



The Conference Center Rates

Rental Fee Schedule

Facility	For Profit	Not for Profit
Grand Conference Room	\$2,400.00	\$1,800.00
Grand Conference Room (partial day)	\$1,400.00 (up to 4 hours)	\$1,050.00 (up to 4 hours)
Divided Rooms A, B, C	\$800.00	\$600.00
Divided Rooms A, B, C (partial day)	\$500.00 (up to 4 hours)	\$375.00 (up to 4 hours)
ATCC 101 and 102	\$80.00	\$60.00
Computer Lab	\$100.00	\$75.00
Atrium	\$800.00	\$600.00
Atrium (partial day)	\$400.00 (up to 4 hours)	\$300.00 (up to 4 hours)
Atrium Lounge	\$300.00	\$225.00
Sculpture Garden	\$300.00	\$225.00
Cafeteria	\$600.00	\$450.00
Conference Rooms	\$100.00 per hour	\$75.00 per hour
Classrooms	\$60.00 per hour	\$45.00 per hour

- Base rental rate includes use of the facilities for up to 12 hours per day with use of projection and sound system.
- To qualify for the nonprofit rate, a proof of 501(c)(3) status must be provided.

Per Unit Charges

Item	Cost
Event Supervisor	\$35.00 per hour (4 hour minimum)
Technical Support Staff	\$33.00 per hour (4 hour minimum)
Security Supervisor	\$35.00 per hour (4 hour minimum)
Security Guards	\$33.00 per hour (4 hour minimum)
Custodians	\$33.00 per hour (4 hour minimum)
Insurance (naming RVCC as additional insured)	\$1,000,000
Live Streaming/Video Conferencing	quote available by request
Audiotaping/Videotaping	quote available by request

- All catering requests must go through RVCC's food service provider Gourmet Dining. For catering requests, please contact Chris Zakrzewski at czakrzewski@gourmetdiningllc.com.

Reservations or More Information

Contact the Director of Theatre and Conference Services at 908-526-1200 x8801 or jill.erwin@raritanval.edu



The Theatre Rates

Rental Fee Schedule

Facility	Performance	Rehearsal
Full Complex	\$4,500.00	\$2,250.00
Nash Theatre	\$3,500.00	\$1750.00
Welpel Theatre	\$1,500.00	\$750.00

- Base rental rate includes use of the facilities for up to 12 hours per day with use of standard lighting system and sound system. Add 50% for each additional dress rehearsal/performance on the same day. Maximum 3 dress rehearsals/performances daily. Any performance lasting in excess of four hours will be billed as two performances.
- Nonprofit rental rates are available for sanctioned fundraising events. To qualify for the nonprofit rate, proof of 501(c)(3) status must be provided.
- A W-9 must be provided if you are due funds after the rental settlement is completed.

Per Unit Charges

Item	Cost
Theatre Manager	\$40.00 per hour (4 hour minimum)
Technical Director	\$35.00 per hour (4 hour minimum)
Stagehands	\$28.00 per hour (4 hour minimum)
House Manager	\$28.00 per hour (4 hour minimum)
Ushers	\$10.00 per hour (4 hour minimum)
Box Office Manager	\$28.00 per hour (4 hour minimum)
Box Office Clerks	\$25.00 per hour (4 hour minimum)
Spotlight	\$50.00 per dress rehearsal/performance
Grand Piano	\$500 per day (includes one tuning)
Pit Piano	\$300 per day (includes one tuning)
Dance Floor	\$250.00
Risers	\$50 per 4' by 8' section
Video Projection	quote available by request
Premium Lighting Package/Lighting Design	quote available by request
Premium Sound Package/Sound Design	quote available by request
Ticket Fees	\$1.00 per ticket
Credit Card Fees	5% of total credit card charges
Insurance (naming RVCC as additional insured)	\$1,000,000
% on Lobby Sales	20%
Security Supervisor	\$35.00 per hour (4 hour minimum)
Security Guards	\$33.00 per hour (4 hour minimum)
Custodians	\$33.00 per hour (4 hour minimum)

- RVCC will determine the number of personnel required for each performance. A minimum call of one Technical Director and four Stagehands is required for all rehearsals and performances. A minimum call of one House Manager and six Ushers is required for all performances.

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