



community school of music and arts

Finn Center Rental Information

Tateuchi Hall Standard Rental Package

4-hour rental package includes the use of Tateuchi Hall for set-up, rehearsal and performance, at \$850.00. The rental fee includes the presence of one CSMA staff member, who is responsible for overall supervision and technical assistance to the renter. The rental package also includes the use of the hall sound system, standard lighting, 1 microphone and lectern, 1 table for merchandise and ticket sales, 2 tables for reception (if available). CSMA does not provide box office or ticketing services.

Rehearsal in Tateuchi Hall for Rentals

Rehearsals for rentals within one week of the event will be charged at \$425 for 2 hours, which includes one CSMA technician. Each additional quarter hour will be charged at \$50.

Receptions with Tateuchi Hall Rental (subject to availability)

Receptions serving light refreshments and appetizers are allowed in the hall vestibule and lobby. Catered, sit-down dinners or buffets requiring dinner tables and chairs are not allowed.

Piano

The basic rental fee allows for use of one 7-foot Steinway B grand piano for a 4-hour rental period. The fee does not include tuning services. A second piano can be rented for an additional fee of \$150.00. Piano tuning (with CSMA's piano technician) can be arranged for an additional fee of \$200.00. Piano lid removal is not allowed.

Tateuchi Hall, Reay Recital Room and Cleary Ensemble Room (Hours of Availability)

Finn Center is closed on major holidays.

Monday – Friday:	8am – 10pm
Saturday:	8am – 9pm
Sunday:	10am – 6pm

Deposits

A non-refundable reservation deposit in the amount of \$200 is due within 7 days of booking the reservation to confirm the rental. The balance of the rental fee is due two weeks prior to the rental date.

Cancellation Policy

30 day cancellation notice required for return of any balance over the \$200 deposit.



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Additional Usage Hourly Rate

If additional time is required to access the hall for set-up, rehearsals or load-in not previously scheduled and contracted, please contact CSMA to request additional time. Additional time will be charged accordingly.

Storage

Finn Center is unable to provide storage space to renter and all event-related property and supplies must be removed at the end of the event.

Fin Center Rental Pricing

1. Tateuchi Hall : \$850

This rate includes:

- 4 hour block of time
- Capacity: 200
- Gallery Reception (only light refreshments)
- One CSMA Technical Assistant
- 1 microphone and lectern
- Sound system and standard lighting
- One Steinway B grand piano (Tuning fees not included)
- Security
- Blank Media CD (one per event)
- Direct-to Disc Recording during event
- Music stands
- 2 tables
- 1 table for merchandise and ticket sales
- Green Room
- 1 sink, refrigerator, and microwave

2. Reay Recital Room: \$350

This rate includes:

- 2 hour block of time
- Capacity: 60
- One CSMA Technical Assistant
- One grand piano (Tuning fees not included)
- Music stands
- Security



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3. Cleary Ensemble Room: \$250

This rate includes:

- 2 hour block of time
- Capacity: 25
- One CSMA Staff Member
- One grand piano (Tuning fees not included)
- Music stands
- Security

4. Preschool Room: \$250

This rate includes:

- 2 hour block of time
- Capacity: 20
- One CSMA Staff Member
- Music stands
- Security

5. Music Studio: \$20/hour

Additional Charges:

- Tateuchi Hall: \$212.50 / hour after 4 hours
- Reay Recital Room: \$175 / hour after 2 hours
(Reay Recital Room may be rented for additional cost and used as a dressing room for larger productions)
- Cleary Ensemble Room: \$125 / hour after 2 hours
- Preschool Room: \$125 / hour after 2 hours
- Rehearsals within one week of the event: \$425 for 2 hours and \$50 for each additional quarter hour (including one CSMA technician)
- Additional staff/ technician (determined by CSMA per event details) : \$40 / hour
- Security (required beyond regular CSMA business hours): \$50 / hour
- Additional piano rental (Steinway B, 7ft) : \$150 / piano
- Piano tuning: \$200 per piano per service
- Monitors: \$25 per monitor per day
- Additional microphone: \$10 per microphone per day
- 50" TV monitor on rolling stand: \$100 / day
- Laptop computer: \$100 / day
- Blu-Ray Player: \$25 / day
- Video projector and screen (2,000 lumens): \$200 / day
- CD copies: \$10 / copy



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- Additional tables: \$10 / table
- Risers (CSMA staff installation): \$150 / rental

Restrictions

- Certificate of Insurance: required for all Finn Center rentals. it shall include \$2 million (\$2,000,000) combined single limit for bodily injury and property damage for each occurrence; it shall cover all of the Licensees time at the facility (including set-up, rehearsals, technical, performances, etc.); it shall name CSMA as additionally insured and shall clearly state.
- Alcohol: pre-approved by CSMA, and alcohol liability insurance required
- Wheelchair access: Yes
- Smoking : smoke free facility
- Perfumed lotions and scents: scent free facility
- Piano lid removal: not allowed
- Catering kitchen: small prep area, no heat source, table or flatware
- Open fire: no open fire or candles allowed. Battery operated candles only
- Animals; not allowed, with the exception of service animals
- No food and drink are allowed in Tateuchi Hall and Reay Recital Room
- All necessary event items must be requested and finalized in the final rental fees prior to the event. CSMA will invoice the renter if any additional items are used by the renter on the day of the event.
- Time blocks must be inclusive of all load-in, pre-event preparation, post-event strike, and load out times. Additional time will be charged accordingly.
- The facility must be restored to the base condition it started at by the end of the booking period, or CSMA will charge the renter \$100 for a cleaning fee. (CSMA will invoice the renter after the event.)
- Tablecloths must be provided by the renter
- No strollers are allowed in Tateuchi Hall
- CSMA does not provide box office or ticketing services
- For receptions, catered, sit-down dinners or buffets requiring dinner tables and chairs are not allowed.
- The renter cannot mount or tape any materials on any of the walls or glass windows of CSMA's building.