

Community Music Center Recital Hall

Current rates through Dec. 2013 - call for current fees				
Event Type/ Season	Peak Season*	Off-Peak Season	Business Hours ⁺ Peak Season	Business Hours Off-Peak Season
	3 hour minimum		2 hour minimum	
Admission	\$90/hr	\$75/hr	\$45/hr	\$37.50/hr
Non-Admission	\$60/hr	\$45/hr	\$30/hr	\$25/hr
Workshop/Meeting	--	\$60/hr	--	\$30/hr
Other Event Fees		General Information		
Refundable Deposit	\$60	Availability: Friday 7-11 pm Saturday 1-11 pm Sunday 12:45 -10 pm		
CD Recording	\$15	+ Business Hours: 1-6 pm Saturday - NOTE: some activity noise can be heard in hall		
Steinway Piano Use	\$20	* Peak Season: Select weeks in April, May, June, December (call CMC for info)		
Digital Projector/ Screen	\$15	Amenities Include (fees may apply)		
Student Recording Fees (1 hour minimum)		Capacity: 140 seats maximum ❖ Dimensions: Stage - 15' x 30' Main floor - 45' x 30'		
Listed fees are for during office hours		Steinway "B" 7 ft. grand piano (additional fee) ❖ Harpsichord (tuning not included)		
\$20/hr	\$40/hr	Built-in CD recording & playback equipment ❖ Computer projector (additional fee)		
CMC students	Non-CMC students	Kitchenette w/ coffee maker ❖ Wireless mic with amp ❖ Manhasset music stands		
		Have a reception in the lobby! (No food or drink in the auditorium, please)		
		For more details, see below or contact CMC at 503-823-3177		

Rental Terms (Summary):

Full terms of use available from CMC office and at time of booking. Policies & fees subject to change.

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. For exact times of availability for hall rental, or any special requests, please contact the Community Music Center's office at 503.823.3177.

FEES: All fees are due by date of event. Rental fees include concert hall use and pre-cleared stage. Warm-up/green rooms may be reserved upon request as available. Use of in-house audio equipment, grand piano, and projector require extra fees. Your rental begins when you and your event attendees enter and ends when you and all event attendees have left the building (or your booking time, whichever is greater) and all cleaning and restoring requirements have been met.

Extra Fees Per Booking:

Grand Piano Use	\$ 20.00
Prepared Piano Use (to cover tuning afterwards)	\$ 80.00
Digital Projector & Screen	\$ 15.00
Recording Equip.	\$ 15.00
Deposit - Alcohol at Event	\$ 200.00
Deposit - No Alcohol	\$ 60.00
Booking Fee (special use event)	\$ 10.00

NON-EXCLUSIVE HOURS: Rentals during CMC's normal business hours are offered at a reduced rate because CMC is primarily a music school, and there may be extraneous sounds beyond anyone's control. If sounds are an issue, speak with the Registrar or Associate Director for assistance in working around the class schedule at time of booking.

RECEPTIONS: No food or drink is allowed in the recital hall or in any carpeted area. Use of kitchenette with coffee maker, cookie trays, punch bowls & some utensils is provided free of charge –bring your own consumable supplies. CMC also has a small variety of tables for renter use (4 @ 6 ft x 18 inches, 2 @ 8 ft x 18 inches, 2 @ 3 ft x 6 ft, 1 @ 2.5 ft x 8 ft).

PUBLICITY: Events can be listed in our periodic newsletter and posted in-house; further promotion is up to the renter. For this and other reasons, renters should NOT list CMC as the contact for event publicity purposes.

DEPOSIT (if applicable): Your deposit is refunded unless there is late cancellation of rental (less than 60 days), unpaid rental fees, damages, etc.

STAFFING & BUILDING: A CMC staff member will be on duty during the rental, but no dedicated stage hands or ushers are provided by CMC. Renter's set-up and breakdown are part of rental time – consider this when determining the amount of time needed to complete the program. CMC is a public facility – exclusive use by renter of the lobby or other rooms is not guaranteed.

SOUND: CMC's hall has great acoustics. Most performers find amplification is not necessary even when they thought it would be.

PIANO: a Steinway B (seven-foot) grand is available for extra per-booking fee. It is maintained in good working condition for general performance requirements; if you require a special extra tuning (rare) for your event it must be booked in advance (CMC hires technician of CMC's choice) and requires an additional extra fee. A harpsichord is usually also available (renter is

RECORDINGS (if applicable): CMC's digital recording equipment is of good quality for casual recordings; the outcome is not guaranteed, however. Supply your own CD-R. A volunteer is recommended to record a CD-R with multiple track requirements. There is a per-booking fee for the use of CMC's recording equipment.

SMOKING: Smoking is not allowed in the Center or within 50 feet (excluding roads and adjoining property).

ALCOHOL: No hard liquor may be served, sold or consumed on the premises. Applicants will be required to obtain an OLCC liquor license if wine or beer is to be served. No kegs allowed.

DISABILITIES: All lease activity must conform to the Americans with Disabilities Act of 1990.

NON-DISCRIMINATION: Renter and his/her employees, business associates, volunteers and contractors will not discriminate on the basis of race, gender, age, sexual orientation or religious beliefs.