

# SPACE RENTALS **at** UPH

Capital Repertory Theatre is the ideal location for a wide variety of events. We want the rental process to be simple for you, so please contact us with ANY questions. To best use this info sheet, please first determine if your event is:

**TICKETED:** Events that use Proctors Collaborative ticketing services  
or **NON-TICKETED:** Private or free public events or events without tickets

## The Rental Process

### 1) Place a Room Hold:

**Ticketed Rentals** – Contact: Jean Leonard ([jleonard@proctors.org](mailto:jleonard@proctors.org), x127)

*Once confirmed, your contact will be Sophia Morris. During the event, your contact is the house manager.*

**Non-Ticketed Rentals** – Contact: Teddy Foster ([tfoster@universalpreservationhall.org](mailto:tfoster@universalpreservationhall.org))

*During the event, your contact is the house manager.*

**2) Complete Informational Web Form:** Form provided via e-mail by Sophia Morris ([smorris@proctors.org](mailto:smorris@proctors.org), x173) after date and room confirmation with Jean/Teddy. A contract will follow.

*Please allow up to 15 business days to receive a contract after you submit the informational form.*

**3) Return E-Signed Contract with Full Room Rate Payment:** This will appear on the contract as deposit due. To secure your rental, the Room Rate Deposit must be paid in full within 1 week of receipt of your contract. *Don't worry – we will not release an unpaid room hold without attempting to contact you. After your event, UPH will, if appropriate, email a bill for remaining costs (labor, bar consumption, etc.).*

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

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

**Contact:** Teddy Foster at [tfoster@universalpreservationhall.org](mailto:tfoster@universalpreservationhall.org)

- 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, \$7/drink (and up)    Bottled Soda, \$3    Bottled Water, \$2    Wine, \$6/drink (and up)    Beer, \$6/drink (and up)**

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

**Contact:** Sophia Morris at [smorris@proctors.org](mailto:smorris@proctors.org) or 518-382-3884 x173

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

### 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.

### VIDEO SERVICES BY OPEN STAGE MEDIA

**Contact:** Zebulon Schmidt at [zschmidt@proctors.org](mailto:zschmidt@proctors.org) or 518-382-3884 x311

- Videography and editing services for \$100/hour/technician, subject to availability.

# Standard Room Rates

Your Room Rate includes chairs and tables, 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. Photos, Event Capacity and Room Sizes viewable online at [http://www.proctors.org/space\\_rental/room\\_specs](http://www.proctors.org/space_rental/room_specs)

SPACE	RATE / DAY	NONPROFIT RATE / DAY
Great Hall*+!	\$5,000	\$3,750
Community Room+	\$2,500	\$1,875
Chapel+	\$1,000	\$750
Community Room & Chapel	\$3,500	\$2,625

\*Requires technician labor. See below for details.

+Available for ticketed rentals

! Photoshoots available for \$250 for up to three hours

## Ticketed Rental Fee Schedule

Space Rental	See standard rates above	REQUIRED
Ticketing Setup Fee	\$400 for reserved seating, \$100 for general admission	REQUIRED
House Management Labor*	\$40/hour (4 hour minimum)	REQUIRED
Technician/Stagehand Labor*	\$40/hour (4 hour minimum)	As Needed
Security*	\$50/hour	UPH's Discretion
Restoration Fee	\$1.50 added to ticket price+	REQUIRED
Saratoga Parking Fee	\$1 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 at UPH Box Office	COMPLIMENTARY (subject to approval)	Optional
Consumption Bar Costs	See drink costs above	Optional
Audience Chairs	COMPLIMENTARY	

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

+Renter responsible for all facilities fees on comp tickets.

## Non-Ticketed Rental Fee Schedule

Space Rental	See standard rates above	REQUIRED
House Management Labor*	\$40/hour (4 hour minimum)	REQUIRED
Technician/Stagehand Labor*	\$40/hour (4 hour minimum)	As Needed
Security*	\$50/hour	UPH's Discretion
Bartender Labor	\$100 for Wine/Beer/Non-Alcoholic Bar \$150 for Full Liquor Bar	Optional
Consumption Bar Costs	See drink costs above	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 Proctors Collaborative post event.