



**KLEINHANS MUSIC HALL**  
 B U F F A L O N E W Y O R K

## RENTAL RATES AND INFORMATION

As of July 1, 2022 and Through June 30, 2023

Main number 716-883-3560  
 kleinhansmusichall@bpo.org  
[www.kleinhansbuffalo.org](http://www.kleinhansbuffalo.org)  
 3 Symphony Circle  
 Buffalo, NY 14202

### MAIN AUDITORIUM

#### FIXED SEATING

Orchestra Level ..... 1,347  
 Balcony .....1,088  
 TOTAL .....2,445

### MARY SEAT ROOM (Chamber Music Hall)

#### VARIABLE SEATING

Floor level Up to 600 chairs

Wheelchair-accessible seating area at the rear of the hall, capable of seating up to 10 wheelchairs with companion seats.

### MAIN AUDITORIUM

\$5,000 –vs– 5% of the gross ticket sales (whichever is greater)

#### Additional Facility Use:

Second Performance (on same day) \$2,500 –vs– 5% of the gross ticket sales (whichever is greater)  
 Rehearsal Day Rate: \$2,500

### MARY SEATON ROOM

Friday-Saturday: \$2,750 flat rental fee  
 Sunday-Thursday: \$2,500 flat rental fee

**LOBBY:** \$ 1,000 flat rental fee

**MARCATO:** \$ 1,000 flat rental fee

*ALL RENTAL AND LABOR RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE*

*RENTALS FOR NON-PROFITS DISCOUNTED 20%*

**Rates do not apply to High School or College commencement**  
**Please contact the Kleinhans office for rental information**

## **ADDITIONAL REQUIREMENTS/COSTS:**

### **INSURANCE**

A certificate of insurance is required covering personal injury, bodily injury or property damage under a policy of general liability insurance, with limits of at least:

Public liability .....	\$1,000,000
Single liability .....	\$1,000,000
Property damage.....	\$50,000

**Firearms** are strictly prohibited on the premises. Any individual in possession of a firearm including, but not limited to, licensee or agents of licensee, will be immediately removed from the premises by house security.

**Alcohol** is not allowed to be brought into the building. Should Licensee and or artist/talent want alcohol backstage, Licensee and or artist/talent may purchase alcohol from Kleinhans concessions on the night of the event or make prior arrangements with Kleinhans concessions.

### **CATERED EVENTS**

Kleinhans Music Hall has an exclusive catering contract with Oliver's Restaurant; all catered events must be catered by Oliver's. If you are interested in renting the hall for a catered event, please call Oliver's at (716) 877-9662.

**The following are items that may incur costs. All incurred costs related to the rental event are the responsibility of the Licensee.**

### **SOUND & LIGHT EQUIPMENT**

Use of Kleinhans house sound system for public address purposes is included in the facility rental fee. Specifics regarding included equipment and rental rates for additional equipment are available upon request. Spotlights are available for rent.

### **STAGEHANDS**

IATSE stagehands are required for all events which take place in the building. The Licensee will be provided with an estimate for stagehand labor and benefits as part of the rental agreement. The Licensee will receive a final cost for stagehand labor and benefits as part of the settlement process at the conclusion of the license period. Building event contract Addendum D has rate schedule and minimum requirements.

### **WARDROBE**

Kleinhans wardrobe personnel must be arranged by Local #783 of the International Alliance of Theatrical Stage Employees of the United States and Canada; Local Business Agent, Mary Jo Witherell ((716) 947-5228). The Licensee will be provided with an estimate for wardrobe labor and benefits as part of the rental agreement. The Licensee will receive a final cost for wardrobe labor and benefits as part of the settlement process at the conclusion of the license period. Wardrobe personnel should be arranged through Kleinhans Music Hall Management, Inc.

### **SECURITY**

Kleinhans Music Hall Management, Inc. will determine the security requirements for each event in the building. The Licensee will be provided with an estimate for security as part of the rental agreement. The Licensee will receive a final cost for security as part of the settlement process at the conclusion of the license period. Costs based on needs.

### **TICKETING SERVICES**

All events must be ticketed through the Kleinhans Music Hall Box Office using our propriety CRM.

### **PIANO USE AND TUNING**

Mary Seaton Room has equipped with Steinway 6'; the Main Hall is equipped with Steinway 9' grand. Piano rental and tuning is an additional charge.

## **MAINTENANCE AND CLEANING**

Licensee will pay for the building to be cleaned after the event. Additional charges will apply if the event necessitates more than what Kleinhans staff deems to be normal cleaning; these fees will be applied at settlement.

## **EMERGENCY MEDICAL TECHNICIAN**

An Emergency Medical Technician is required to be on-site for all public events.

## **BUILDING ENGINEER**

A Building Engineer is required to be on duty at any time the building is in use.

## **TICKET TAKERS/USHERS**

For ticketed events or those that require assigned seating, Kleinhans Music Hall Management, Inc. requires that union ticket takers and ushers be hired. Kleinhans Music Hall Management, Inc. will make such arrangements. The Licensee will be provided with an estimate for the ticket takers' and ushers' costs as part of the rental agreement. The Licensee will receive a final cost for these personnel as part of the settlement process at the conclusion of the license period.

## **EVENT MANAGER**

An Event Manager, acting as a representative of Kleinhans Music Hall, is required for all events.

## **SET-UP COSTS**

Additional charges will apply if the event necessitates more than a minimal set up of tables, chairs, etc. These fees will be applied at settlement.

## **PARKING/PARKING LOT BUYOUT**

For public events, Kleinhans Music Hall Management reserves the right to charge a \$10 per-vehicle parking fee. The Licensee may choose to pay a flat fee for use of the parking lots, and have their patrons park for free.

## **CURTAIN USE**

Full stage (gold) curtain available for rent across the Main Auditorium stage. Rental cost does not include the cost of the labor necessary for hanging the curtain.

## **SCREEN AND PROJECTOR**

Hall is equipped with 10' x 10' screen and projector and 26'x15' screen and Christie Digital Roadster HD projector (Main Hall only). Rental cost does not include the cost of the labor necessary for hanging the screen.

## **TABLE LINENS**

Based on needs, on a per-piece basis.

## **RENTAL TIMEFRAME**

Generally, rates are for building use 8:00 a.m. through 12:00 midnight, but rates are not discounted for day parts in the case of multiple uses on the same day. Additional hours will be billed at an hourly rate.

## **EQUIPMENT RENTAL COSTS**

Curtain	\$250 plus labor
Piano	\$150 plus \$100 per tuning
Retractable 26'x 15' screen	\$350 (not including labor)
Labor for screen load in-out	\$750
10'x 10' screen	\$275
5k Projector	\$110
Cyc-Lights	\$150
Streaming Package	\$250
Spot Lights (2)	\$100 each