

## Paul Robeson Center for the Arts

### Rental Rates

Second Floor						First Floor					Lower Level	
Solley Theater	Theater Lobby*	Anne Reeves Studio	Painting Studio	Comm-university Room	Second Floor Suite	Taplin Gallery	Sigmund Lobby	Sands Gallery*	Burke Studio	Graves Terrace	Digital Arts Studio	Dance Studio

#### SPACE ACCOMODATIONS

Square Footage

Approx. Dimensions

Max. Standing

Max. Lecture Style

Max. Workshop Style

1,200	432	384	432	361	2,809	816	361	432	450		289	972
30x40	27x16	16x24	18x24	19x19	-	24x34	19x19	27x16			17x17	36x27
100	85	60	50	60	350	148	100	78	60	40	25	60
100	-	40	30	-	-	60	-		40	-	-	40
50	-	20	20	25	-	40			20	-	9	30

#### HOURLY RENTAL RATES

Member/Community Partner

Non-Profit/Local Community Org/Arts Educators

90	65	65	65	0	285	90	65	65	65	65	90	65
65	45	45	45	0	200	65	45	45	45	45	65	45

#### SERVICES

Technical Support Level 1

\$75 /hour

Technical Support Level 2

\$50 /hour

Event Manager, During Office Hours (M-F 9-5)

\$30 /hour

Event Manager, Outside of Office Hours

\$50 /hour

Janitorial

\$75 /event

Kitchen Use

\$100 /event

Noise Permit

\$10 /event

#### EQUIPMENT & FURNISHINGS

Steinway Grand Piano

\$40 /hour

The Steinway is tuned twice annually. If you would like another tuning, \$250 (the cost of an

Projector

\$100 /hour

ACP Steinway-approved tuning) will be added to your quote.

Coat Racks (2)

n/c

Modular Staging (not in summer)

n/c

Theater Chairs

n/c

Metal Folding Chairs and Molded Plastic Chairs

n/c

Movie Screen

n/c

Included only when paying a technical fee.

Stools

n/c

8' Plastic Folding Tables

n/c

6' Plastic Folding Tables

n/c

Easels

n/c

Podium with Mic without tech support

n/c

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†Steinway grand piano available at an hourly rate of \$40

\*The Theater Lobby and Sands Gallery can be used without charge as a connecting space when an adjacent space is contracted. If the Theater Lobby or Sands Gallery is needed as a space in and of itself (such as for food or beverages, or for registration of the event) the rates listed above apply.

An event manager is required for all rentals. See services listed below. Rentals with an attendance of 100-250, 2 event managers are required; and 3 event managers for events with more than 250 in attendance.

Technical support is available for all rentals in the Solley Theater that require sound, lighting, or production and in the Digital Arts Studio at an hourly rate of \$75

The Community Room is available for FREE during open hours on a first-come first-served basis. A registration is required to book the space.

Reservations must be made at least 30 days in advance for AFTER HOURS use. Complete a Venue Use Form for a quote. A security deposit and 50% of the total charge is required to book the space.

The cancellation policy for a rental is thirty days prior to the event for a 100% refund. If the event is cancelled less than thirty days prior to the event, the security deposit is refunded only if the space is rented to someone else for that date.

Lessee secures a noise permit from Princeton Borough for any amplified music at least two weeks prior to the event; Lessee is responsible for any fines incurred for violation of permit parameters.