



RENTAL RATES FOR 2017-2018 SEASON

1. Facility Use (One Day, One Event):

Base Rental Rate	Monday - Wednesday	Thursday - Sunday
Non-profit Rate	\$4,000	\$5,000
Orchestra Rate*	\$4,500	\$5,500
Commercial Organization Rate	\$5,000	\$6,000
Commercial Orchestra Rate*	\$5,500	\$6,500

* Orchestra rate includes mandated use of stage extensions and clouds/shell

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.**

The hours that are included in the rental day are between 8:00 AM and 11:00 PM. **The rental start time will be determined by MPAC, and mutually agreed upon by lessee, based upon lessee production requirements.** Any time beyond these hours are subject to an additional fee of 50% of the base rental rate plus overtime labor, and must be approved 30 days prior to rental day.

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

- Website/ Marquee listing of event
- Basic Post Show Cleaning
- Heat/Electricity
- Shuttle service/ parking attendants
- Existing Installed Lighting Equipment (Basic light plot only, does not include followspots or moving lights)
- Basic soft goods (legs, borders, black backdrop)

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

2. Additional Expenses:

Starlight Room Rental	\$500.00
Balcony Lobby/Art Gallery Rental	\$350.00
Piano Rental -Steinway Model D	\$750.00
Piano Rental – Steinway Model O, Baby Grand	\$500.00
Piano Rental – Boston, Upright	\$350.00
Piano tuner	\$160.00
Expanded Lighting Plot	<i>quote available by request</i>
Moving Lights (12 available)	\$300.00 moving light package
Follow Spot (4 available)	\$150.00 each
Union Stagehands	A minimum of 4 stagehands are required for every performance and rehearsal, final number to be determined during production <i>advance quote available by request</i>
Risers – 4'x8', 4'x4', stairs, handrails	\$50 per unit
House Recording Fees	<i>TBD per Policy, quote available by request</i>
Sound System (In House System)	<i>quote available by request</i>

Sound System (Added Monitor system)	<i>quote available by request</i>
Cyclorama, black scrim, blue drop	\$30.00 per piece
LED Star Drop	\$400.00
Orchestra chairs (max 80 provided)	TBD
Music Stands (max 80 provided)	TBD
Stand Lights (max 80)	\$1 per
Marley Dance Floor	\$200
Podium	\$100
Technical Director	\$500
House Manager	\$200 per performance
Hospitality Manager	\$200 (if any catering is being offered)
Event Manager	\$100 (if additional reception is being offered)
Projector & Screen	<i>quote available by request</i>
All other supplies	Cost + 15%

Extended rehearsal periods beyond normal load-in and sound check may result in additional crew charges in accordance with agreements with crew providers.

MPAC will establish a basic theatre set-up for lighting, pit cover, curtain and drapes, orchestra shell 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 show crew call will be charged back as part of the final settlement. This could include, but is not limited to, requirements such as setting up and breaking down pit cover/stage extension; setting up orchestra shell/clouds or other extraordinary services.

Any additional equipment, stage units 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

Box office set-up per single event	\$250.00
Series set-up fee for 3 or more events sold as series	\$350.00
Per ticket fee for each ticket sold by box office	\$1.00
Facility Restoration Fee	\$1.50 per person
Credit card fee based on total credit card sales	4.3%

**All rates subject to change without notice.

3. Merchandising: MPAC shall receive twenty-five percent (25%) of the total gross sales of any and all merchandise sold by Artist of any agents of the Artists in the premises during the venue rental period. MPAC reserves the right to sell its own merchandise in the absence of artist merchandise.

4. Insurance: Renter must provide proof of insurance (COI) with the following minimum limits: comprehensive liability for injury to any one person \$1,000,000, comprehensive liability for any one occurrence \$3,000,000, property damage \$1,000,000. **The Mayo Performing Arts Center** shall be named as co-insured. Certificate of Insurance to be provided no later than 30 days prior to event.

5. Holding Dates: An organization wishing to hold a date for the current or following season can do so only by submitting a Facility Rental Application. This letter will hold the date for thirty days, by which time the date must be approved, confirmed and a rental agreement must be signed. If a longer amount of time is needed, arrangements must be made.

6. 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 Dave Hartkern at dhartkern@mayoarts.org