



Facility Use Rates and Policy 2022-2023

	PCM Auditorium	Barrett Recital Hall
Event rate	\$190 per hour	\$380 per hour
Recording/rehearsal rate ¹	\$75 per hour	\$150 per hour
Max. seating capacity	140	110

Rates include:

- ❖ 1 hour block of time² in facility
- ❖ Use of green room
- ❖ Use of music chairs and music stands

Additional Requirements

- ❖ Security deposit, 50% of Grand Total
- ❖ Signed Facility Use Agreement
- ❖ Certificate of Liability Insurance naming the Pasadena Conservatory of Music as an Additional Insured in the amount of \$1,000,000
- ❖ Formal walkthrough of facilities with PCM staff

Additional Items and Services

Stage manager	\$30 per hour
Usher	\$25 per hour
Piano tuning fee	\$185 per instrument
Audio engineer	\$150 base fee + \$50 per hour
Projector and screen*	\$250 per event
Library for reception*	\$25 per hour
Courtyard*	\$65 per hour
Rehearsal studio	See Studio Use Rates and Policy sheet
Full kitchen	\$90 per hour
Security overtime fee ³	\$50 per hour past 10 p.m.

Contact

Meriah Moffat, Event Manager | 626-683-3355 | mmoffat@pasadenaconservatory.org
Office Hours: 9 a.m. to 6 p.m., Monday through Friday | 9 a.m. to 1 p.m., Saturday

¹ Recording/rehearsal rate does not apply for use periods that share the same date as a performance event.

² All time blocks are continuous, inclusive of load-in, pre-event preparation, post-event strike, and load-out. Rates may be prorated to the half hour. A half hour is counted at one minute past a quarter hour; similarly, a full hour is counted at one minute past three quarter hours.

³ Security overtime fees are prorated to each half hour.

* Only available if using Barrett Recital Hall.

Facility Use Policies for Renting Organizations

The following policies apply to any organization renting Pasadena Conservatory of Music (“PCM”) facilities for the purposes of holding an event. Additional policy statements shall be included in the finalized Facility Use Agreement between the organization and PCM.

All events are subject to approval by the PCM administration. PCM facilities will be available to outside individuals and non-profit organizations for rental purposes only if appropriate PCM staff are available, and if the event does not conflict with PCM programs and events. PCM reserves the right to refuse to rent space to organizations who have rented in the past but have failed to appropriately adhere to the agreement. PCM may also refuse to rent space in cases where the event conflicts with the PCM’s identity and interests.

All organizations must provide the following prior to the event: (1) Payment of all deposits and fees related to that event, (2) Certificate of General Liability Insurance, and (3) a signed copy of the Facility Use Agreement.

Booking

Reservations for the following academic year are not accepted until the end of the current year, which typically falls in mid-June. Holds may be placed on a case-by-case basis, at the discretion of the Event Manager, and will require a security deposit. PCM is seldom able to rent out multiple studio spaces simultaneously for larger programs (i.e. camps, competitions, conferences, etc.). First-time renters are highly encouraged to book a site visit before reserving a date.

Fees and Payment

Please see current facility use rates (p. 1) above for the detailed fee schedule. Discounts on facility use rates may be offered depending on the renting organization’s status (i.e. nonprofit, educational, student). Contact the Event Manager for further details on discounts.

Time overages in PCM’s concert venues, Barrett Recital Hall and the Auditorium, are charged \$350 per half hour. Additional fees may apply for clean up after the event due to insufficient striking or cleaning on part of the renting organization’s staff or catering.

Payments may be made by cash, check, or credit card. Checks are made payable to “Pasadena Conservatory of Music.” Card payments may be made over the phone during regular office hours.

Changes and Cancellation

Changes to reservation dates and times may be made up to two weeks before the event, provided there is availability. In general, any additional hours requested less than two weeks before an event is subject to a higher rate (no less than 150% the standard rate).

Reservations may be cancelled on thirty days⁴ advance written notice. PCM retains 10% of the total applicable fees in the event that a written notice for cancellation is received in a timely manner. The finalized Facility Use Agreement shall detail further situations and circumstances for cancellation (“termination”).

⁴ Or any other interval of time prescribed by the Event Manager in a given agreement.

General Liability Insurance

All organizations must provide a Certificate of Insurance (COI) naming PCM as additional insured with the specific title and date of the event, and a General Liability Insurance coverage of \$1,000,000 for each occurrence. All coverages shall include waivers of subrogation against PCM, its trustees, officers, employees and volunteers. General Liability shall name PCM as an additional insured. If alcohol is to be served, coverage for the serving of alcoholic beverages must be specifically included on the insurance certificate.

Facility Use Agreement

The Facility Use Agreement is a legally binding document between the renting individual or organization and PCM. Any changes to the dates or facilities listed on the agreement should be discussed soon after they occur. Penalty fees may apply should change requests not be submitted in a timely manner. See “Changes and Cancellation” above for further details.

Walkthrough

PCM requires every renting individual or organization to participate in a formal walkthrough of the facilities with a staff member. This allows for PCM and the renting party to clarify expectations, and avoid miscommunications and misunderstandings on the day of the event. This requirement holds most strongly when a PCM Stage Manager is not requested by the renting organization.

Marketing and Hospitality

PCM cannot assume the role of a primary marketing service for the renting organization. PCM can provide one event listing, without images, on the following webpage: www.pasasdenaconservatory.org/events. Space permitting, PCM may post up to one physical flyer, no larger than 8.5 inches by 11 inches (U.S. Letter), near the front office reception desk. All language must be received no later than six weeks before the event; anything received within said period is not guaranteed release.

PCM cannot provide hospitality (e.g. food, alcohol, drinks, utensils, etc.) for renting artists or accompanying staff.

Americans with Disabilities Act

PCM complies with the Americans with Disabilities Act (ADA). Assistive Listening Devices are available in Barrett Recital Hall. All renting organizations must refer to PCM all requests for devices and other accommodations at least 48 hours in advance of the event.

General Conduct

- ❖ No smoking is permitted on campus.
- ❖ No burning of materials of any kind that would produce smoke is allowed on campus.
- ❖ No food or drink is allowed inside Barrett Hall.
- ❖ No pets are allowed anywhere on campus except for service animals.
- ❖ For safety and hygiene, chairs may not be used as step stools.
- ❖ It is strongly discouraged to wear clothing that may shed glitter inside the performance venues.
- ❖ Please refrain from touching the artwork on display throughout the facilities.
- ❖ Children under the age of 13 must be accompanied by an adult while on campus.