

# FLUSHING TOWN HALL RENTAL RATES TABLE

137-35 Northern Blvd., Flushing, NY 11354 718.463.7700 ext. 235

50% deposit is due upon execution of contract.

Fees must be paid-in-full a minimum of two weeks prior to event day with Certificate of Insurance included.

RENTAL SCHEDULE	RATE*
<b>Monday - Thursday</b>	
Rental	\$3200 per day (\$2000 for 5 hrs)
Not-for-profit	\$2400 per day (\$1600 for 5 hrs)
<b>Friday - Sunday</b>	
Rental	\$4000 per day (\$2500 for 5 hrs)
Not-for-profit	\$3000 per day (\$1975 for 5 hrs)

\*The rate includes use of theater, greenroom, dressing room and pantry. The use of basic sound system and standard concert lighting.  
 Flushing Town Hall provides security, maintenance and one general technician. Per hour rate will be 3 hours minimum w/o technicians.  
 \*\*Day rate is standard 8 hrs per day. Earliest available Load-in: 8:00am. Latest load-out: 12 midnight

<b>ADDITIONAL FEES (if applicable)</b>	
● Steinway Piano (Concert D)	\$200 includes tuning
● Steinway Piano (Baby Grand)	\$150 includes tuning
● Digital projector with film screen (in Theatre only)	\$300 per event
● Portable projector & 5ft screen	\$200 per event
● Ticket printing service (General Admission/Numbered Seating)	\$100 per event
● Kitchen	\$200 per event
● Valet Service	\$400 per Approx
● Second Technician	\$300 5 hr minimum
● Public Address System (For Gallery/Garden)	\$300 4 hr minimum

<b>ADDITIONAL ROOMS RENTAL</b>		
Gallery*	\$280 per hr	\$200 np
Garden	\$280 per hr	\$200 np
Classroom	\$200 per hr	\$150 np
Greenroom	\$200 per hr	\$150 np

\* Please note, due to liability issue, there will be no food or drink allowed in the gallery.  
 ● Flushing Town Hall does not provide Front of House staff or Box Office services.  
 ● If sound system and/or lighting system is required, renter MUST use Flushing Town Hall's contracted services.

<b>CANCELLATION POLICY AND PENALTY CHARGES</b>	
● 25% of deposit will be charged in the event of cancellations by the renter.	
● Flushing Town Hall needs to be notified at least 30 days prior to the cancellation.	
● Failure to load-out or strike by contract time	\$150 per 1/2 hour

<b>GENERAL SPECS</b>	
Grid to House Floor: 20 ft 6 in	House Floor to Stage Floor: 4 ft 1in
Grid to Stage Floor: 16 ft 7in	
Stage Width: 28 ft	Stage Depth: 17ft
Size of House Floor: 2000 sq. ft.	Capacity: Theater style 308 seats/Banquet style 200seats
Size of Gallery Floor: 1447 sq. ft.	Capacity: 75-100
Size of Greenroom Floor: 687 sq. ft.	Capacity: 40
Number of Tables: 16 of 60" round; 13 of 42" round; 20 of 24" round; 19 of 18" round; 10 of 3'x6' rectangular	

**SOUND AND LIGHTING REQUEST**

To discuss your sound and lighting needs, contact:  
 Kevin Meegan 718-463-0443  
[kmeegan@flushingtownhall.org](mailto:kmeegan@flushingtownhall.org)