



## RENTAL PRICES & POLICIES\*

### Hochstein Performance Hall

**\$1,450** per event (maximum 5 hours)

**\$425** per rehearsal (maximum 4 hours)

**\$150 per hour** for additional hours, as available & with written permission

**\$100 Cleaning fee:** For rentals that have an audience

- Total Capacity: 847 seats (457 main; 390 balcony)
- The main floor is wheelchair accessible and hearing-loop compatible; the balcony is not.
- One space to serve as a dressing room, green room, or reception space to be included in the reservation. Additionally needed rooms are subject to availability and will incur extra fees.
- If an Audio engineer is requested from Hochstein, pricing will be available by estimate.

### Hilda D. Taylor Recital Hall

**\$380** per event (maximum 4 hours)

**\$160** per rehearsal

**\$215** Additional second room add on

- Total Capacity: 102 seats
- Grand piano may not be moved off stage

### Receptions and/or Use of Chapel (Conference Room)

**\$320** per event

**\$215** Additional second room add on

- Total Capacity: 35 seated, approx. 50 for receptions
- All reception supplies, including tablecloths, serving utensils, etc. are YOUR responsibility to provide. No materials may be left behind, except inside trashcans.

### CONTRACT & PAYMENT

- A 50% nonrefundable/nontransferable deposit is required for the reservation of a space, and is deductible from the total rental fee.
- Your 50% deposit and signed contract are due upon receipt of rental paperwork.
- Your final payment and insurance certificate are due at least three weeks prior to the date of your event.
- Payments may be made by check, money order, or credit card; no cash, please.
- At the discretion of the School, A \$300 damage deposit & letter of reference may be required at the time of booking. If the rented room(s) and contents are undamaged upon event completion, the deposit shall be refunded to the renter within 30 days.

## **OPTIONAL ADD-ONS**

*Please request all add-ons at the time of booking. Add-ons cancelled after the contract is issued and signed are non-refundable.*

Use of a **Steinway Grand Piano** can be added to a rental of any space for \$190. This fee is incurred for all instances for which a piano is tuned.

The following items can be **INCLUDED in your rental of the Hochstein Performance Hall**, with advance notice:

- One room to be used as a dressing room or green room
- Folding tables (limited quantity – 4', 6', or 8')
- Up to 80 black folding chairs
- Up to 60 music stands
- Lectern with microphone
- Conductor podium and/or stand
- "Event Entrance" A-frame sidewalk sign

The following items can be **ADDED to your Hochstein Performance Hall rental** for additional fee(s):

- Additional green rooms – \$75 each, subject to availability
- Additional usage hours – \$150 each, subject to availability and approval
- Stage Curtains – \$250  
Incurred for all rehearsals/shows that utilize curtain(s)
- Choral or Platform Risers – \$200  
Incurred for all rehearsals/shows that utilize risers: Use of up to seven sections of 3-step choral risers and/or five 4'x8' platform risers (set up and tear down included)
- Projector and Screen - \$450
- Timpani – \$26 per drum
- Other percussion – custom pricing available upon request

The following items can be **INCLUDED in your rental of Hilda D. Taylor Recital Hall or Chapel**, with advance notice:

- Up to 4 folding tables (limited quantity – 4', 6', or 8')
- Up to 10 folding chairs (Taylor Recital Hall)
- Up to 35 red, padded chairs (Chapel)
- Up to 8 music stands
- "Event Entrance" A-frame sidewalk sign

## **RENTAL INSURANCE**

All renters must provide proof of general liability insurance (\$1,000,000) for the organization or individual renting space at Hochstein. The Hochstein School must be named as the certificate holder. (If you are renting the space as an individual, please contact your homeowner's insurance carrier for a quote on event insurance.)

*Hochstein reserves the right to cancel an event if payment, contract, AND insurance certificate are not received at least three weeks prior to the event date.*

## MARKETING

If your Performance Hall event is open to the public, as a part of your rental package, the Hochstein Marketing Department will list your event and ticket information on our website calendar ([hochstein.org/calendar](http://hochstein.org/calendar)) and create a Facebook event page. When you are promoting your event, please use our proper name, which is "The Hochstein School" and refrain from using our logo.

For an additional fee of \$350, Hochstein is able to provide a marketing package which includes:

- Creation and distribution of a press release to 77 local media contacts
- 2 organic social media posts with an average reach of 1,500 per post
- Event listing on local tourism calendars
- Event mention in our e-newsletter to 7,500+ subscribers
- In-building flyers and rotating event listing on 2 digital screens

## ADDITIONAL INFORMATION

- Please note that Hochstein does **NOT** provide security personnel or ticket sellers. A Front of House manager will be staffed based on the event needs and scale (Performance Hall only). Additional ushers can be requested at the cost of the renter.
- Extra spaces other than the Chapel or Recital Hall are available for an additional \$55 per room
- Your requested reservation times must include sufficient time for all set up and tear down of any equipment.
- At least one Hochstein staff person will be on the premises and of assistance during the rental event. They will have final authority over use of space & equipment, as specified in the rental contract.
- Standard Building Hours
  - 9:00 AM – 9:00 PM Monday – Thursday
  - 9:00 AM – 8:00 PM Friday
  - 9:00 AM – 5:00 PM Saturday
  - Sunday Closed
- **Any Performance beyond 10:00 PM will incur a penalty of \$50 and a performance that exceeds 11:00 PM will incur a penalty of \$100. Extenuating circumstances will need to be disclosed and discussed. If the building is closed, and a request is made to open the building for an event, additional costs will apply.**
- The Chapel, Hilda D. Taylor Recital Hall, and main floor of the Performance Hall are all wheelchair accessible; the balcony in the Performance Hall is only accessible by stairs.
- Please request all needs for dressing rooms and/or warm up rooms **at least two weeks prior** to your rental.
- Building doors that are unlocked for your Performance Hall event must be monitored by adults at all times.
- While on the premises, children must be supervised by adults.
- Restrooms are available on the lower level of the Performance Hall. Wheelchair accessible, family restrooms are located on the first floor of the School building.
- **SMOKING/VAPING** are prohibited anywhere in the building; **OPEN FLAMES (e.g. candles)** are also prohibited.
- **NO FOOD or DRINK** is allowed in the Performance Hall.
- **NO ALCOHOL**: Alcohol can only be consumed on the Premises with proper licenses. Alcohol can only be served in the Chapel, and **ONLY** with special permission. *If alcohol is to be sold, a licensed bartender must serve it and Hochstein requires a copy of the license.*

- At the time of booking, please advise Hochstein personnel of the name(s) of the person(s) in charge and in attendance during the rental event.

If you have questions or concerns about your rental and/or aforementioned policies, please contact David Zaccaria (585) 454-4596 x231 or [david.zaccaria@hochstein.org](mailto:david.zaccaria@hochstein.org).