SPACE RENTALS at UPH

Universal Preservation Hall is the ideal location for a wide variety of events. We want the rental process to be simple for you, so please contact us with ANY questions. To best use this info sheet, please first determine if your event is: TICKETED – Events that use Proctors Collaborative ticketing services
or NON-TICKETED – Private or free public events or events without tickets

The Rental Process

1) **Place a Room Hold:**

Ticketed Rentals – Contact: Danny Martinez (dmartinez@proctorscollaborative.org, 518-382-3884 x164)
During the event, your contact is the house manager.

Non-Ticketed Rentals – Contact: Bill Darcy (bdarcy@atuph.org, 518-382-3884 x459)
During the event, your contact is the house manager.

2) **Complete Informational Web Form:** Form provided via e-mail by Danny Martinez (dmartinez@proctorscollaborative.org, 518-382-3884 x164) or Bill Darcy (bdarcy@atuph.org, 518-382-3884 x459) after date and room confirmation. A contract will follow. *Please allow up to 15 business days to receive a contract after you submit the informational form.*

3) **Return E-Signed Contract with Full Room Rate Payment:** This will appear on the contract as deposit due. To secure your rental, the Room Rate Deposit must be paid in full within 1 week of receipt of your contract.
Don't worry – we will not release an unpaid room hold without attempting to contact you.
After your event, UPH will, if appropriate, email a bill for remaining costs (labor, bar consumption, etc.).

Optional Services *Please see other side for complete listing of additional fees.*

BAR SERVICES (As per NY state law, you may not provide or serve your own alcohol.)

Contact: *Bill Darcy at bdarcy@atuph.org or 518-382-3884 x459*

- Wine/Beer/Non-Alcoholic (1 bar recommended for every 75-100 people)
- For Non-Ticketed Rentals: Bars are subject to a fee for certified bartender labor.
  Wine/Beer/Non-Alcoholic $100/bar Full Liquor $150/bar
- Payable either as a cash bar during event or as consumption to be billed after the event (tax not included in below prices):

Bottled Soda, $4.25 **Bottled Water,** $4.25 **Wine,** $10/drink (and up) **Beer,** $9/drink (and up) **Liquor,** $10/drink (and up)

MERCHANDISING SERVICES (As per state law, requires presentation of Certificate of Authority.)

Contact: *Bill Darcy at bdarcy@atuph.org or 518-382-3884 x459*

- Subject to a sales tax obligation and a 20% or 25% commission (depending on certificate structure)

THEATRICAL EQUIPMENT RENTAL

Contact: *Nick Salvatore at nsalvatore@atuph.org or 518-382-3884 x209*

- Equipment is subject to availability and generally requires technician labor for setup and operation.

VIDEO SERVICES BY OPEN STAGE MEDIA

Contact: *Zebulon Schmidt at zschmidt@proctors.org or 518-382-3884 x311*

- Videography and editing services for $100/hour/technician, subject to availability.

Standard Room Rates

Your Room Rate includes chairs, reasonable housekeeping services and use of the space from setup through cleanup. All rentals will also require a House Manager labor charge. Please see below for a complete listing of additional fees.

SPACE	RATE / DAY	NONPROFIT RATE / DAY
Great Hall*+!	$6,600	$4,950
Community Room+	$3,300	$2,475
Chapel+	$1,650	$1,237.50
Community Room & Chapel	$4,400	$3,300

**Requires technician labor. See below for details.*
+Available for ticketed rentals
! Photoshoots available for $250 for up to three hours

Ticketed Rental Fee Schedule

Space Rental	*See standard rates above*	REQUIRED
Ticketing Setup Fee	$400 for reserved seating, $100 for general admission	REQUIRED
House Management Labor*	$45/hour (4 hour minimum)	REQUIRED
Technician/Stagehand Labor*	$45/hour (4 hour minimum)	As Needed
Security*	$45/hour (4 hour minimum)	UPH's Discretion
Restoration Fee	$1.50 added to ticket price+	REQUIRED
Saratoga Parking Fee	$1 added to ticket price+	REQUIRED
Credit Card Fee	5%	REQUIRED
Ticket Printing Charge	$.50 per ticket	REQUIRED
Web page on universalpreservationhall.org	COMPLIMENTARY ($200 value)	Optional
Flyer distribution at UPH Box Office	COMPLIMENTARY (subject to approval)	Optional
Consumption Bar Costs	*See drink costs above*	Optional
Audience Chairs	COMPLIMENTARY	

**Please note that labor will appear as TBD on contract. Billable hours determined by Proctors Collaborative post event.*
+Renter responsible for all facilities fees on comp tickets.

Non-Ticketed Rental Fee Schedule

Space Rental	*See standard rates above*	REQUIRED
House Management Labor*	$45/hour (4 hour minimum)	REQUIRED
Technician/Stagehand Labor*	$45/hour (4 hour minimum)	As Needed
Security*	$45/hour (4 hour minimum)	UPH's Discretion
Bartender Labor	$100 for Wine/Beer/Non-Alcoholic Bar $150 for Full Liquor Bar	Optional
Consumption Bar Costs	*See drink costs above*	Optional
Chairs, Trash Bins, Ice	COMPLIMENTARY	Optional
Reasonable Housekeeping Labor	COMPLIMENTARY	As Needed
Cleaning Fee for All Catered Events	$250	As Needed
Video Projector & Screen, Easels	COMPLIMENTARY, subject to availability	Optional

**Please note that labor will appear as TBD on contract. Billable hours determined by Proctors Collaborative post event.*