



## FACILITY RENTAL RATES FOR 2018-2019 SEASON

### 1. Facility Use (One Day, One Event\*):

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

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  
Rates subject to change without notice.

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 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
- Cleaning for Event (additional post show cleaning fees may apply and be included in final settlement)
- Marquee/Website Posting
- 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. Stagehand Labor is a mandatory expense when renting space at MPAC. A MINIMUM CALL OF FOUR (4) STAGEHANDS IS REQUIRED FOR ALL PERFORMANCES AND REHEARSALS. ADDITIONAL STAGEHAND FEES MAY APPLY DEPENDING ON THE NATURE OF THE EVENT. ALL LABOR EXPENSES ARE SUBJECT TO CHANGE AND ACTUAL COSTS MAY VARY WITH ESTIMATED COSTS.

### 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
Security	<i>quote available by request</i>
Parking Attendants	<i>\$50 per staff member</i>
Shuttle Service to Parking Garages	<i>\$450 per event</i>
Risers – 4'x8', 4'x4', stairs, handrails	\$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>
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	\$250 per performance
Hospitality Manager	\$250 (if any catering is being offered)
Event Manager	\$200 (if additional reception is being offered)
Projector & Screen	<i>quote available by request</i>
Extra Cleaning Expenses	TBD
All other supplies	Cost + 15%

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 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. 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. 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.

**6. 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.

**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 Lee Kaloidis at [lee@mayoarts.org](mailto:lee@mayoarts.org).*