



DANTE HALL THEATER RENTAL INFORMATION

Rentals:

- Main Theater
- 3rd Floor Dance Studio
- 3rd Floor Dressing Room
- 3rd Floor Meeting/Breakout Room

Additional Items:

- Use of on-stage drop screen; podium, microphones*, SPECIALIZED lighting and sound
- Use of Sound Booth projector (must be operated by Dante Hall sound/lighting tech**)
- Use of Baby Grand Piano
- Box office and online ticket sales for ticketed events.
- Banquet/hi-top tables and linens*

Rental fees: (Fees vary per rental/event. For prices and quotes contact Dante Hall Theater)

- Specialized Rates for Performances/Productions
- Standard Rates for Conferences/Lectures/Parties
- Discounted Rates for certified Non-Profits (copy of valid 501 c3 certification must be submitted to Dante Hall Theater)
- \$100 **non-refundable** initial deposit to secure date (preferred dates will not be held without deposit)
- ADDITIONAL DEPOSITS/CANCELLATIONS AND PAYMENT SCHEDULE POLICY will be reviewed prior to acceptance of initial deposit.

**inventory is limited, any additional equipment needed is the sole responsibility of client*

***non-negotiable requirement*

Other requirements:

INSURANCE: A mandatory Certificate of Insurance policy for the amount of \$1,000,000 (each occurrence) and \$3,000,000 aggregate in bodily injury and liability, issued by a Class A company. Policy must list **Stockton University, 101 Vera King Farris Drive, Galloway, NJ 08205; St. Michael Church, 10 N. Mississippi Avenue, Atlantic City, NJ 08401; State of New Jersey, 20 W. State Street, Trenton, NJ 08625; Stockton Affiliated Services, Inc., 101 Vera King Farris Drive, Galloway, NJ 08205** as additionally insured for the date(s) and time(s) of the rental.

(PLEASE NOTE: The cost of this certificate is solely determined by the insurance provider and may vary between providers. A valid copy of this certificate must be received by Dante Hall Theater no later than 7 days prior to the start of the rental dates outlined in Rental Agreement or access to the venue will be denied.) Dante Hall Theater of Stockton University does not recommend or endorse the use of any particular insurance provider.

PERMITS: Any catering that includes alcohol/alcoholic beverages needs prior approval from Theater Manager. Once approved, client is responsible for obtaining all necessary licensing/permits from the city and state, along with any additional licensed staff for serving as required.

Name _____ Contact Phone (_____) _____ - _____

Email Address _____

Event Description _____

Event Date(s) _____

Event Hours (include time to load in/load out) FROM _____ TO _____

Please complete and submit to Stephanie Clineman
PHONE: (609) 626-3846 EMAIL: Stephanie.clineman@stockton.edu FAX: (609) 345-1305

*submission of this form does **not** constitute a formal agreement.