



community school of music and arts

## **Finn Center Rental Information Effective January 2017**

### **Tateuchi Hall Standard Rental Package**

4-hour rental package includes the use of Tateuchi Hall for set-up, rehearsal and performance, at \$850.00. The rental fee includes the presence of one CSMA staff member, who is responsible for overall supervision and technical assistance to the renter. The rental package also includes the use of the hall sound system, standard lighting, lectern, screen, table for merchandise and ticket sales, 2 tables for reception (if available). CSMA does not provide box office or ticketing services.

### **Rehearsal in Tateuchi Hall for Rentals**

Rehearsals for rentals within one week of the event will be charged at \$425 for 2 hours, which includes one CSMA technician. Each additional quarter hour will be charged at \$50.

### **Receptions with Tateuchi Hall Rental (subject to availability)**

Receptions serving light refreshments and appetizers are allowed in the hall vestibule, lobby and outer courtyards. Catered, sit-down dinners or buffets requiring dinner tables and chairs are not allowed.

### **Piano**

The basic rental fee allows for use of one 7-foot Steinway B grand piano for a 4-hour rental period. The fee does not include tuning services. A second piano can be rented for an additional fee of \$150.00. Piano tuning (with CSMA's piano technician) can be arranged for an additional fee of \$150.00. *Piano lid removal is not allowed.*

### **Tateuchi Hall, Reay Recital Room and Cleary Ensemble Room (Hours of Availability)**

Finn Center is closed on major holidays.

Monday – Friday:	8am – 10pm
Saturday:	8am – 9pm
Sunday:	10am – 6pm

Please note that after hour fees of \$50 will be charged for each additional half hour after closing time.

### **Deposits**

A non-refundable reservation deposit in the amount of \$200 is due within 7 days of booking the reservation to confirm the rental. The balance of the rental fee is due two weeks prior to the rental date.

### **Cancellation Policy**

30 day cancellation notice required for return of any balance over the \$200 deposit.



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### Other

- Parking – free parking on site and on nearby streets
- Kitchen Facilities – small catering kitchen with sink
- 6 or 8 foot tables available (Linens must be supplied by renter, rental vendor or caterer)
- Dressing Area – Green Room limited to 3-4 performers  
*Reay Recital Room may be rented for additional cost and used as a dressing room for larger productions*
- Restrooms – wheelchair accessible
- Meeting Equipment – audio/visual equipment rental through CSMA or rental vendor
- Wi-Fi

### Restrictions

- Certificate of Insurance – required for all Tateuchi Hall rentals
- Alcohol – pre-approved by CSMA and alcohol liability insurance required
- Wheelchair Access – yes
- Smoking – smoke free facility
- Perfumed Lotions and Scents – scent free facility
- Piano Lid Removal - not allowed
- Catering Kitchen – small prep area, no heat source, table or flatware
- Open Fire – no open fire or candles allowed, battery operated candles allowed
- Animals – not allowed, with the exception of service animals

### Additional Usage Hourly Rate

If additional time is required to access the hall for set-up, rehearsals or load-in not previously scheduled and contracted, please contact CSMA to request additional time. Additional time will be charged accordingly.



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**Staffing**

Technical Assistant	Included in 4-hour rental
Additional Staff/Technician <i>determined by CSMA per event details</i>	\$40 per hour
Security <i>required beyond regular CSMA business hours</i>	\$50 per hour

**Facility**

Heating/AC	Included in rental
Janitorial	Included in rental

**Instruments**

Additional Piano Rental – Steinway B, 7-foot	\$150/piano
Piano Tuning	\$150 each
Removing Piano Lids	Not Allowed

**Sound Equipment**

Microphones and stands	No charge
Monitors	\$25/per monitor

**Audio/Visual (subject to availability)**

Laptop	\$100
DVD Player	\$25
Video Projector (2,000 lumens)	\$200

**Recording**

Blank Media CD (one per event) <i>additional copies</i>	Included in rental \$10/copy
Direct-to-Disc Recording during event	Included in rental
Multi-track Recording	\$200/rental

**Miscellaneous Items (subject to availability)**

Lectern	No charge
Music Stands (1 to 10)	No charge
Tables (5, 6, & 8 foot)	No charge
Tripod Easels	No charge
Risers (CSMA staff installation)	\$150



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**Reay Recital Room, Cleary Ensemble Room, or Studio Usage with Tateuchi Rental (subject to availability)**

*Hourly rates apply with a 2 hour minimum for the Reay and Cleary Room rentals.*

- |                        |                           |
|------------------------|---------------------------|
| • Reay Recital Room    | \$175.00/hour, \$350 min. |
| • Cleary Ensemble Room | \$125.00/hour, \$250 min  |
| • Music Studio         | \$20.00/hour              |

**Storage**

Finn Center is unable to provide storage space to renter and all event-related property and supplies must be removed at the end of the event.

**Receptions with Food Vendors or Caterers**

*Approved Vendors:*

Chef Oscar Matute  
enriqueskitchen@gmail.com  
(650) 353-6137

Napkin Ring Catering  
www.napkinring.com  
shirley@napkinring.com  
(408) 867-5588

Catered Too  
www.cateredtoo.com  
(408) 295-1563  
(650) 240-2300

CSMA requires *liability insurance* from all vendors and caterers selling or serving food. The insurance policy must list CSMA as additional insured and a copy of the certificate must be submitted to CSMA before the event. Vendors and caterers are responsible for obtaining health permits required by Santa Clara County.