



KATZEN ARTS CENTER RENTAL RATES & REGULATIONS

Summary of Available Rental Spaces at the Katzen Arts Center:

- *Must have a 501(c)3 IRS letter in order to qualify for non-profit pricing*
- *All prices below, do not include event staff and equipment costs (see pages 3-6)*
- *All prices below reflect the Full Day rate. Rentals of less than 4 hours (including load-in and load out) will qualify for the half-day rental rate, a 50% reduced space rate.*

- **Abramson Family Recital Hall** | **\$2,250 (for profit)/ \$1,913 (non-profit)**
Capacity: 207-211, seated audience
- **Kreeger Lobby** | **\$1,500 (for profit)/ \$1,275 (non-profit)**
Capacity: 40 seated reception / 200 standing reception
- **Studio Theater** | **\$1,500 (for profit)/ \$1,275 (non-profit)**
Capacity: 50-90 (depending on seating set up)
Can only be rented during the non-academic summer months (late May to mid-August)
- **Classroom/Ensemble Room 151** | **\$1,125 (for profit)/ \$956 (non-profit)**
Capacity: 70
- **Classroom/Ensemble Room 112** | **\$1,125 (for profit)/ \$956 (non-profit)**
Capacity: 45 w. tables & chairs/ 75 w. chairs only/ 105 standing
- **Rotunda, 1st Floor** | **\$1,200 (for profit)/ \$1,020 (non-profit)**
Capacity: 400 seated reception/ 400+ standing (depending on set up)
- **Rotunda, 2nd Floor** | **\$1,125 (for profit)/ \$956 (non-profit)**
Capacity: can be rented as an extension of the first floor
- *Other classrooms, studios and labs are available, please inquire*

How to Book Event Space at Katzen:

- **Step 1:** Fill out and Return the Katzen Facilities Request Form
- **Step 2:** If the date/space is available, you will be sent an estimate
- **Step 3:** Sign and return the estimate. A formal contract will be created between you/your organization and American University. At the time of signing, the following will be due:
 - **Deposit** (44% of the estimate)
 - Non-profit 501(c)3 letter (if applicable)
 - Insurance
- **Step 4:** After your event is over you will receive a **final invoice** reflecting the remainder of your bill (including actual staff hours and equipment used).

Helpful Details to Know in Advance:

- **Catering:** Your caterer must have a DC catering and liquor license. Alcohol must be served by a licensed bartender. *Please contact us for a list of vendors that have worked at Katzen before and know the space well.*
- **Alcohol:** If you would like to have alcohol served at your event, Katzen will need to put in a request form to the CAS Dean's Office for special permission.
- **Tables/Linens:** Katzen does NOT own or have catering tables and linens. Everything must be rented through your caterer or a party rental company. *All deliveries must be dropped off and picked up the same day as your event.*
- **Insurance:** Please note that in order to rent space within the Katzen Arts Center, all rentals must acquire commercial general liability insurance. This insurance must include a minimum of \$2,000,000.00 general aggregate and \$2,000,000.00 each occurrence. The certificate of insurance must have American University listed as an additional certificate holder for the date(s) contracted.
- **Weddings, Bar/Bat Mitzvahs & other Private Receptions:** Because the Katzen Arts Center is home to AU's Departments of Performing & Visual Arts, we can only host weddings & private receptions during our non-academic summer months (including late May through mid-August). We must give scheduling priority to AU campus organizations; which means, we cannot book summer dates to external clients until January prior to the following summer. *For example, if you would like to hold your event on 5/28/2020 in the Katzen Arts Center, we could not reserve the space for you until January 2020 - until then there is no guarantee of availability, but we are happy to show you the space and discuss pricing prior to that time.*
- **Ticketing Services:** Please inquire if your event requires ticketing services, including open box office hours for your event.
- **Event Staff:** Staff time and requirements for all events is at the discretion of the Katzen Arts Center.

What you need to know about renting space at the AU Museum:

All external event rentals at the AU Museum are subject to the loan agreements that American University holds with the artists that are currently exhibiting. For this reason, it is *rare* for the Museum to be able to rent space to external clients. If you would like to inquire about space availability, please contact Maria Benzie, Patron Service & Event Coordinator, at AUArts@american.edu.

Rental Fee: \$12,000 (for profit) / \$10,200 (non-profit)
prices do not include event staff or equipment costs

What you need to know about renting space at the Greenberg Theater:

All inquiries should be directed to Greg Anderson, Facilities & Production Manager, Greenberg Theater, at ganderso@american.edu.

RECOMMENDED VENUE #1: ABRAMSON FAMILY RECITAL HALL

Capacity: 207-211, seated audience



Image: View of Audience Seating 1



Image: View of Recital Hall Stage 1

TYPE OF EVENTS:

- **Performances:** best used for private recitals, choirs, instrumentals, poetry readings, and theatre that requires minimal stage and lighting support (the space is not equipped with a grid, colored lights, etc.).
- **Non-Performance Events:** lectures, film screenings, presentations, panel discussions and audience Q&A

SAMPLE RENTAL COSTS:

Please fill out the Katzen Facilities Request Form in order to check availability and receive a custom estimate to your specific event needs.

J Mandatory Costs:

- **Recital Hall, Space Rental Fee: \$2,250 (for-profit org)/ \$1,913 (non-profit org)** *Half Day Rental: reduces the rental fee by 50% and includes a 4-hour event window (including load-in and load out).*
- **Events Manager: \$54 per hr. (for profit)/ \$46 per hr. (non-profit)** *This position is mandatory to all events, load-in through complete load out.*
- **Events Assistant: \$32 per hr. (for profit)/ \$29 per hr. (non-profit)** *Ushers are mandatory based on event size and complexity.*
- **Recital Hall Lighting: \$50 (for profit)/ \$40 (nonprofit)**

J Optional Costs and *Highly Recommended*:

- **Computer/Audio Engineer: \$65 per hr. (for profit)/ \$59 per hr. (non-profit)** *This position is mandatory when renting any additional equipment besides Recital Hall Lighting. This includes lighting needs (i.e. having the house dim at a certain time), mic operation, PowerPoint, stage setup etc.*
- **Acoustic Panels: \$100 ea. x 7 = \$700 max (for profit)/ \$50 ea. x 7 = \$350 max (non-profit)**

Strongly encouraged for small performances and non-performance events to help control natural acoustics; creates an elegant on-stage backdrop.

- **Lectern (includes 1 wireless hand-held mic): \$50 (for profit)/ \$40 (non-profit)**
- **Kreeger Lobby, Space Rental Fee: \$1500 (for profit)/ \$1,275 (non-profit)**
If you are planning a reception or any formal gathering, before or after, an event in the Recital Hall, then a rental fee IS mandatory for the lobby. If you ONLY plan to use the lobby for event check-in/registration, then you will not be charged a space fee for its use.

J Optional Equipment Costs:

- PowerPoint/Fixed Projector Package: \$75 (for profit)/ \$50 (non-profit)
- Macbook Pro: \$150 (for profit)/ \$120 (non-profit)
- Handheld Audio Package (includes up to 4 mics): \$125 (for profit)/ \$100 (non-profit)
- Q&A Discussion/Panel Audio Package (includes 4 table top mics, 2 wireless mics): \$200 (for profit)/ \$150 (non-profit)
- Steinway Grand Piano: \$200 (for profit)/ \$150 (non-profit)
Piano rentals also require a piano tuning \$250 (for profit)/ \$225 (non-profit)

J Misc. Equipment:

- Lavalier mics, HDTV packages, Kawai Upright piano rental, 6-foot folding plastic tables (cannot be used for catering purposes), black orchestra chairs, a greenroom with private bathroom (located backstage), Uplighting LED Package (8 lights), etc.

RECOMMENDED VENUE #2: ROTUNDA LOBBY

Capacity: 400 person seated receptions at 8-foot catering rounds; for standing receptions it depends on the set up of the event



Image: View of Katzen 1st Floor Rotunda 1

TYPE OF EVENTS:

seated/standing receptions, fundraisers & galas, opening receptions for exhibits (when also rented with the rotunda gallery walls), weddings & private receptions (only possible during non-academic months, including late May through mid-August), etc.

SAMPLE RENTAL COSTS:

Please fill out the Katzen Facilities Request Form in order to check availability and receive a custom estimate to your specific event needs

- Mandatory Costs:
 - **First Floor Rotunda, Space Rental Fee: \$1,200 (for profit)/ \$1,020 (non-profit)** *Half Day Rental: reduces the rental fee by 50% and includes a 4-hour event window (including load-in and load out).*
 - **Events Manager: \$54 per hr. (for profit)/ \$46 per hr. (non-profit)** *This position is mandatory to all events, load-in through complete load out.*
 - **Events Assistant: \$32 per hr. (for profit)/ \$29 per hr. (non-profit)** *All additional event support is at the discretion of the Katzen Staff and based on event size and complexity.*

- Optional Costs and *Highly Recommended*:
 - **Computer/Audio Engineer: \$65 per hr. (for profit)/ \$59 per hr. (non-profit)** *This position is mandatory when renting any A/V equipment at Katzen.*
 - **Rotunda Audio Package: \$325 (for profit)/ \$250 (non-profit)** *Includes mics & speakers. If you have a DJ, they can plug into our audio system, which is custom built for the space.*
 - **Catering Room (this is a classroom with concrete floors that serves as a catering “kitchen”): \$1,125 (for profit)/ \$956 (non-profit)** *Choral/Ensemble Room 151 is most commonly used, and is located right under the*

stairs. If this is not rented, then make sure that your caterer is able to set up a pipe and drape kitchen. Please note, it will be visible to your guests and “kitchen” noises will likely be heard.

- Optional Costs:
 - **2nd Floor Rotunda, Space Rental Fee: \$1,125 (for profit)/ \$956 (non-profit)**
Acts as an extension of the 1st floor Rotunda for larger events, or for events that would like to create a VIP space or cocktail hour.
 - **60-inch LED HDTV w/Life Case: \$500 (for profit)/ \$400 (non-profit)**
Ideal for scrolling PowerPoints, sponsorship announcements, live tweets, etc. HDTV packages that include 2-3 TVs are available with special pricing.

- Misc.:
 - **Equipment:** piano rentals, 6-foot folding plastic tables (cannot be used for catering purposes), black orchestra chairs, etc.
 - **Spaces:** a variety of classrooms can be rented for board meetings, breakout sessions, workshops, prep spaces, etc.