Rate Sheet for
Lydia Mendelssohn Theatre
Version current as of May 2018

One (1) Day: $750.00
Two (2) Days: $1,350.00
Three (3) Days: $1,700.00
Four (4) Days: $1,945.00
Five (5) Days: $2,190.00
Six (6) Days: $2,435.00
Seven (7) Days: $2,680.00

Eighth (8) Consecutive Day Only - 50% of one-day rate - (If rental goes beyond eight (8) days, rates follow above schedule without exception)

Lobby only (one day, 4 hours or less) - includes House Manager only: $400.00

Events involving paid professional artists must be handled by an official University presenter. Additional costs and fees may apply.

To initiate a reservation -
Renter must provide a non-refundable $100.00 deposit per day of rental, and return a signed confirmation letter, provided by the University Productions Scheduling Office.

60 days prior to the event -
Renters must disburse the entire base rent to the University Productions Scheduling Office.
[For Non U-M Organizations only]

2 weeks prior to the event -
The signed contract must be returned to the University Productions Scheduling Office.

Failure to meet any of these requirements will result in forfeiture of the date.

CANCELLATION POLICY FOR RESERVATIONS & CONTRACTED EVENTS

· Day of the Event: 100% of the rental fee will be charged.
· Less than 72 hours notice: For a Load-in day or lecture, a 30% cancellation fee of the day rate will be charged. For a Performance day, a 50% cancellation fee of the day rate will be charged.
· Less than 15 days notice: a $200.00 cancellation fee.
· Less than 60 days notice: a $150.00 cancellation fee.
· Earlier cancellations: A full refund of deposited funds, minus the non-refundable deposit.
BASE RENT INCLUDES:
· Access to the theatre from 9am to 1am
· One house technician for 1 shift (8 hours)
· One house manager and ticket takers for 1 performance per day
· HVAC, custodial, open & close of theatre
· Use of dressing rooms (with showers)
· Use of box office and reception room during rental period
· Sound system (as outlined in the Technical Specifications)
· Lighting system (as outlined in the Technical Specifications)
· 26 Music stands and chairs
· Use of upright piano (located in the green room)

ADDITIONAL CHARGES TO BASE RENT INCLUDE:
· Overtime hours for building - Before 9am - $150.00/hour, After 1am - $200.00/hour
· 2nd shift house technician - $26.50/hour - charged in 4 hour blocks
· Additional house tech (as needed) - $26.50/hour - charged in 4 hour blocks
· Additional lobby staff for receptions/perfs as needed - $26.50/hour - charged in 4 hour blocks
· Piano moving and/or tuning - as per arrangements by renter
· Changes to Access times less than 24 hours in advance will be subject to double-time rates for affected personnel