



## RENTAL RATES FOR 2017-18 SEASON

### 1. Starlight Room & Balcony Lobby Space Use (One Day, One Event):

	<u>Commercial</u>	<u>Non-Profit</u>
<b>Starlight Room</b>		
Full-Day Rental (8 hours)	\$1,500	\$1,250
Half-Day Rental (4 hours)	\$1,000	\$750
As part of rental of full theatre (within rental day)	\$500	\$500
<b>Balcony Lobby</b>		
Full-Day Rental (8 hours)	\$1,250	\$1,000
Half-Day Rental (4 hours)	\$750	\$500
As part of rental of full theatre (within rental day)	\$350	\$350

*For two events in one day add 50% to rental fee. Rehearsals scheduled according to availability.*

***\*Rates Subject to Change without Notice. Additional fees may apply.***

Rental fees for performance days include these services at no additional charge.

- Existing Installed Lighting Equipment (Basic light plot only, does not include moving lights)
- Room Coordinator/Ushers
- Heat/Electricity
- Basic room furnishings ( banquet tables, lounge furniture, cocktail tables, seating)

**Production:** All sound and lighting equipment is owned and operated by the Mayo Performing Arts Center. Charges for additional sound and lighting, and other technical and production needs requested by performers, will be determined after reviewing the artists' technical addendum.

### 2. Additional Expenses:

Piano Rental-Steinway Concert Grand, Model D	\$750.00
Piano Rental-Steinway Baby Grand, Model O	\$500.00
Piano rental – upright	\$250.00
Piano tuner	\$155.00
Expanded Lighting Plot	<i>Quote available by request</i>
Risers (4'x8')	\$50 each
House Recording Fees	<i>TBD per Policy, Quote available upon request</i>
Sound System (In House System)	<i>Quote available by request</i>
Sound System (Added Monitor system)	<i>Quote available by request</i>
Banquet Tables	\$10 each
Folding Chairs, Black resin	\$2.50 each
Podium	\$100
Hospitality Manager	\$200 (if catering is used)
Beverage Service	<i>Quote available upon request</i>
Media package and meeting supplies	<i>Quote available upon request</i>
Extended rehearsal periods beyond normal load-in, technical rehearsal and sound check may result in additional crew charges in accordance with agreements with crew providers.	

The Theatre will establish a basic room set-up for lighting, presentation and other equipment. Any requests for changes in basic set-up could result in additional labor charges which will be determined by the agreement with the crew provider. Any additional labor charges required to setup and breakdown special stage equipment required by the Lessee and considered to not be a part of the normal event crew call will be charged back as part of the final settlement.

Any additional equipment, stage units, multimedia equipment, or other materials which are required by the Lessee or the Lessee's artist will be charged back to the Lessee as part of the final settlement, if either purchased (consumable materials only) or rented by the theatre to meet the requirements. Charges for the use of equipment beyond the basic set-up will be established by the rate sheet based on lessee's or artists requirements and will be added to the final settlement charges.

**Box Office (for ticketed events)**

Box office set-up per event	\$200.00
Series set-up fee for 3 or more events sold as series	\$300.00
Per ticket printed charge (including comps, reprints)	\$0.25
Per ticket fee for each ticket sold by box office	\$0.75
Credit card fee based on total credit card sales	4.3%
Use of Box Office NOP (if selling your own tickets) (Requires advance approval)	\$150.00

**3. Merchandising:** Venue takes 25% of gross sales, Artist takes 75%.

**4. Alcohol:** All alcoholic beverages that are required for the event must be purchased by MPAC, as per our agreement with the New Jersey State Alcoholic Beverage Commission. Any purchases made on behalf of lessee will be billed back to the Lessee by MPAC.

**5. Insurance:** Renter is responsible for carrying comprehensive liability insurance in the amount of not less than \$1,000,000 for injury to any one person and \$3,000,000 for any one occurrence and property damage insurance in the amount of not less than \$1,000,000. The South Street Theater Company, aka Mayo Performing Arts Center, shall be named as co-insured. Certificate of Insurance to be provided NLT 30 days prior to event, if lessee fails to provide Certificate of Insurance, SSTC reserves the right to add lessee to SSTC blanket policy and charge back the cost of coverage.

**6. Holding Dates:** An organization wishing to hold a date for the current or following season can do so only by submitting, in writing, its intention of use. This letter will hold the date for thirty days, by which time the date must be confirmed and a rental agreement must be signed. If a longer amount of time is needed, arrangements must be made.

**7. Contracting the Theatre:** If an organization wishes to confirm its hold on a date, a contract must be signed, with all contract conditions met and all required fees paid before any advertising or ticket sales are to begin.

***For more information on renting any facilities at the Mayo Performing Arts Center, email Julie Dwoskin at [jdvoskin@mayoarts.org](mailto:jdvoskin@mayoarts.org).***