

MAIN STAGE RENTAL PACKAGE

PACKAGE SERVICES	DESCRIPTION	COST BREAKDOWN
Facility Rental	Includes use of lobby, green room(s), Main Stage, FOH House Manager, post-show custodial services, facilities manager, access to tables and chairs, basic rental PR package (see below)	Mon -Wed \$800 Thur - Sun \$1000
Audio*	Includes Center approved Audio Engineer for sound-check and showtime, full house sound system and equipment.	\$250
Stage Manager*	Includes stage/tech management and coordination, and volunteer production crew coordination.	\$175
Lighting Tech*	Includes house lighting system, experienced Center approved lighting technician for soundcheck and showtime.	\$100
TOTAL		Mon-Wed \$1325 Thurs-Sun \$1525

* Required for live music/multi-media

Package Details

Pre-show Production Manager

Acts as liaison between producer, tech and facilities associates, house manager, and other Center departments whose services have been rendered. Production Manager advances show and ensures renters needs are met to the best of our ability.

Use of Lobby, Green Room, Conference Room, Main Stage, & Prospector Lounge.

Does not include green room/performer hospitality services.

Showtime Center staffed House Manager

Supports renter with day of show needs. Additional fees may apply over 8 hours.

Facilities Manager

Provides access to facility, assists with set-up of chairs, tables, facility temperature, lock up, etc. Additional fees may apply over 4 hours.

Professional Center Audio Engineer

Includes full house PA and sound equipment. Click [HERE](#) for Main Stage tech info package. Additional fees may apply for special event, backline and/or piano use. Additional fees may apply over 8 hours.

Professional Center Staffed Stage Manager

Interfaces with the performers, manages technical / stage needs, prices and acquires back-line if needed, assists with performance / scheduling. 3-11pm. Additional fees may apply over 8 hours.

Center Staffed Lighting Technician & House Lights

See tech package for details. Additional fees may apply over 8 hours.

Volunteer Production Stage Crew

Assists Stage Manager with load in, set up, strike and load out. Crew is scheduled on a volunteer basis and is subject to availability.

Post-Show Custodial Services

Cleaning of all areas included in the rental package. Additional fees may apply.

Tables, Chairs, Stanchions, Risers, etc. as Needed

Center staffed bar and/or concessions (optional, 100% of sales goes to The Center)

Basic Rental PR Package

Website: Inclusion on the Center's website with own page (renter provides info). Content to be provided by renter. Must include web ready content such as image, links to video, ticketing info, information contact, etc.

Newsletter: Inclusion in weekly newsletter (30,000 subscribers). Content based on web content provided by renter.

Poster: Inclusion in rotating poster display in Center lobby. Posters are displayed in chronological order as space permits. Poster design and printing are responsibility of the renter.

PLEASE NOTE: It is the responsibility of the renter, unless otherwise negotiated, to promote the event, including poster design, flyering, press, etc. The Center is not responsible for publicity or advertising related to rental events unless otherwise specified in contract.

POSTER SIZES NEEDED

All poster files should be submitted as PDFs.

11x14 : lobby display

Handbills: counter top

36x48: street window

8.5x11: for ticketing outlets if flyering or Box Office services have been purchased

8.5x11 jpg: web use

Technical specifications available at
thecenterforthearts.org/about/venue-information/

MAIN STAGE OPTIONAL ADD ONS

ADDITIONAL SERVICES	COST
Box Office Services	\$100 set up/maintenance fee & showtime staffing plus \$1 per ticket and 3.5% of all credit card charges.
Professional Digital Event Photography	Starting at \$75
Center Staffed Showtime Volunteer Coordination	\$75 Volunteers are scheduled on a volunteer basis and are subject to availability.
Back Line Sourcing	Prices vary depending on needs.
Steinway Piano	\$250 (\$100 usage fee + \$150 tuning fee) Pricing negotiable depending on needs.
Granucci Gallery	Pricing varies.
Cross Marketing/Graphic Design/Poster Design	Starting at \$100, prices vary.

Center Box Office Services

\$100 set-up and maintenance fee + \$1 per ticket and 3.5% of all credit card charges.

Includes:

- Pre-sale tickets using The Center for the Arts ticketing system
- Tickets available in person or on the phone at The Center Box Office during regular box office hours (Tuesday - Saturday, 12 - 5pm), online (with link provided), and BriarPatch Co-Op
- One Center-trained box office staff for showtime ticket sales and box office management.
- Maintenance and oversight of guest list/comps
- Up to two Center trained volunteer Ticket Takers at door (subject to availability).
- The Center for the Arts will provide a patron manifest/full ticket sales report upon request and at end of event

NOTE: An additional \$2 facility fee per ticket is passed on to the patron.

Center Box Reconciliation

Please note box office ticket sales and reconciliation checks are processed the following Tuesday, post show. Check will be mailed to renter/production along with box office sales report, less any fees described above.

If Renter oversees their own ticket sales and box office, The Center does not retain any rights to revenue made by ticket sales, less agreed upon rental fees.

Professional Digital Event Photography

Starting at \$75

From unedited digital files to retouching services. Contact John Taber at jtaber@thecenterforthearts.org for info.

Center Staffed Show Volunteer Coordination

\$75 May Include:

- Ticket takers
- Ushers
- Concessions
- Green Room Strike (clean-up)
- Lobby Greeter
- Basic Security
- Merch Seller

Positions are fulfilled on a voluntary basis, The Center cannot guarantee that all positions will be filled.

Center Bar

The Center can provide a no-host, Center Staffed bar at no additional cost to the renter. Due to the nature of The Center's liquor license, and 501c status, The Center is an all ages venue.

- Depending on the event, if beverage service is provided, The Center may exempt renter or share responsibility of the liability insurance.
- Depending on event, Renter may be required to provide professional security at no cost to The Center, OR The Center and Renter may be required to provide professional security at no cost to The Center, OR The Center and Renter may be required to share the cost of professional security or agreed upon security service.
- All revenue of bar sales are to remain the sole property of The Center.

Steinway Piano

Including tuning: \$250 (\$100 usage fee \$150 for tuning)

Tuning optional.

Granucci Gallery

Pricing varies and depends on availability & needs.

Cross Marketing

Pricing varies and depends on availability & needs.

May include promotional packages, flyer/graphic design, assistance with radio/press interviews, etc.

BOOKING RULES & REGULATIONS

General Liability Insurance (Required)

Renter shall provide proof of General Liability Insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall continue in effect during the entire term of this Agreement and include the following:

(i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the amount of \$1,000,000.00 (One million dollars).

(ii) An endorsement naming The Center for the Arts, its officers, officials, employees, agents and volunteers as an additional insured under said policy;

(iii) A provision that said insurance shall provide for thirty (3) days written notice to The Center for the Arts of any termination or change in coverage protection.

To obtain one-day insurance for your event, visit:

www.eventplanner.com

Depending on the nature of the event, required liability insurance may be waived if The Center provides bar services.

OFF CENTER STAGE RENTAL PACKAGE

FACILITY RENTAL	DESCRIPTION	BASE FEE
Hourly	Meetings, conferences, lectures, poetry readings, rehearsals, film screenings, etc. Two hour minimum.	\$75 first hour \$35 each additional hour
Performance	Live music, film festivals, dance, Includes use of lobby, green room(s), Off Center Stage. Includes post-show custodial services, facilities manager, access to tables and chairs, basic rental PR package (see below)	Mon-Thurs: \$350 Sat-Sun: \$400 <i>Up to 8 hours</i>
Private Party	Use of lobby, green room(s), and theater, facilities manager, access to tables and chairs, house PA for pre-recorded sound, optional no-host bar. Audio engineer for live music additional fee. Catering, decorating, event planning packages available.	Starting at \$400
Theater (4 week minimum)	Set build /Rehearsal /Tech Includes tech walkthrough and use of house lights and sound provided renter has a qualified technician.	\$120 per day
Theater (4 week minimum)	Performance Days May include house lights and sound for pre-recorded music only, post-show custodial services on performance dates	\$150 per performance
Theater (4 week minimum)	Dark Days	\$75 per day

TECH SERVICES	DESCRIPTION	COST BREAKDOWN
Production Manager	Production manager and house manager acts as liaison between producer, tech, and facilities associates whose services have been rendered. Production manager assists with advancing the event to ensure renters needs are met to the best of our ability.	\$150, up to 8 hours
House Manager	House manager assists renter with front of house needs and patron services day of show.	\$150 per show
Audio*	Includes Center approved Audio Engineer for soundcheck and showtime, full house sound system and equipment.	Starting at \$150
Stage Manager	Includes stage / tech management and coordination, and volunteer production crew coordination.	\$175
Lighting Tech*	Includes house lighting system, experienced Center approved lighting technician for soundcheck and showtime.	\$100
Theater/Dance Lighting Tech	Includes professional lighting tech, house lights, gels, and other specialized equipment.	Scene setup: varies Tech: varies Showtime: starting at \$75

* Required for live music/multi-media

Services Details

Pre-Show Production Manager

Acts as liaison between producer, tech and facilities associates, house manager, and other Center departments whose services have been rendered. Production Manager advances show and ensures renters needs are met to the best of our ability.

Use of Lobby, Green Room and Theater

Does not include green room/performer hospitality services.

Facilities Manager

Provides access to facility, assists with setup of chairs, tables, facility temperature, lock up, etc. Additional fees may apply over 4 hours.

Professional Center Audio Engineer Service

Includes full house PA and sound equipment. Additional fees may apply for special event, backline and/or piano use. Additional fees may apply over 8 hours.

Professional Center Staffed Stage Manager

Interfaces with the performers, manages technical / stage needs, prices and acquires back-line if needed, assists with performance / scheduling. 3-11pm. Additional fees may apply over 8 hours.

Center Staffed Lighting Technician & House Lights

See tech package for details. Additional fees may apply over 8 hours.

Volunteer Production Stage Crew

Assists Stage Manager with load in, set up, strike and load out. Crew is scheduled on a volunteer basis and is subject to availability.

Post-Show Custodial Services

Cleaning of all areas included in the rental package. Additional fees may apply.

Tables, Chairs, Stanchions, Risers, etc. as Needed

Center Staffed Bar and/or Concessions

Optional -100% of sales goes to The Center

**Technical specifications available at
thecenterforthearts.org/about/venue-information/**

OFF CENTER STAGE OPTIONAL ADD ONS

ADDITIONAL SERVICES	COST
Box Office Services	\$100 set up / maintenance fee & showtime staffing plus \$1 per ticket and 3.5% of all credit card charges.
Professional Digital Event Photography	Starting at \$75
Center Staffed Showtime Volunteer Coordination	\$75 Volunteers are scheduled on a volunteer basis and are subject to availability.
Back Line Sourcing	Prices vary depending on needs.
Upright Piano	\$200 (\$50 usage fee + \$150 tuning fee) Pricing negotiable depending on needs.
Projector & Screen	Pricing varies depending on use
Cross Marketing/Graphic Design/Poster Design	Starting at \$100, prices vary.

Center Box Office Services

\$100 setup and maintenance fee + \$1 per ticket and 3.5% of all credit card charges.

Includes:

- Pre-sale tickets using The Center for the Arts ticketing system
- Tickets available at in person or on the phone at The Center Box Office during regular box office hours (Tues - Sat, 12-5pm)
Online (with link provided), and BriarPatch Co-Op
- One Center-trained box office staff for showtime ticket sales and box office management.
- Maintenance and oversight of guest list / comps
- Up to two Center trained volunteer Ticket Takers at door (subject to availability).
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Center Staffed Show Volunteer Coordination

\$75 May Include:

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- All revenue of bar sales are to remain the sole property of The Center.

Upright Piano

Including tuning: \$200 (\$50 usage fee \$150 for tuning)

Tuning optional.

Cross Marketing

Pricing varies and depends on availability & needs.

May include promotional packages, flyer/graphic design, assistance with radio/press interviews, etc.

BOOKING RULES & REGULATIONS

General Liability Insurance (Required)

Renter shall provide proof of General Liability Insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall continue in effect during the entire term of this Agreement and include the following:

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