



Union Center for the Arts Courtyard
 Rental Rates
 2019-2020 Season

SPACE

Courtyard	
4 hour time block	\$400
8 hour time block	\$700
Additional hours	\$100 each
*JiST patio available after 4pm daily	
*time includes House Manager	
*time includes set up and take down	

ADDITIONAL RENTAL ITEM

General Event Lighting	\$600
4 hours of 1 additional crew labor included	
Rental Packet 1	\$300
Includes: 7 - 6' long benches, 3 - 6' tables, 4 hours of 1 additional crew labor included	
Rental Packet 2	\$600
Includes: 7 - 6' long benches, 5 - 6' tables, 9 circular tables, 50 plastic chairs, 4 hours of 2 additional crew labor included	
Space Heaters (3 available)	\$50 each
Propane included	
Acrylic Podium	\$50
Cleaning Services	\$120
Security Deposit	\$500
*Security deposit is refundable during final event accounting if there are no damages or additional charges.	

ADDITIONAL TERMS

- **Liability Insurance** - The Client and all contractors/vendors employed by the Client must obtain Commercial General Liability insurance naming East West Players as additional insured with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate. Insurance must cover all time contracted in theater including load-in, tech, rehearsals, performances, and loadout. The certificate and additional insured endorsement must state that the Client's and the contractor's policies are primary and that all insurance available to East West Players is non-contributory. The certificate of liability insurance is due no later than one week before the date of the first performance. If you need insurance, please visit <https://www.theeventhelper.com>
- **Required EWP Staff** - Courtyard rental requires hiring 1 House Manager. On Holidays observed by EWP, labor rates shall be billed at time-and-a-half for the first eight hours and at double-time for any hours beyond that.
- **Event Materials** - All décor and signage must be freestanding. Signs or other "markers" are not permitted outside the building unless approved in advance. Use of EWP or East West Players' name is permitted only to announce the location for the performances unless otherwise agreed upon by EWP. The Client may make no claim that East West is sponsoring or hosting the performances.
- **Alcohol License**- A day license is required for the selling and service of alcohol in the building as well as courtyard. The Client must provide proof valid event permit. To acquire event permit, please visit the ABC-221 form.