



Thank you for your interest in Kupferberg Center for the Arts. We are happy to provide you with the exceptional service your event requires. We have two different venue locations located on the Queens College Campus. Colden Center holds 2,085 seats and LeFrak Concert Hall holds 489 seats. Please see below our rental capabilities, rules and regulations for you and your talent. If you have any questions please refer to Michael Kelleher 718-570-0927.

BASIC RENTAL

(Please note that all parties interested in renting Colden Auditorium and LeFrak Concert Hall must first complete and submit an application form)

The basic rental fee for the

2,085 seat Colden Auditorium is \$5250.

489 seat LeFrak Concert Hall is \$2500.

The Basic Rental Package includes the following services:

- Technical Director
- Heating or air conditioning, as available
- Basic non-dim white light on-stage
- Free patron parking (if client purchases security guard for lot)

The **BASIC** fee outlined above is based on a five-hour rental period (maximum performance time of three hours). The load-in, set up of all equipment, performance, strike, and load-out of all equipment must take place within this five-hour period. Additional time can be purchased if necessary.

Special rental packages can be arranged to suit your particular needs. Please call Michael Kelleher at (718) 570-0927 for more information.

PAYMENT OF FEES

Deposits of \$4,000 for Colden Auditorium and \$2,500 for LeFrak Concert Hall are due upon the signing of a contract for a performance date.

The deposits are broken down as follows:

- 1 \$3,000 non-refundable rental deposit for Colden Auditorium; \$1,500 rental deposit for LeFrak Concert Hall

2 \$1,000 security/overtime deposit (for either venue), which will be fully refunded after the performance only if licensee incurs no additional costs or fees. The licensee must end the event by the end of the specified event time and vacate the premises by the end of the specified rental period.

Payment of the balance of the rental fee and any additional services is due five days prior to the performance date.

All payments must be made with cash, money order, or certified check only. Fees paid for one event are not transferable to another date and deposits are non-refundable.

ADDITIONAL REQUIREMENTS:

A – Tickets MUST be printed for all events that take place in Colden Auditorium or LeFrak Concert Hall. The Colden Auditorium box office is required to print all tickets. Tickets will not be ordered without a signed contract.

Ticketmaster Policies:

- 1) Ticketmaster ticketing system, as the ticketing partner of Kupferberg Center for the Arts, will be the sole source of printing of tickets for all events.
- 2) Clients can receive a ticket consignment of up to 500 tickets, which will include up to but not more than 200 tickets in the front orchestra, up to but not more than 200 tickets in the rear orchestra and up to but not more than 100 tickets in the mezzanine. Clients will pay a \$1.00 per ticket consignment fee for all consigned tickets.
- 3) Tickets sold online can only be sold through Ticketmaster. No other online outlet can sell tickets for this event, consigned or otherwise. If clients are discovered selling tickets online outside of Ticketmaster, they are subject to loss of deposit and cancellation of their event.
- 4) Clients will pay a \$250 box office fee per show if tickets have prices; if tickets are free and will not be sold through the box office the ticket printing fee is \$400.00.
- 5) Clients will be charged a 2% box office commission, to be deducted from the gross box office income earned from the event.

Ticket-buyer Fees are as follows (paid by the ticket buyer at time of purchase)

\$3.50 per ticket fee

\$2.00 order fee (up to 8 tickets per order)

Credit Card processing fee – 3.5% of ticket price plus fees

Ticket delivery options/prices

E ticket Delivery - \$0.00

Will Call - \$3.00 per order

Walk-up purchase before event date - \$0.00

Tickets sent via U.S. mail - \$2.50 per order

BOX OFFICE SERVICES:

The Colden Auditorium box office is equipped to handle all preconcert ticket sales for Colden Auditorium and LeFrak Concert Hall. The office accepts most major credit cards for ticket orders, and will take orders over the phone or at the window. Personal checks are not accepted within 2 weeks of the event date.

TELEPHONE: 718-793-8080

Box Office Hours:

12 noon – 6 pm – Tuesday through Friday

10 am – 2 pm – Saturday

1 hour before all performances

Any ticket(s) consigned to the licensee can be returned to the Kupferberg Center box office by 2 business days before the event, at 12 noon.

At the time of performance, all ticket sales are conducted through the box office. The box office will open one hour before performance time, and will be staffed with Kupferberg Center for the Arts box office personnel. Absolutely no one other than Kupferberg Center for the Arts box office personnel are permitted to enter the box office.

Within three business days following the event, a box office report is prepared indicating how many tickets were sold in each price category, and the total ticket revenue. Box office revenue cannot be accessed the night of the performance nor will box office revenue be used to pay any portion of the Rental Expenses. A check will be issued within ten (10) days of receipt of signed settlement.

B – All renters of Colden Auditorium and LeFrak Concert Hall must provide suitable insurance coverage of \$1 million liability and property damage, as well as workers compensation insurance. Kupferberg Center Rentals requires receipt of a correct certificate of insurance when the rental deposit is paid. Please call for information. **ALL EVENTS MUST HAVE INSURANCE, NO EXCEPTIONS!**

C – A concession stand and 6-foot tables are available for clients to sell food or merchandise during their rental period for \$250 per table (concession stand is also \$250). Table where nothing is sold (information tables, mailing list sign-up) are free of charge. The venue house manager will have final say over the placement of tables, number of tables used and appropriateness of items for sale. Alcohol sales are prohibited.

PRICE LIST:

Cleaning Fee:	\$400 per event in Colden Auditorium \$300 per event in LeFrak Concert Hall
Front of House Personnel Fee	\$500 per event in Colden Auditorium \$350 per event in LeFrak Concert Hall

A. Additional Services:

Following is a list of additional services available from Kupferberg Center Rentals. These charges are in addition to the basic rental fee.

Additional rental time: The basic rental is 5 hours, which includes set-up, performance and load-out. There is an hourly charge for the use of any of the facilities beyond the basic rental. Any additional time must be agreed upon in writing by Kupferberg Center Rentals no less than 5 business days prior to the event.

Additional set-up, rehearsal or load-out time per hour or part thereof \$300.00/hr. (no front of house/technical personnel included, no audience present)

Additional performance time, if arranged in advance is assessed in 15 minute increments (security not included) \$200/15min.

Additional performance time arranged at the performance is assessed in 15 minute increments (security not included) \$250/15min.

B. Security

Queens College Public Safety officers (5 hour minimum) each \$40.00/hour

NOTE: The number of officers required is determined by Kupferberg Center Rentals for all performances.

C. Technical costs for Colden Auditorium

Use of Steinway concert grand piano (fully tuned)	\$300.00
Use of Knabe baby grand piano (fully tuned)	\$200.00
Use of black legs & traveler	\$150.00
Use of risers	\$30.00 each
Use of individual band risers	\$30.00 each
Fog/stage smoke fire alarm technician	\$50.00/hr
Colden Auditorium fog machine with fire alarm technician	\$100 + \$50.00/hr
Use of costume steamer with wardrobe person	\$175.00

Use of lighting system:

Lighting control board for standard hanging plot (includes operator) for 5 hours	\$650.00
Follow spot and operator for 5 hours	\$350.00
Use of Concert Sound System	\$2,000.00
Soundcraft VI1 48-channel board with 12 JBL VTX V20 mains	
Concert Sound Technician Fees	TBD
Use of Public Address System with operator and 1 microphone (NOTE: 5 microphones maximum with this system)	\$ 300.0
Additional microphones	\$ 30.00per/mic.
Wireless Microphone	\$ 100.00 each

(NOTE: All technical equipment listed above is to be operated by Kupferberg Center Rentals person only). Prices are per performance unless otherwise stated

D. LeFrak Technical Costs

Lighting control board for standard hanging plot (includes operator) for 5 hours	\$550.00
Followspot and operator for 5 hours	\$300.00
Use of risers	\$30.00 each
3-way sound system with 24 channel Soundcraft board, 1 microphone	- \$350.00
Additional microphones	\$30.00 each
Use of Steinway Concert Grand Piano (tuned)	\$300.00
Wireless microphones	\$100.00 each

(NOTE: All technical equipment listed above is to be operated by Kupferberg Center Rentals personnel only)Prices are per performance unless otherwise stated

E. Space Usage

Goldstein Theatre (adjacent to Colden Auditorium) TBD

Marquee

Use of outdoor electronic marquee to publicize event. Prices vary depending on client requirements. Please contact us for specific information.