



432 High Street
 Burlington, NJ 08016
 Phone: 609.614.0542
 Email: Info@burlingtonLyceum.com

Rental Rates

	Art Studio	Dance Studio	Gallery	Black Box
<u>Sq. Footage:</u>	491	620	974	2051
<u>Max. Occ.</u>	10	20	100	200
<u>Hourly Rate:</u>	\$25(cr)/\$35	\$25(cr)/\$35	\$125(cr)/\$150	\$200(cr)/\$250
<u>Daily Rate:</u>	\$80(cr)/\$100	\$80(cr)/\$100	\$575(cr)/\$800	\$1000(cr)/\$1225
<u>Weekly Rate:</u>	\$250(cr)/\$300	\$250(cr)/\$300	\$1800(cr)/\$2000	\$2500(cr)/3000
<u>Monthly:</u>	N/A	N/A	\$5000	\$7000

(cr) = City resident

Notes:

- Residents of other municipalities will pay the higher charge.
- Rental fees subject to change by approval of Mayor and/or City Administrator under special circumstances.
- Entire second floor can be rented for a daily rate of \$1300.00
- Daily rate consists of 6 hours of continuous use with an hour for set up and breakdown.

Insurance:

Private functions will require the lessee to obtain their own insurance for the amounts of \$1,000,000.00 per aggregate. Functions sponsored or co-sponsored by the City of Burlington may or may not have to acquire insurance, based on function and/or City rules. Any exceptions will require a written approval from the City Administrator and/or the Mayor.

BYOB and Glass Charges:

Should a function be allowed to have liquor or in the case of BYOB, the City of Burlington and the Lyceum Arts Center reserves the right to charge a by-the-glass surcharge in the amount of \$3.00 per glass/guest.

Deposit:

A non-refundable deposit is required on all rentals for the amount of 10% of the total rental cost. \$35.00 Rental Rates may not require a deposit.

Staffing:

A building staff member is required for your function. On nights, weekends, and outside of regular business hours the City of Burlington and The Lyceum Hall reserves the right to charge appropriate staff costs in the amounts of:

-\$18.00 per hour or an equivalent hourly wage commensurate to attending staff member's current pay grade.

The staff member is for access, security and emergency cases only and is not responsible for janitorial and/or maintenance duties in relation to your function, unless directly related to a fault in the building.

The Lyceum does not provide man power for any events. Should the Lessee need workers to setup and break down or for any other function for an event, they have to be supplied by the Lessee. Occasionally The Lyceum at their discretion will help find staffing for an event, however any compensation for the hired help must come from the Lessee.

Site Rules:

All rooms must be returned to their original state after use. All items returned to their appropriate storage area and/or removed. All garbage must be removed from the building and taken to the provided trash receptacle (i.e. dumpster at the back of the building). An additional charge can be levied against the Lessee for any damage, maintenance or janitorial duties arising from the Lessee's function.

Any items on the walls or on display must remain and are not removable for an event. The Lyceum asks that all visitors remain at least 6 inches from any artwork and that any guests refrain from touching the artwork. Certain pieces may not be available for photographic purposes, these pieces will be clearly demarcated, in this case The Lyceum asks that you respect the creator's copyright. Should any individual touch and/or damage the artwork, The Lyceum reserves the right to immediately remove the individual from the premises and/or contact the authorities. Any damages will be paid for by the Lessee, in most cases through the insurance policy obtained for the event, should the Lessee not have an insurance policy the Lessee will be directly responsible for any compensation due to a guest's negligence.

Operations:

The rental of any space can not interfere with the general operations of the building for any reason, this includes but is not limited to shows, classes, city events and general operations.