



Rio Grande Theatre Rental Information

RENTAL RATES

The following chart is a breakdown of the rental costs of the theatre based on factors such as company type, event type, and calendar placement. These are subject to change so please make sure to always check for the latest chart at RioGrandeTheatre.org

Event	Days	School/ Non-Profit	For Profit/ Professional	Staff Provided By RGT
Film Screening	Weekday (Mon-Thurs)	\$400 Flat Rate Per Movie (Non-Public Screening)	\$650 Flat Rate Per Movie (Public Screening) <i>*Film Rights Included*</i>	Non-Public (x2) Concessions Staff (x1) Technician Public (x2) Concessions Staff (x1) Technician (x1) Box Office/FOH
	Weekend (Fri-Sun)	\$800 Flat Rate Per Movie (Non-Public Screening)	\$1050 Flat Rate Per Movie (Public Screening) <i>*Film Rights Included*</i>	Non-Public (x2) Concessions Staff (x1) Technician Public (x2) Concessions Staff (x1) Technician (x1) Box Office/FOH
Concert	Weekday (Mon-Thurs)	\$100 Per Hour	\$150 Per Hour	(x2) Concessions (x2) Technicians (x1) Box Office/FOH
	Weekend (Fri-Sun)	\$150 Per Hour	\$300 Per Hour	(x2) Concessions (x2) Technicians (x1) Box Office/FOH
Play/Musical	Weekday (Mon-Thurs)	\$100 Per Hour	\$150 Per Hour	(x2) Concessions (x3) Technicians (x1) Box Office/FOH
	Weekend (Fri-Sun)	\$150 Per Hour	\$300 Per Hour	(x2) Concessions (x3) Technicians (x1) Box Office/FOH
Private Party / Event	Weekday (Mon-Thurs)	\$100 Per Hour	\$150 Per Hour	(x2) Concessions (x1) Technicians
	Weekend (Fri-Sun)	UNAVAILABLE	UNAVAILABLE	N/A
Lecture/ Festival	Weekday (Mon-Thurs)	\$100 Per Hour	\$150 Per Hour	(x2) Concessions (x1) Technicians
	Weekend (Fri-Sun)	\$150 Per Hour	\$300 Per Hour	(x2) Concessions (x3) Technicians (x1) Box Office/FOH



EQUIPMENT & PERSONEL

For all event and rehearsal dates, the following equipment will be available for use by Lessees at no additional charge:

- In house PA and lighting
- Microphones and stands
- Music stands
- Podium/lectern
- Projector and screen

INSURANCE REQUIREMENTS

CONTRACTOR/PERFORMER shall obtain and maintain insurance at its own cost and expense during the life of this Agreement, and shall require Subcontractors, if any, to maintain during the life of their subcontract:

1. General Liability Insurance (REQUIRED)

- a. \$1,000,000 per occurrence/ \$2,000,000 aggregate
- b. Coverage must include premises and operations, products and completed operations, and personal and advertising injury.
- c. The City of Las Cruces must be named as an Additional Insured for all coverages listed above on endorsements acceptable to the City.

Listing Must Appear as Follows:

*City of Las Cruces PO Box 20000
700 N Main
Las Cruces, NM 88004*

- d. Coverage must be primary and non-contributory.
- e. Coverage must be per project or per location.
- f. Coverage must be on an occurrence form.
- g. Subrogation must be waived.

2. Commercial Auto Liability (Only needed if loading vehicle is in contact with building or large equipment or sets are being transfered from vehicle to building i.e. semi truck, box truck, etc)

- a. \$1,000,000 per occurrence
- b. Coverage must be for "owned, leased, hired, and non-owned autos" or "any autos."

3. Workers Compensation and Employers Liability (Only required if the company has more than 3 paid employees)

- a. Statutory Limits
- b. Employer liability- \$1,000,000 each accident, \$1,000,000 each employee by disease, \$1,000,000 policy limit
- c. Subrogation must be waived.

4. Professional Liability: (Required)

- a. \$1,000,000 per claim

The City must be named as additional insured - this coverage must be as broad as the coverage provided to



the insured; coverage must be primary and non-contributory before any other insurance or self-insurance. A copy of the endorsement(s) for this coverage must be provided as a condition of this Agreement.

Waiver of Subrogation will apply and shall be noted on the certificate.

This policy may be a per event policy or a year long policy. Year long policies may require proof that payment is still being made on the account and that the insurance is still active.

Examples of the certificates have been attached to help.

- Certificate of Liability Insurance (Required)
- Additional Insured (Required)
- Waiver of Subrogation (Required)
- Form Stating coverage is primary and non-contributory (Required)

ADDITIONAL INFORMATION

- The Theatre opens its doors open one hour prior to every public event, unless otherwise requested.
- Deposit: A non-refundable deposit of 50% of the total estimated rental fee as set forth upon review of required services is due at least ten (10) business days prior to the event/rehearsal.
- Gambling is NOT allowed at the Rio Grande Theatre. This includes 50/50 raffles.

ADDITIONAL RENTAL RATES

Additional services, personnel and equipment may be requested by Lessee or determined necessary by the Rio Grande Theatre management. The following services, personnel and equipment are available for an additional fee for each event and rehearsal date:

Additional Rates for Services

- Additional Lighting Technician: \$30.00 per hour per additional technician
- Additional Sound Technician: \$30.00 per hour per additional technician
- Stage Manager: \$30.00 per hour per additional stage manager
- FlyRail Operator: \$30.00 per hour per additional operator
- Spotlight Operator: \$30.00 per hour per additional operator
- Program Design:
- Program Printing:
 - \$350 – 400 copies, 2 page Black and white (\$25 each additional page)
 - \$500 – 400 copies, 2 page Full Color (\$50 each additional page)
- Lighting Design: \$180.00 minimum (\$30.00 per hour after 6 hours)
- Sound Design: \$60.00 minimum (\$30.00 per hour after 2 hours)
- Green Room/Dressing Room Furniture Removal: \$125 Flat Fee

Additional Rates for Support Personnel

RIO GRANDE

THEATRE

- Ushers: \$15.00 per hour per Usher
- Additional Box Office Attendant: \$15.00 per hour per Box Office Attendant
- Additional Setup and Strike Personnel: \$15.00 per hour per Setup and Strike Personnel

Additional Rates for Equipment

- Marley Floor (includes 4 Panels of 5ft by 25ft each): \$120.00 per day
- Hazer (and Fluid): \$100.00 per day
- Fogger (And Fluid): \$100.00 per day

Backline Equipment

- All backline equipment is available for an additional fee of \$100 per day.
- Fender 65" Twin Reverb amp
- Vox AC30 30-watt amp
- Yamaha Motif keyboard (88 weighted keys with good piano sounds, stand, pedal and bench)
- Gallien-Krueger 1001RB 400 watt with 410 cab
- DW US Performance Drumset: 22x18 kick, 10x7 rack tom, 12x8 rack tom, 16x14 floor tom with legs, 6.5x14 snare. All DW 5000 series hardware.
- Sabain HHX and AAX Cymbals. Roc-n-soc Nitro Throne.
- Hazer & Fogger (and Fluids)



Rental Application

RENTAL APPLICATION Please read 'Rio Grande Theatre Rental Information' before filling out Application. Return completed application and any additional information via email to: clininger@lascruces.gov, or bring to theatre offices as the Rio Grande Theatre 211 N. Main St. Las Cruces, NM 88001. If you have any questions, please call 575-541-2290.

Name of Applicant/Organization _____

Authorized Person _____

Applicant's Address _____

Applicant's Phone _____

Alternate Phone _____

Applicant's Email _____

Title and Brief Description of the Event

Date(s) requested: _____

Time(s) of the event: _____

Load-in date and time: _____

Rehearsal date and time: _____

Performance call time: _____

Load-out date and time: _____

Ticket price/prices: _____



Select all areas you wish to be included in rental:

Lobby

First floor seating area

Stage

Backstage

Upstairs green room

Downstairs dressing room

Balcony seating area

Other (please explain)

Check here if you would like the Rio Grande Theatre to provide/handle ticketing services.

Ticketing contact information/web address if not to be provided by RGT:

Merchandise Sales (select one):

Lessee is responsible for selling merchandise
(10% of total sales to RGT)

RGT is responsible for selling merchandise
(20% of total sales to RGT)

Nonprofit (0% of total sales to RGT)

Merchandise will not be sold*

**Proof of nonprofit status must be presented
before the contract may be signed.*

Security:

Check here if you require additional security
for your event



Select all additional services or equipment that you require.

- Additional Lighting Technician
- Additional Sound Technician
- Stage Manager
- FlyRail operator
- Lighting Design
- Spotlight Operator
- Sound Design
- Program Design
- Program Printing (Color or B/W)

- File Conversion or Design (Includes Music, PowerPoint, Video, and Image Editing)

Marley Floor

- Baby Grand Piano

- Ushers:

requested _____

- Box Office Attendant

- Additional Setup and Strike Personnel:

requested _____

Backline Equipment

- Fender 65" Twin Reverb amp
- Vox AC30 30-watt amp
- Yamaha Motif keyboard
- Gallien-Krueger 1001RB 400 watt w/ 410 cab

- DW US Performance Drum set

- Sabian HHX and AAX Cymbals

- Hazer (and Fluid)

- Fogger (and Fluid)