance would be required.*

### CONFERENCE ROOM RENTAL RATES

*All rentals in the conference room include use of the conference room space with seating for 9+, the conference room table with built-in plugs, and two futons.*

*The rates below do not include staffing which is billed hourly.*

*Most events in the conference room only require the hiring of a Rental Manager.*

For Profit Groups	\$60/hour	\$300/day	\$1800/week
Non-Profit Groups	\$30/hour	\$150/day	\$900/week
Education Classes	\$20/hour	\$125/day	\$550/week

### STAFFING RATES

*All staff members are billed hourly. A Rental Manager must be in the space for any time clients are in the space. Other technicians may be scheduled as needed (which is not typical of a conference room rental). Labor amount is based on a four hour minimum per person, per day. Staff members are paid at a rate of 1.5x their normal rate for Federal Holidays.*

Position	Rate
Rental Manager	\$30/hour
Lighting Technician	\$30/hour
Audio Technician	\$30/hour
Riser Move Technician	\$30/hour
Rigger	\$40/hour
Riser Move Lead	\$40/hour