

BYHAM THEATER RENTAL PACKET FOR NON PROFITS
September 2024 - August 2025

The Byham Theater is located at the corner of Sixth Street and Fort Duquesne Boulevard, Cultural District, Downtown Pittsburgh.

Physical Address: 101 Sixth Street
Pittsburgh, PA 15222
Telephone: 412-456-1350 **Fax:** 412.456.1365

Mailing Address: 803 Liberty Avenue
Pittsburgh, PA 15222

I. PER PERFORMANCE RENTAL RATES

Rates apply to each performance and rehearsal at which an audience is in attendance.

Performance Day/Time	Rental Rate
Monday Evenings and Matinees and all Mornings Monday through Sunday	\$675
Tuesday/Wednesday Evenings and Matinees and Thursday Matinees	\$1,970
Thursday-Sunday Evenings and Friday/Saturday/ Sunday Matinees	\$2,650
Weekly (7 performances or more)	\$17,250
Weekly (8 performances or more)	\$18,100

II. RENTAL RATES FOR LOAD-INS/LOAD-OUTS/REHEARSALS/DARK DAYS

Day	Rental Rate
Monday	\$675
Tuesday/Wednesday	\$1,970
Thursday/Friday/Saturday/Sunday	\$1,970
Performance Day	No charge

III. DARK DAYS

Dark Days refer to days between rehearsals and/or performances when Renter's lighting, sound, scenery, setup, and technical equipment remain in the stagehouse. For dark days between performances that are booked by the Trust for alternate events, dark night rent shall be waived by the Trust. Pink contract labor to watch equipment, for up to two employees, shall be paid for by the Trust after payroll backup is submitted to the Trust. Labor cost for stage and/or lobby changeover shall be paid by the Trust.

Day	Rental Rate
Dark Day	\$675

IV. ADDITIONAL CHARGES

A. Taxes and Fees

All service fees for tickets orders are charged to ticket buyers. A **Cultural District Fee of \$1.50 per ticket** will be charged per paid admission. The District Fee applies to all paid admissions, including those sold by Renter. Additional service fees are charged for Phone and Internet purchases.

Credit card fees are charged to Renter. These rates are determined by the credit card companies and are subject to change without notice. **Currently the rate is 3.25%.**

Group sales: The Pittsburgh Cultural Trust can provide (when possible) Group Ticket Sales. A **service charge of 10.0%** will be levied against the Group Sales Ticket Gross.

B. The Trust's Box Office Service

Tickets go on sale at least 4-6 weeks in advance through the Cultural Trust computerized system. Renter must inform the Theater Management of any seat holds or kills.

This cost is \$675 per performance

C. Front-of-House Services

Front-of-House Staff provided by Management includes a full complement of ambassadors, ticket-takers, ushers, and supervisory staff.

This cost is \$610 per performance

D. Cleaning Services

Management provides housekeeping services for production/technical uses of Theater. A per-performance cleaning fee will be charged. Renters will be charged for all non-routine cleaning services necessitated by use of Theater, including cleanup of all areas in which food has been served by or to personnel, performers and patrons.

This cost is \$260 per performance and \$150 on non-show days

E. Security Services

The Security Fee includes one City of Pittsburgh police officer, security staff, and equipment needed to screen every patron.

This cost is \$1500 per performance

F. Police

Depending on the size of the performance, Management reserves the right to require additional City of Pittsburgh Police Officers, paid for by the Renter, **with a 4-hour minimum.**

This cost is \$95 per hour per officer

G. Fire

The City of Pittsburgh requires the Fire Marshal to be consulted when open flames, pyrotechnical effects, smoking and similar elements are present. A permit or a fire marshal's presence may be required. Arrangements must be made through the Byham production department.

Fire Permit or Marshal At Cost

H. Bus Parking and Truck Access

Contact theater management for tour bus parking. Land power for buses is not available. Load-in is a straight shot from the truck to the stage with a slight ramp up. However, the theater is located in downtown Pittsburgh and the truck approach to the loading dock can be awkward depending upon traffic conditions. Directions to the theater are included in the Technical Packet. Please allow approximately thirty minutes to get the truck backed up to the dock.

Parking Permits At Cost

I. Stage Labor

Renters are responsible for using Management's stage crew and for payment of stage labor charges for all production work including but not limited to cost of labor to setup, operate, teardown and restore the rigging, lighting and sound systems, hanging or flying lights, scenery, banners, and other such production elements. To ascertain the amount of time and labor required for the production work desired and to schedule specific times for take in, setup, rehearsals and load out, Renter should contact Theater Production Department.

This cost is TBD per performance

V. STAGE EQUIPMENT

The Byham Theater theatrical equipment is available for rental. Renters should note that the equipment rental charge does not include the cost of labor to operate or install the equipment. An equipment rental schedule is included for your convenience.

The Byham Theater provides a comprehensive repertory lighting and masking plot. Renters wishing to modify or supplement these plots may do so at their expense. Renters are responsible for all labor costs incurred in moving theatrical drapery, lighting and sound equipment from and returning to their original positions.

Shows traveling with their own sound packages will be required to tie into the theater's sound system to drive the Center Speaker Cluster, infrared hearing system and dressing room and lobby program feeds.

EQUIPMENT RATE SCHEDULE

		<u>Per Perf.</u>	<u>3 Perf. or Per Week</u>
Lighting:	Basic System	200	600
	Sidelight Package	230	690
	Striplights/Elec	60	180
	Hazer Machine	90	270
	Followspots	90	270
	Portable Television	25	75

Sound:	Reparatory Gel	30	90
	Basic System	165	495
	CD Player	0	0
	Portable Sound System	50	150
Microphones:	Wireless (two mic channels in-house)	110	330
	Dynamic	15	45
	Condenser Mics	20	60
	Direct Input Boxes	20	60
Pianos:	Steinway B, 7-foot Grand*	75	225
	Kimball Upright*	50	150
	*Plus Tuning At Cost		
Dance Floor:	Plus cost of 5 rolls of gaffers tape (approximately \$100)	0	0
Archival Recording:	Video recording (fixed shot of stage)	100*	
	Audio recording	50*	
	*Plus Media Stock and Operator		
Wardrobe Equipment:	Washer/Dryer/Steamer/Iron/Board	45	135

Lag Bolts into Stage Floor - \$50 per bolt

Piano Tuning: The Theater's pianos must be tuned at Renter's expense prior to their initial use (whether for rehearsal or performance) and as needed thereafter during run of show.

Orchestra Pit: The first four rows of seats in the orchestra (AA, BB, A and B) are normally in-place. These seats may be removed to form a small or large orchestra pit at the Renter's expense. Renter is responsible for all labor costs for setting and resetting the pit. Advance notice is required to allow sufficient time to configure the pit and ensure seat deletion from the ticket manifests.

VI. SEATING

Orchestra (C-U)	536
Orchestra pit: Upstage pit	24
Downstage pit	46
4 Orchestra side boxes, each seating three	12
2 Orchestra side boxes, each seating two	4
3 Orchestra rear boxes, each seating four	12
Mezzanine	238
Gallery	<u>430</u>
Total Capacity	1,302

VII. HOLIDAYS

For labor and staff premium charges for rentals scheduled on the following official Management holidays, please contact the Byham Theater Management at 412.456.1377:

New Year's Day	Easter	Memorial Day	Independence Day
Labor Day	Veterans' Day	Thanksgiving Day	Christmas Day

VIII. STAFF CONTACTS

For scheduling of dates, theater leases, copies of rental packets, production, labor costs, ticketing, ushers and any other information, please contact:

Nicole Zeak, Operations Manager

Phone: 412-456-1377

Email: zeak@trustarts.org

Kam Hobbs, Director of Production

412-456-2635

hobbs@trustarts.org