



FACILITY RENTAL RATES FOR 2018-2019 SEASON

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

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

Starlight Room Base Rental Rates	Commercial	Non-Profit
Full Day Rental (8 hours)	\$1,500	1,250
Half Day Rental (4 hours)	\$1,000	\$750
Additional fee with theatre rental (within rental day)	\$500	\$500
Balcony Lobby Base Rental Rates		
Full Day Rental (8 hours)	\$1,250	\$1,000
Half Day Rental (4 hours)	\$750	\$500
Additional fee with theatre rental (within rental day)	\$350	\$350

Rates subject to change without notice.

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 overtime charges, and must be approved in writing 30 days prior to rental day.

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

- Heat/Electricity
- Basic Room Furnishings (banquet tables, lounge furniture, cocktail tables, seating)
- Room Coordinator/Ushers
- Existing Installed Lighting (Base Plot) - *additional fees may be charged for expanded lighting needs*

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:

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>
Risers – 4'x8'	\$50 per unit
House Recording Fees	<i>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>
Podium	\$100
Technical Director	\$500
House Manager	\$250 per performance

Hospitality Manager	\$250 (if any catering is being offered)
Beverage Service	quote available by request
Media Package and Meeting Supplies	quote available by request
All other supplies	Cost + 15%

MPAC will establish a basic theatre 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 crew call will be charged back as part of the final settlement.

Any additional 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 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
Credit card fee based on total credit card sales	4.3%

**All rates subject to change without notice.

3. Security: MPAC requires our security team, including one police officer, to be present at all public events held on the premise for the safety of all persons entering the facility. Costs for security and police vary and will be quoted based on event needs. The cost will be added into the settlement at the end of the event. This is non-negotiable to the rental contract.

4. 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.

5. Alcohol: All alcoholic beverages that are required for the event must be purchased by MPAC, as per our agreement with the New Jersey Alcoholic Beverage Commission. Any purchase made on behalf of Lessee will be billed back to the Lessee by MPAC at final settlement.

6. 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.

7. 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 and returned in duplicate with a deposit of 50% of the Rental Rate Fee. If a longer amount of time is needed, arrangements must be made otherwise MPAC may not be able to guarantee the rental date.

8. 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 Lee Kaloidis at lee@mayoarts.org.