



# SILVER SPRING BLACK BOX THEATRE

## FACILITY RENTAL RATE SHEET

### CONFERENCE ROOM SPACE

Current as of 1/15/2026

*All rates are based on 501(c)(3) nonprofit vs. for-profit status of client, length of rental, plus staffing. There is also a \$500 refundable security deposit due with the final payment and a Certificate of Liability Insurance would be required.*

#### CONFERENCE ROOM RENTAL RATES

*All rentals in the conference room include use of the conference room space with seating for 9+, the conference room table with built-in plugs, and two futons.*

*The rates below do not include staffing which is billed hourly.*

*Most events in the conference room only require the hiring of a Rental Manager.*

For Profit Groups	\$60/hour	\$300/day	\$1800/week
Non-Profit Groups	\$30/hour	\$150/day	\$900/week
Education Classes	\$20/hour	\$125/day	\$550/week

#### STAFFING RATES

*All staff members are billed hourly. A Rental Manager must be scheduled 15 minutes prior to the client's first arrival each day and for any time clients are in the space. Other technicians may be scheduled as needed (which is not typical of a conference room rental). Labor amount is based on a four hour minimum per person, per day. Staff members are paid at a rate of 1.5x their normal rate for Federal Holidays.*

Position	Rate
Rental Manager	\$30/hour
Lighting Technician	\$30/hour
Audio Technician	\$30/hour
Riser Move Technician	\$30/hour
Rigger	\$40/hour
Riser Move Lead	\$40/hour