



**Community Music Center
Recital Hall Rental Information**

Rental Priority – CMC’s Recital Hall is dedicated to musical events. Other arrangements can be made two weeks prior to the rental date for community events to help with last minute meetings & venue cancellations.

General Availability – CMC’s Recital Hall is currently available for rental **Friday evenings 7:00pm-11:00pm, Saturdays - 1:00 pm-11:00pm** (note: building in use until 6pm – rental is reduced 50% but some activity “noise” can be heard in hall – OK for student but not professional recitals), and **Sundays 12:45pm-10:00pm**.

Year	Rental Type	Base Rental Cost (3 hours)	Extra Rental (per 1/2 hour)	Recording (please supply CD/tape)	Steinway Piano Use	Published in C.M.C. Newsletter
Peak (April, May, June, December)	Non-Admission (donations ok - no one turned away)	\$175.00	\$25.00	\$15.00	\$20.00	Free - if requested
	Admission	\$275.00	\$40.00	\$30.00	\$20.00	\$10.00
Non-Peak	Non-Admission (donations ok - no one turned away)	\$140.00	\$20.00	\$15.00	\$20.00	Free - if requested
	Admission	\$225.00	\$35.00	\$30.00	\$20.00	\$10.00
Student Recording (during business hours)		\$30 hour - Non-CMC Students \$15 hour - CMC Students		Included		NA

NOTES:

◆ **Fees are due by date of event.** Fees include hall rental; warm-up rooms (check for availability); chair set-up (generally set up for 100; seats up to 140) and cleared stage; tables, a microwave, small sink, punch bowls are available. A CMC staff member will be on duty during the rental.

◆ **Scheduling.** Set-up and breakdown *should be considered* when determining the amount of time needed to complete your program. No dedicated stage hands or ushers provided. “Fancy” lighting is not available. All lights are on dimmers.

◆ **Amplification.** As we are located in a neighborhood, sound levels need to be kept reasonable. CMC's hall has great acoustics. Most performers find amplification is not necessary even when they thought it would be. Amps may used to balance volume, only. Thanks.

◆ **Receptions** are allowed in our foyer. **No food or drink is allowed in the recital hall or any carpeted area.** 2 3'x6' and 1 2'x8' tables are available for receptions. Please arrange with the office any special arrangement you might need. Alcohol requires an OLCC licensed server, temporary serving permit, certificate of insurance, and permission from one of the CMC directors.

◆ **Recording** is a courtesy and is not guaranteed. CMC offers recordings of your event for a nominal fee. Supply your own CD-R. Fee is for the use and set-up of the equipment. A volunteer is recommended to record a CD-R with multiple track requirements.

◆ **Clean-up** is required. CMC needs to be returned to its original state before departure. Please take out trash. Please respect the facility to keep us from demanding security deposits, contracts, etc.

◆ **Cancellations/Changes:** notify CMC immediately of any changes to your booking.

For exact times of availability for hall rental, or any special requests, please contact the Community Music Center's office at 503.823.3177.
(policies & fees subject to change)