

# SPACE RENTALS

Universal Preservation Hall is the ideal location for a wide variety of events. Please contact us with ANY questions. To best use this informational sheet, please first determine if your event is:

**TICKETED:** Events that use Proctors ticketing services

or **NON-TICKETED:** Private or free public events or events with tickets not processed by Proctors

## The Rental Process

- 1) Place a Room Hold:** Contact Mary Beth McGarrahan ([mbmcgarrahan@universalpreservationhall.org](mailto:mbmcgarrahan@universalpreservationhall.org)). *Your primary contact for arrangements is Mary Beth. During the event, your contact may be the house manager or the catering company.*
- 2) Complete Informational Form:** Form provided via e-mail by Mary Beth. Depending on the event type, an email or a contract will follow. *Please allow up to 15 business days to receive a contract after you submit the informational form.*
- 3) Return Signed Contract with Room Deposit Payment:** To secure your rental, the Room Deposit must be paid within 1 week of receipt of your contract. *We will not release an unpaid room hold without attempting to contact you. After your event, UPH will, if appropriate, bill for remaining costs (labor, bar consumption, etc.).*

## Optional Services *Please see other side for complete listing of additional fees.*

### BAR SERVICES (As per state law, you may not provide or serve your own alcohol.)

**Contact:** Mary Beth McGarrahan at [mbmcgarrahan@universalpreservationhall.org](mailto:mbmcgarrahan@universalpreservationhall.org) or 518.584.2627

- Wine/Beer/Non-Alcoholic and Full Liquor (1 bar recommended for every 75-100 people)
- For Non-Ticketed Rentals: Bars are subject to a fee for certified bartender labor.  
Wine/Beer/Non-Alcoholic \$100/bar      Full Liquor \$150/bar
- Payable either as a cash bar during event or as consumption to be billed after the event:

**Liquor/Mixed Drinks**, \$9/drink (and up)    **Bottled Soda**, \$3    **Bottled Water**, \$2    **Wine**, \$8/drink (and up)    **Beer**, \$7/drink (and up)

### MERCHANDISING SERVICES (As per state law, requires presentation of Certificate of Authority.)

**Contact:** Mary Beth McGarrahan at [mbmcgarrahan@universalpreservationhall.org](mailto:mbmcgarrahan@universalpreservationhall.org) or 518.584.2627

- Subject to a sales tax obligation and a 20% or 25% commission (depending on certificate structure)

### CATERING

Mary Beth McGarrahan at [mbmcgarrahan@universalpreservationhall.org](mailto:mbmcgarrahan@universalpreservationhall.org) or 518.584.2627

### THEATRICAL EQUIPMENT RENTAL

**Contact:** Dan Sheehan at [dsheehan@proctors.org](mailto:dsheehan@proctors.org) or 518-382-3884 x116

- Equipment is subject to availability and generally requires technician labor for setup and operation.

## Standard Room Rates

Room Rate includes fixed and loose seating and tables (subject to availability), reasonable housekeeping services and use of the space from setup through cleanup. All rentals will also require a House Manager labor charge. Please see below for a complete listing of additional fees.

*Discounts may be available for UPH Members & Not-for-Profits.*

SPACE	RATE/DAY
Great Hall*+	\$5,000
Community Room*+	\$2,500
Chapel	\$1,000
Community Room & Chapel*	\$3,500

\*Technician labor may be required and will appear as TBD on contract. Billable hours determined by UPH post event.

+Available for ticketed rentals; Renter responsible for all facilities fees on comp tickets.

## Ticketed Rental Fee Schedule

Space Rental (Building, Great Hall or Comm. Room)	<i>See standard rates above</i>	REQUIRED
Ticketing Setup Fee	\$400 for reserved seating, \$100 for general admission	REQUIRED
Labor: House Manager	\$40/hour (4 hour minimum)	REQUIRED
Labor: Stage Crew/Technician(s)	\$40/hour (4 hour minimum)	REQUIRED
Labor: Security (at discretion of Management)	\$50/hour (minimum of 2 security personnel)	REQUIRED
Labor: Housekeeping	\$40/hour	As Needed
Restoration Fee	\$2.50 added to ticket price	REQUIRED
Credit Card Fee	5%	REQUIRED
Ticket Printing Charge	\$.50 per ticket	REQUIRED
Web page on universalpreservationhall.org	COMPLIMENTARY (\$200 value)	Optional
Flyer distribution on UPH display racks	COMPLIMENTARY	Optional
Consumption Bar Costs	<i>See drink costs above</i>	Optional
Audience Chairs (flexible seating in Comm. Room & Chapel)	COMPLIMENTARY	

## Non-Ticketed Rental Fee Schedule

Space Rental (Building, Great Hall or Comm. Rm)	<i>See standard rates above</i>	REQUIRED
Labor: House Manager*	\$40/hour (4 hour minimum)	REQUIRED
Labor: Stage Crew/Technician(s)*	\$40/hour (4 hour minimum)	As Needed
Labor: Security (at discretion of Management)	\$50/hour (minimum of 2 security personnel)	As Needed
Labor: Housekeeping*	\$40/hour	As Needed
Bartender Labor	\$100 for Wine/Beer/Non-Alcoholic Bar \$150 for Full Liquor Bar	Optional
Consumption Bar Costs	<i>See drink costs above</i>	Optional
Chairs, Tables, Trash Bins, Ice	COMPLIMENTARY	Optional
Reasonable Housekeeping Labor	COMPLIMENTARY	As Needed
Video Projector & Screen, Easels	COMPLIMENTARY, subject to availability	Optional
Table Linens (black only)	\$4 each	Optional

\*Please note that labor will appear as TBD on contract. Billable hours determined by UPH post event.