



# SILVER SPRING BLACK BOX THEATRE

## FACILITY RENTAL RATE SHEET

### THEATRE SPACE

*Current as of 8/28/2024*

*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.*

#### THEATRE RENTAL RATES

*All rentals in the Theatre include use of the lobby, concessions area, backstage, two dressing rooms, and green room. The rates below do not include staffing which is billed hourly. Most events in the theatre require the hiring of three technicians: a Rental Manager, a Lighting Technician, and a Sound Technician. Use of in-house lighting and/or sound equipment requires the hiring of respective house technicians.*

*The theatre seats 122 people with seating only on the risers. We can add up to two additional rows of 17 seats each in front of the risers. With one additional row, seating capacity is 139, and with two additional rows, seating capacity is 156.*

*Daily rentals begin no earlier 7am and end no later than midnight.*

For Profit Groups	\$120/hour	\$600/day	\$3600/week
Non-Profit Groups	\$60/hour	\$300/day	\$1800/week
Education Classes	\$45/hour	\$250/day	\$1500/week
In-House Projector Rental	\$100/day	\$350 for up to 2 weeks	\$50/week (additional weeks)

#### 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. 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

*\*The Silver Spring Black Box Theatre has a strict No Glitter policy. Any intentional or unintentional use of glitter, sequins, sand, or other materials known for being difficult to clean up is subject to immediate forfeiture of the \$500 security deposit, which may be in addition to other cleaning fees and charges. \**