

## RENTAL CHARGES OF NAFA PREMISES

### Venue Rental Charges

<b>Lee Foundation Theatre</b>			<b>Peak Surcharge</b> (Friday, Saturday, Sunday, Public Holidays & Eve of Public Holidays)
<b>Seating Capacity:</b> <b>380 seats</b>	<b>Standard Rate</b>	<b>Preferential Rate</b> (for *registered non-profit <u>arts</u> organizations/charity)	
<b>Performance</b> (per block of 4 hours)	<b>S\$1,800.00</b> (S\$450.00 for each additional hour or part thereof)	<b>S\$1,400.00</b> (S\$350.00 for each additional hour or part thereof)	<b>S\$200.00 per day</b>
<b>Rehearsal / Technical Set-up</b> (per block of 4 hours)	<b>S\$800.00</b> (S\$200.00 for each additional hour or part thereof)	<b>S\$600.00</b> (S\$150.00 for each additional hour or part thereof)	<b>S\$200.00 per day</b> (waived if rehearsal falls on the same day as performance)
*Minimum booking of 02 blocks (08hrs) per day is required to block the theatre for booking.			
<b>VIP Reception Room</b> (per block of 4 hours)	<b>S\$150.00</b> (S\$50.00 for each additional hour or part thereof)		
<b>LFT Pre-function Hall</b> (per block of 4 hours)	<b>S\$400.00</b> (S\$100.00 for additional hour or part thereof) <ul style="list-style-type: none"> <li>• Charges apply for events/activities <b>NOT</b> related to the Performance or with sales of any merchandise (except Performance brochures).</li> </ul>		
<b>Complimentary equipment / entitlements</b>	<ul style="list-style-type: none"> <li>• Complimentary usage of VIP room during performance block booking</li> <li>• Complimentary usage of LFT Pre-function Hall for front-of-house (FOH) services during performance block booking</li> <li>• 01 table for stage/backstage and 02 tables for dressing rooms are provided FOC for usage per day</li> <li>• 02 tables and 04 chairs are provided FOC for FOH counters in LFT Pre-function Hall</li> <li>• 04 pcs of complimentary carpark coupons per performance block booking</li> <li>• 02 Technical staff provided for setup/rehearsal/performance for bookings on Monday-Friday, 0900-1800hrs, excluding Eve of Public Holidays and Public Holidays.</li> </ul>		

#### Definitions:-

- **Technical Set-up / Rehearsal** (only applicable for same Performance booked with LFT)  
Includes rigging, focusing, programming of lights and/or dress rehearsal. Stage lights and sound equipment required. No audience allowed.
- **Performance**  
Presentation to up to ONE audience group per Performance block booking.

*Note: The 4-hour block (0900-1300; 1400-1800; 1900-2300) is inclusive of Load-in/Props, Technical Set-up & Bump-out time. All items, including props and equipment, brought in by the Hirer or/and Hirer's contractors, have to be dismantled and removed from the premises before the ending time of hire.*

*\* For application seeking Preferential Rate scheme, documents in proof of applicant's registered and active status as non-profit arts/charity organization to be submitted together with Hire Request Form at point of booking for review. All applications are subject to approval.*

## Manpower Charges

In the interest of safety and security, a minimum of 3 LFT technical staff is required to be on standby during concert setups, rehearsals and performances, drama/dance/musical or similar production setups, rehearsals and performances; manpower costs is chargeable. Extra manpower if deemed necessary by the Management will be charged accordingly. All manpower will be charged as per LFT's latest published rates.

	<b>Monday - Friday</b> (excluding Public Holidays and Eve of Public Holidays)  <b>0900 – 1800hrs</b>	<b>Monday - Friday</b> (excluding Public Holidays and Eve of Public Holidays)  <b>Before 0900hrs and 1800 - 2359hrs</b>	<b>Saturday, Sunday, Public Holidays and Eve of Public Holidays</b>  <b>Full Day</b> (not exceeding 2359hrs)
<b>Technical Crew</b>	<b>2</b> Technical Staff provided for setup/rehearsal/performance. Additional manpower is chargeable at S\$30 per man per hour or part thereof	S\$30 per man per hour or part thereof (min. of 4 hours per day)	S\$35 per man per hour or part thereof (min. of 4 hours per day)
<ul style="list-style-type: none"> <li>Manpower charge is doubled for work during official meal break hours and work ending after 2359hrs.</li> <li>Transportation charge of \$30/man per day for technical staff/ushers is chargeable to the Hirer for work ending after 2300hrs per day.</li> <li>Request for additional technical manpower has to be submitted to LFT at least 4 weeks in advance.</li> </ul>			

## Piano and Equipment Rental Charges (for use in LFT only, and subject to availability and approval):

Steinway D Grand Piano (max. of 02 units)	S\$650.00/unit per day (for use on LFT stage only)	Includes cost of one tuning to be provided by NAFA
Yamaha C3 Piano (01 unit)	S\$450.00/unit per day (for use on LFT stage only)	
Choral Riser (max. of 05 sets)	S\$100.00/set per day (for use on LFT stage only)	-
Orchestra Riser (12" height: max. of 04 sets) (18" height: max. of 04 sets)	S\$100.00/set per day (for use on LFT stage only)	-
Dance Mats (no placement of props/equipment on the dance mats; rental subject to approval on usage)	S\$200.00 per day (for use on LFT stage only)	Tapes provided; installation not provided
Manpower for Dance Mats Installation and De-installation	\$600.00 per installation and de-installation	Dance Mats not included
Projector System (11,000 lumens)	S\$300.00/block (for use on LFT stage only)	-
Portable Projector System (3,000 lumens)	S\$150.00/block	-
Wired Microphone	S\$50.00/pc per day	First 02pcs of wired mic provided FOC
DI-Box	S\$50.00/line per day	-
Wireless Handheld/Clip Microphone	S\$50.00/pc per day	-
Wireless Head-Worn Microphone	S\$80.00/pc per day	-
Shure PGDMK XLR Drum Mic Kit	\$300 per day – full set	If not using full set will be charged \$50/pc per day
Foldback Speakers (max. of 02 pairs)	S\$150.00/pair per day	-
Portable Audio System (Incl. Mixer, CD player, 1 pair of Speakers)	S\$300.00/set per day	-
Smoke Machine (max. of 02 units)	S\$100.00/unit per day	-
Haze Machine (max. of 02 units)	S\$150.00/unit per day	-
Lighting Steel Gobo – B size (w/holders)	S\$5.00/set per day	-
Addition of 20 seats	S\$80.00/setting per performance	To be added to audience seating only
Table Skirting (max. of 08 sets)	S\$10.00/set per day	For FOH counter and/or stage use only
Tables (max. of 04 tables) (2.5ft x 6ft)	S\$5.00/table per day	02 tables for FOH counter and 01 table for backstage provided FOC.
Chairs	S\$3.00/chair per day	For usage in foyer only. 04 chairs provided FOC for FOH

**To Note:**

- Request for piano and equipment rental are to be submitted 4 weeks before actual bump-in and subject to management's approval.
- All charges are subject to prevailing taxes.
- The Management of Lee Foundation Theatre reserves the rights to amend the above rates without prior notice.
- Premises subject to availability and the Management of Lee Foundation Theatre reserves the right to accept proposal for hire.
- For booking enquiries, please contact us at (Tel) 6512 4031 or (Email) [LFTheatre@nafa.edu.sg](mailto:LFTheatre@nafa.edu.sg).