

Lyceum, Galvin, and Gisolo Theatres and Studios - Rental Inquiry Package

Thank you for your interest in renting one of our spaces. The following set of materials will help you understand the rental process, requirements, and available support for your project. Within this document you will find for review:

A rental process timeline

Standards for space usage

Staffing requirements and role descriptions

Space descriptions for the Lyceum and Galvin theatres

An available equipment and pricing list

Base fees for space usage, consumables, and administrative charges

After review we invite you to complete an [initial rental request form](#) to begin the process of negotiating your rental.

Rental Timeline

Initial inquiry process

2 months prior to rental start (min)	Consultation with point person
7 weeks prior to rental start	Renter completes initial request form
6 weeks prior to rental start	Queries from staff

Planning and production management

1 month prior to rental start	Production meeting as needed
Within 1 week of production meeting	Staff assignments made
Within 1 week of production meeting	Confirmation of agreement details including equipment and labor, charge estimate finalized
Within 1 week of receipt of estimate	50% deposit due
1 week prior to rental start	Final add/change date for labor and equipment

Event execution and finalization of costs

Rental	
1 week after rental	Final charges forwarded to renter

Standards for space usage

The expectations below are minimum standards for usage of our spaces. Any adjustments to these expectations must be pre-approved. Violations of these standards may result in termination of the rental agreement.

- Live fire (lighters, matches, open flame of any kind) is not allowed without pre-approval.
- Haze or fog must be pre-approved.
- Rigging or overhead work must be pre-approved and can only be completed by staff deck crew.
 - Only ASU-approved staff may enter or use the lighting grid, operate provided lifts, or access fly systems/weight loading spaces.
- Construction/use of shop spaces is not included beyond support deemed necessary for troubleshooting by the Event Manager and provided deck crew staff.
- Use of food and drink beyond designated areas (see space descriptions below) or in closed containers onstage/backstage must be approved in advance.
- At conclusion of rental, Renter must remove all equipment and materials brought with them into the space. Material left behind more than 5 business days post-rental may be discarded and may be subject to disposal charges.
- Box office access/ticketing support is not included in rentals. Renters are responsible for ticketing the event.
- No fundraising, donations or vending (concessions, merchandise, etc.) is permitted on the premises.
- All publicity materials should indicate that your event is in no way affiliated with Arizona State University or Herberger Institute for Design and the Arts, unless your organization is a department or institute within ASU. Please provide your own contact information on all publicity materials.
- Individuals may take photographs or shoot video for personal use without permission from the university. However, such recordings may not be broadcast or used for commercial purposes. Be aware that private recordings may be prohibited in certain locations or at select events. An ASU application to take photos or videos for commercial purposes can be found on the [ASU Brand and Marketing Guide website](#).
- Serving and consuming alcoholic beverages on University property at special events is prohibited unless a Permit to Serve Alcoholic Beverages on Campus has been approved and signed by ASU Insurance Services. If you intend to

serve alcohol it is your responsibility to have an approved permit on the day of your event. A [permit application](#) is due at least 14 calendar days before the event. An electronic copy of the permit must be provided to the School of Music, Dance and Theatre via email to SoMDTRentals@asu.edu.

- ASU student groups and non-ASU organizations must provide event insurance. The School of Music, Dance and Theatre requires a certificate of insurance when you send in the deposit and contract documents. Event insurance for all ASU venues is available to student groups and third-party licensees through the [Tenants' and Users Liability Insurance Policy \(TULIP\)](#).
- You are required to provide all necessary security for your event. ASU requires registration of events that involve high attendance, controversial topics or high-profile speakers, artists or guests. If your event includes any of these, you may be required to provide approved security.

Staffing requirements and role descriptions

At a minimum, all rentals will be assigned the following four staff positions, who are trained student workers operating under remote supervision of the Theatre Production Manager and staff. Staff will be called for a minimum of four hours per call with a break schedule as outlined below. All labor charges are also assessed a 15% administration fee. Additional staff support may be requested contingent on availability.

Renters must observe the following minimum breaks schedule for staff

- A 15 minute break must occur after every 2 hours and 45 minutes of work time
- A 1 hour meal break must occur after every 5 consecutive hours of work time

Event manager/house manager: primary point of contact between Renter and Production Manager from load-in through strike. Responsibilities include:

- Managing the schedule for each day including staff hours and breaks
- Managing access and egress for the space including unlocking of doors and loading dock access as needed
- Coordination with Renter of planned house opening and house management for event
- Maintenance of rental agreement including oversight of space standards to ensure agreement is upheld

- Completion of end of evening or end of event report detailing changes, problems, important timings and details of event, any additions to rental agreement in terms of labor or consumables use
- Final on-site decision-making authority on any problem-solving, schedule adjustments, or other changes in consultation with Production Manager

Lighting:

- Responsible for prepping and maintaining ASU lighting equipment to be used for Rental
- Programming lighting elements as agreed upon in advance
- Operating lighting equipment (eg light board) if agreed to in advance
- Troubleshooting lighting needs as they arise
- Assisting Renter in lighting setup, and strike

Sound:

- Responsible for prepping and maintaining ASU sound equipment to be used for Rental
- Programming sound elements as agreed upon in advance
- Operating sound equipment (eg sound board) if agreed to in advance
- Troubleshooting sound needs as they arise
- Assisting Renter in sound setup and strike

Deck:

- Responsible for supervising all on deck activities including:
 - Loading and adjusting weight for counterweight system
 - Operates fly rail
 - Setting and adjusting soft goods
- Operates freight elevator
- Monitors load in and strike processes for safety
- Available to assist during load-in, setup, and strike
- Available to assist as run crew as agreed upon
- Available for basic carpentry fixes as needed

Space Descriptions

Paul Galvin Playhouse: [click here for full venue details, virtual tour, and location/parking info](#)

Seating capacity: 481 (320 main level, 160 balcony)

Ancillary spaces:

- Booth accessible from lobby
- Green room with kitchenette
- Four dressing rooms
- Freight elevator
- Loading dock

Lyceum Theatre: [click here for full venue details, virtual tour, and location/parking info](#)

Seating capacity: 164

Ancillary spaces

- Lobby
- Dressing rooms with central makeup area downstairs of main stage
- Loading dock
- Wardrobe room with laundry facilities
- Note access restriction:
 - Ladder only access to booth

Margaret Gisolo Dance Theatre: [click here for full venue details, virtual tour, and location/parking info](#)

Seating capacity: 250

Ancillary spaces

- Lobby
- Dressing rooms

For other spaces such as studios and classrooms, [please see the comprehensive list here.](#)

Available Equipment and Pricing List*

Renters are invited to bring in their own lighting, sound, and media equipment as negotiated in the initial rental agreement. In addition, the following items are available for rent, subject to availability. Final equipment rental inventory must be confirmed by one week prior to rental start/load-in; changes after this date are at the discretion of the Event Manager/Production Manager and contingent on availability.

	Student Project	Campus Org. or Dept.	Non-Profit	For-Profit
Soft goods				
Scrim	-	\$250	\$250	\$250
Standard Legs and Borders Package		\$200	\$200	\$200
Lighting Plots				
Lecture Light Plot	\$75	\$75	\$75	\$75
Rep Performance Plot (day 1)	\$200	\$200	\$300	\$300
Rep Performance Plot (day 2-4 per day)	\$100	\$100	\$100	\$100
Rep Performance Plot (day 5+ per day)	\$50	\$50	\$50	\$50
Freedom Pars (12)/week	\$0	\$200	\$300	\$400
ETC S4 lights/week/each	\$0	\$75	\$100	\$125
Portable Dimmer packs/week/each	\$50	\$75	\$100	\$150
Cable package/week/each	\$0	\$10	\$20	\$30
Sound Equipment (all rates per day)				
House sound system use	-	\$200	\$200	\$200
Microphone (wired, first)	-	-	-	-
Wired Microphones/each	\$10	\$25	\$30	\$30
Wireless Handheld/each	\$50	\$75	\$75	\$75
Digital Playback (Q-lab)	-	\$100	\$100	\$100
Monitors/Direct Input Boxes/each	\$15	\$25	\$30	\$40
1-6 inputs	\$100	\$100	\$100	\$100
6-12 inputs	\$150	\$150	\$150	\$150
13+ inputs	\$200	\$200	\$200	\$200
Miscellaneous Items				

podium	-	\$25	\$25	\$25
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*Note that any damaged equipment will result in additional charges for repair or replacement as determined by the Production Manager after the Rental Report has been reviewed.

Base Fees for Space Usage, Consumables, and Administrative Charges

The following fees are assessed on all rentals in addition to equipment and labor fees. A detailed estimate will be provided upon finalization of initial rental agreement. A final total charge reflecting all consumables and final labor and equipment costs will be provided upon completion and delivery of the Rental Report.

	Student Project	Campus Org. or Dept.	Non-Profit	For-Profit
FAC Studios				
hourly rates	\$0	\$20/hr	\$50/hr	\$100/hr
daily minimum (4 hrs)	\$0	no min	\$200	\$400
Galvin Playhouse (481 seats)	\$300/hr	\$550/hr	\$650/hr	\$800/hr
weekly maximum	\$2,000	\$3,300	\$3,700	\$4,200
Gisolo Theatre (250 seats)	\$250/hr	\$400/hr	\$575/hr	\$700/hr
weekly maximum	\$1,250	\$2,000	\$2,875	\$3,500
Lyceum Theatre (150 seats)	\$250/hr	\$400/hr	\$575/hr	\$700/hry
weekly maximum	\$1,250	\$2,000	\$2,875	\$3,500
BDH & SDH Studios				
rehearsal rates	\$0	\$20/hr	\$50/hr	\$100/hr
daily minimum (4 hrs)	\$0	no min	\$200	\$400

Consumables fee:

\$25 minimum consumables charge; actual costs may vary with use

Administrative Charge:

All equipment and space rental fees are subject to an 8.5% administrative fee