



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	Day Rate (Over 10 Hours)	Staff Provided By RGT
Field Trip (SCHOOLS ONLY)	Weekday (Mon-Thurs)	\$600 Flat Rate Per Movie (Includes Popcorn and small soda for up to 400 Students)	\$800 Flat Rate Per Movie (Includes Popcorn and small soda for up to 800 Students)	N/A	(x2) Concessions (x1) Technicians
	Weekend (Fri-Sun)	\$800 Flat Rate Per Movie (Non-Public Screening)	\$1050 Flat Rate Per Movie (Public Screening) *Film Rights Included*	N/A	Non-Public (x2) Concessions (x1) Technician Public (x2) Concessions (x1) Technician (x1) Box Office/FOH
Concert	Weekday (Mon-Thurs)	\$150 Per Hour	\$300 Per Hour	\$1500 NP / \$3000 FP	(x2) Concessions (x2) Technicians (x1) Box Office/FOH
	Weekend (Fri-Sun)	\$200 Per Hour	\$400 Per Hour	\$2000 NP / \$4000 FP	(x2) Concessions (x2) Technicians (x1) Box Office/FOH
Play / Musical / Dance Recital / Other Arts	Weekday (Mon-Thurs)	\$150 Per Hour	\$300 Per Hour	\$1500 NP / \$3000 FP	(x2) Concessions (x3) Technicians (x1) Box Office/FOH
	Weekend (Fri-Sun)	\$200 Per Hour	\$400 Per Hour	\$2000 NP / \$4000 FP	(x2) Concessions (x3) Technicians (x1) Box Office/FOH

RIO GRANDE THEATRE

Private Party / Event	Weekday (Mon-Thurs)	\$100 Per Hour	\$150 Per Hour	\$1500 NP / \$3000 FP	(x2) Concessions (x1) Technicians
	Weekend (Fri-Sun)	<i>By Special Request Only</i>	<i>By Special Request Only</i>	N/A	(x2) Concessions (x1) Technicians
Lecture/ Speaking Event	Weekday (Mon-Thurs)	\$100 Per Hour	\$150 Per Hour	\$1000 NP / \$1500 FP	(x2) Concessions (x1) Technicians
	Weekend (Fri-Sun)	\$150 Per Hour	\$300 Per Hour	\$1500 NP / \$3000 FP	(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

- 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

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: _____



RENTAL AREAS

☐ Lobby

☐ First floor seating area

☐ Stage

☐ Backstage

☐ Upstairs green room

☐ Downstairs dressing room

☐ Balcony seating area

☐ Other (please explain)

TICKETING SERVICES

☐ 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

☐ 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.*

☐ No Merchandise will be sold



SECURITY

☐ Check here if you require additional security for your event

Quantity of Additional Guards: _____

Select all additional services or equipment that you require.

Service	Fee	Amount required	Hours required
Lighting Design (\$180.00 Base Rate, \$30.00 per hour after 6 hours)	\$30/hr.		
Sound Design (\$60.00 Base Rate, \$30.00 per hour after 2 hours)	\$30/hr.		
File Conversion and Assembly	\$250		
Program Printing (Includes (400) Four hundred, (2) two page programs in black and white)	\$350		
Program Printing (Includes (400) Four hundred, (2) two page programs in Full Color)	\$500		
Poster Printing (11x17) (First 10 Copies are Free)	\$0.50/Copy		
Program Printing (B/W) (3 pages 8.5x11 folded)	\$0.10/Copy		
Program Printing (Color) (3 pages 8.5x11 folded)	\$0.30/Copy		
Green Room furniture removal	\$125		

Personnel	Fee	Hours required
Additional Lighting Technician	\$30/hr.	
Additional Sound Technician	\$30/hr.	
Stage Manager	\$30/hr.	
FlyRail Operator	\$30/hr.	
Spotlight Operator	\$30/hr.	
Ushers (x1)	\$15/hr.	
Box Office Attendant (x1)	\$15/hr.	
Setup and Strike Personnel (x1)	\$15/hr.	-

RIO GRANDE

THEATRE

Equipment	Flat Rate	Please Check if Requesting
Marley Floor (4 Panels)	\$250 <i>Flat Rate</i>	☐
Fender 65" Twin reverb amp	\$100/day	☐
VOX AC30 30 watt amp	\$100/day	☐
Yamaha Motif Keyboard (88 weighted keys; stand; pedal; adjustable bench)	\$100/day	☐
Gallien-Krueger 1001RB 400 WATT W/410 cab (bass amplifier)	\$100/day	☐
DW US Performance Maple (22x18 kick; 10x7 rack tom; 12x8 rack tom; 16x14 floor tom w/legs; 6.5x14 snare; all hardware; Roc-n-soc nitro throne)	\$500/day	☐
Sabian HHX and AAX cymbals	\$100/day	☐
Electric Piano	\$50/Day	☐
Rehearsal Electric Piano	\$50/Day	☐
Hazer (and fluid)	\$100/day	☐
Fog Machine (and fluid)	\$100/day	☐
Ground Fogger (and fluid)	\$100/day	☐