

# The Merc Playhouse

## Rental Needs Checklist

Production \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Load in time (minimum of 1 hour before the start of your event)

\_\_\_\_\_ Doors open (minimum of 30 minutes before the start of your event)

YES NO Intermission

\_\_\_\_\_ Length of time for Intermission Yes No More than one intermission

Regular alcohol and non-alcohol concessions

- Administered and operated by Merc Volunteers with MAST credentials.
- Merc retains concession sale proceeds. Free coffee available to renting personnel.
- If you are not having an intermission concessions may be limited, depending on the length of your production and amount of time doors are open before you begin.

Concert Piano

- Tuned every 6 months at no extra expense

Basic Mic & Sound set-up

- 2 mics with stands through house PA.
- Level check included 30 minutes prior to doors opening.

Basic Rental Light Plot

- 4 settings to choose from. 25% 50% 75% 100% of full stage lit.
- Includes turning house lights up and down at start, intermission, and end of production.
- No additional black-outs, changes, or cues included.
- No focused pools of light on any area of the stage.
- No additional colors or changes during the duration of your performance.
- No re-hanging of lights.

Consultation with Technical Director

- If you are unsure of your technical needs or of what the above Sound and Light plots provide, we can arrange a short consultation with our Technical Director to assess your needs. Additional use of his time to program lighting and sound, or to run the technical aspect of your rental, will necessitate additional costs.

Podium

Music Stands

Guitar Stand

Stool

Folding Chairs

- 4 black folding chairs available for stage use

Table

- 1 6-ft table available for use

Up to 1 hour of administrative consultation and planning for your event to include phone calls, emails, and visits to the space.

**Additional Add-ons. These items can be added to your rental when we know about them a minimum of 2 weeks before your rental date. These items create a need for additional staffing and preparation on our part and thus cause additional expense. We cannot add these items on the day of your event.**

- 8 ft. projection screen \$30.00
  - Renter must provide projector, computer, and any necessary hook-ups.
  
- Additional Piano Tuning outside of regular schedule \$150-\$200
  - Can be administered and billed through The Merc.
  - Or Renter can coordinate timing and pay themselves.
  
- Additional Light or Sound Programming Requests \$30.00/hr
  - Any cues, both sound or lighting, that are outside of the Basic Rental Plot require programming, including pre-show and intermission music.
  - Adding additional cues requires a meeting with our Technical Director at \$30.00/hr.
  - Adding colors to light cues, or focused areas of lighting on the stage requires programming.
  - Adding music to your production through our sound system requires programming and a meeting with our Technical Director.
  - Sound cues can be provided on a memory stick, and the Technical Director will load them in our system before your event.
  
- Light or Sound Technicians for performance \$30.00
  - If you add any of the above lighting or sound cues, it requires the Technical Director to attend your rental to run the tech aspect of your production.
  
- Extra Box Office Personnel \$25.00/hr
  - Renter must provide a representative to sell tickets and handle box-office money before the event begins.
  - The Merc can provide this with a minimum of 2 weeks advance planning.
  
- Additional Consultation to Plan and Administer \$30.00/hr
  - Basic rental includes one hour of administrative planning and communication, including phone calls, emails, and visits to the space. Additional time and planning will be billed by the hour.

**There will be no open flames, candles, or smoke effects during any rental.**

Clean up – Included in the cost of rental is general cleaning before and after your event and garbage removal after your event. Any extra cleaning involving the backstage area, extra garbage, or clean up not specific to our concessions will be charged at a minimum of \$25/hr.

At least one person from your organization must remain on the premises until the last guest departs. Rental billing ends when the entire audience is gone and last person from your organization leaves.