



The Conference Center Rates

Room Rental Fee Schedule

Facility	For Profit	Not for Profit
Grand Conference Room	\$2,250.00	\$1,650.00
Grand Conference Room	\$1,200.00 (up to 4 hrs.)	\$900.00 (up to 4 hrs.)
Divided Rooms A, B, C	\$750.00/each	\$550.00/each
Divided Rooms A, B, C	\$400.00/each (up to 4 hrs.)	300.00/each (up to 4 hrs.)
Computer Lab	\$80.00/hr.	\$60.00/hr
Community Room	\$160.00/day	\$110.00/day
Rooms – 101, 102	\$75.00/hr.	\$50.00/hr.
Rooms – 101, 102	\$400.00/day	\$260.00/day
Atrium	\$75.00/hr.	\$50.00/hr.
Atrium	\$600.00/day	\$300/day
Atrium Lounge	\$100.00/day	\$75.00/day
Sculpture Garden	\$150.00/day	\$100.00/day
Conference Rooms	\$60.00/hr.	\$40.00/hr.
Classrooms	\$50.00/hr.	\$30.00/hr.
Planetarium – Half Day	\$300.00	N/A
Planetarium – Full Day	\$500.00	N/A
West Building Conf. Room 220	\$160.00/day	\$110.00/day

Audio Visual Equipment & Services

Equipment/Services	Full Day	Half Day
Wireless microphones (Lavalier, hand held)	\$75.00	---
Hard wired microphones	\$25.00	---
Portable LCD Projector	\$150.00	---
Computer Cart/Laptop	\$150.00	---
Videotaping (DVD/camera/operator)	\$400.00	\$200.00
Audiotaping	\$100.00	\$50.00
Speaker phone (audio conferencing)	\$50.00	---
IP VTC - Community Room, RM 101& 102 *	\$200.00/hr	---
Flipcharts & Markers	\$15.00	---

Other Charges

Staff	Fees	Overtime Fees
Custodian (3hrs. minimum)	\$33.00/hr.	\$49.50/hr
Installation of Software	\$50.00/hr**	
Security (3hrs. minimum)	\$33.00/hr.	\$40.40/hr
Security Supervisor	\$35.00/hr.	
Technical Support Staff	\$35.00/hr	\$52.50/hr.

Rental fee includes installed equipment.

Reservations or More Information

Contact the Director of Theatre and Conference Services at 908-526-1200 x8801 or jill.erwin@raritanval.edu
 118 Lamington Road, Branchburg, NJ 08876 ■ phone: 908-526-1200 ■ fax: 908-253-6696 ■ www.RaritanVal.edu



The Theatre Rates

Rental Fee Schedule

Facility	For Profit		Not for Profit	
	Performance*	Rehearsal	Performance*	Rehearsal
Full Complex	\$3,500.00	\$1,750.00	\$2,500.00	\$1,250.00
Nash Theatre	\$2,500.00	\$1,250.00	\$2,000.00	\$1,000.00
Welpe Theatre	\$1,200.00	\$ 600.00	\$1,000.00	\$ 500.00

**A full technical rehearsal constitutes a performance. Second and third performances same day is an additional 50%.
Maximum 3 performances/dress rehearsals daily.*

Per Unit Charges

Item	Cost
Theatre Manager	\$35.00 per hour
Technical Director	\$35.00 per hour
Stagehand	**\$28.00 per hour
House Manager	\$28.00 per hour
Ushers	\$10.00 per hour
Box Office Manager	\$28.00 per hour
Spotlight	***\$50.00 per performance
Grand Piano	\$225 per day (includes one tuning)
Pit Piano	\$150. per day (includes one tuning)
Ticket Fees	\$1.00 per ticket
Credit Card Fees	5% of total charges
Insurance(Naming RVCC As Additional Insured)	\$1,000,000.00
% On Lobby Sales	20%
Security Guards	\$33.00 per hour
Security Supervisor	\$35.00 per hour
Custodian	\$33.00 per hour

*** Applies to stagehands in the employ of RVCC. IATSE stagehand rates will be negotiated separately.*

****A dress rehearsal constitutes a performance*

Any questions regarding the above fee schedules should be directed to the Director of Theatre and Conference Services at 908-526-1200 x8801.

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