



**WELCOME TO THE MONTALBÁN  
OUR RATE CARD + RULES OF THE ROAD**

THE MONTALBAN THEATRE  
1615 Vine St., Hollywood, CA 90028  
ofc tel: 323-461-6999

Gilbert Smith, President  
Lionel Garcia, Director of Marketing  
Joel Ramos, Director of Facilities

ESTIMATES -- Based on the parameters you provide (which of our spaces you wish to rent, the number of attendees, dates, staff and tech demands of the event, etc.), we will give you an Estimate of the Package Fee for your Event. The Package Fee is the total of Rental Fees, Staffing Expense, Technical/Equipment Costs, Utilities, and, if needed, Box Office Services. We can also provide Beverage and Catering services and Concessions via separate agreements.

HOLDING A DATE FOR YOUR EVENT + PAYMENTS -- You can put a hold on your date for the Event by paying us a Deposit equal to 50% of the Package Fee. The remaining 50% will be due on the day of the Event. Overages will be billed shortly after the Event and payable promptly thereafter.

OUR EVENT SPACES -- You can rent some or all of The Montalbán's event spaces and our Rooftop, cost and capacities below:

Entire Theatre & Rooftop	\$12,000 per event day	930 people and 250 people on Rooftop
Theatre Only	\$ 7,500 per event day	930 people
Mezzanine Reception	\$ 2,000 per event day	150 people
Rooftop Only	\$ 6,000 per event day	200 people

Please note that there are 66 stairs to the Rooftop and there is no elevator. For safety reasons, the Rooftop capacity is limited to a maximum of 250 persons regardless of the number of attendees at the Event in other parts of the Prep days and strike days cost 50% of the Event Day rate.

Common areas include the entry courtyard, lobby, restrooms, box office, staircases, and, if not otherwise rented, the mezzanine reception area.

ADDITIONAL COSTS will include some or all of the following:

HOUSE STAFFING:	House Manager, Ushers, Security, Utilities, Trash Detail, Janitorial
TECHNICAL:	Sound Equipment, Lighting Equipment, Electrical, Projector DoReMi w/NEC 2000 for DCP, WiFi
BOX OFFICE/ADMISSIONS:	Box Office Check-in Manager, Box Office Check-in Assistant
TICKET SALES:	Theatre Restoration Fee of \$3 per Ticket Sold, Set-up and Credit Card Fees

BAR & FOOD SERVICE -- Available in lobby, mezzanine reception area, and on Rooftop. Guests may take food / drink into the main theatre.

Estimate of Bar & Food costs will include a 15% admin fee and a 20% tip allowance.  
We can make custom drinks at prices TBD.

Bar Buyout (Per Bar)	\$1,600 includes 200 drinks and gratuity plus? CA tax per bar
Bartenders	\$144 for four-hours plus \$36 per hour after four hours per bartender
Wait Service	\$120 for four-hours + \$30 per hour after four hours per waiter (one waiter for every 24 attendees)

CONCESSIONS -- If you have Event merchandise, we will sell it through our concessions stands/tables. We receive 20%, pay the 3% tax directly to the taxing authorities, and pay the rest to you.

INSURANCE -- The Montalbán Company is to be included as an additional insured on a Certificate of Insurance, providing protection of at least \$2M property/\$1M personal injury/death (some engagements will require higher coverage limits). COI to be delivered no less than seven days prior to the Event.

Our Theatre Spaces and Rooftop are rented on a 12-hour basis, after which each additional hour is billed at \$X per hour. All crew rates are based on a 10-hour production day, starting at call time. All rates are subject to change without notice. Our working conditions conform to the same standards that govern film/theater productions in the State of California. A more detailed rate card used to prepare Estimates (with job classifications and rates and other detail) is available for review if you are interested in booking an event with us.