

Shaw Center for the Arts Rental Rate Information Revised August, 2011

RIVER TERRACE RENTAL RATES

Fourth Floor, space is Indoor/Outdoor, exclusive use

*determined by event size/length

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|-----------------------------|---|
| Terrace Rental | \$300 per hour (2 hour minimum) |
| Event Representative | \$100 - \$300 per event* |
| Security | \$40.00 per hour per security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour per porter (3 hour minimum)* |
| Maintenance Fee | \$50 per event |
| Ceremony Fee | \$150 per ceremony |

LAFAYETTE PLAZA RENTAL RATES

Ground level/Outdoor, non-exclusive use

*determined by event size/length

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|-----------------------------|---|
| Plaza Rental | \$300 per hour (2 hour minimum) |
| Event Representative | \$100 - \$300 per event* |
| Security | \$40.00 per hour per security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour per porter (3 hour minimum)* |
| Fountain Turned Off | \$50.00 fee per event |
| Maintenance Fee | \$50.00 per event |

RUE ALBRITTON RENTAL RATES

Ground level/Outdoor, non-exclusive use

*determined by event size/length

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|-----------------------------|---|
| Rue Albritton Rental | \$200 per hour (2 hour minimum) |
| Event Representative | \$100 - \$300 per event* |
| Security | \$40.00 per hour security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour (3 hour minimum)* |
| Maintenance Fee | \$50.00 per event |

MANSHIP THEATRE RENTAL RATES

Ground level, Indoor, exclusive use

Rental Rates include use of available light/sound system, dressing rooms, and green room spaces. Staff and Technical labor equipment and fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES.

*determined by event size/length

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|-------------------------------|---|
| Manship Theatre | \$1,000 (Monday through Wednesday) \$1,250 (Thursday through Sunday) |
| Weekly Rental Discount | \$3,500 (Monday through Thursday) |
| Security | \$40.00 per hour security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour (3 hour minimum)* |
| Maintenance Fee | \$50.00 per event, if non-ticketed event. For ticketed events, see ADDITIONAL EVENT EXPENSES. |

HARTLEY/VEY STUDIO THEATRE RENTAL RATES

Ground level, Indoor, exclusive use

Rental Rates include use of available light/sound system. Staff and Technical labor equipment and fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES.

*determined by event size/length

| | |
|-------------------------------|---|
| Hartley/Vey Studio | \$500 |
| Weekly Rental Discount | \$1,750 (Monday through Friday) |
| Security | \$40.00 per hour security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour (3 hour minimum)* |
| Maintenance Fee | \$50.00 per event if, non-ticketed event. For ticketed events, see ADDITIONAL EVENT EXPENSES. |

HARTLEY/VEY WORKSHOP THEATRE RATES

Ground level, Indoor, exclusive use. Staff and Technical labor fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES.

*determined by event size/length

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|-------------------------------|---|
| Hartley/Vey Workshop | \$250 |
| Weekly Rental Discount | \$900 (Monday through Friday) |
| Security | \$40.00 per hour security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour (3 hour minimum)* |
| Maintenance Fee | \$25.00 per event, if non-ticketed event. For ticketed events, see ADDITIONAL EVENT EXPENSES. |

THE GALLERY

2nd Level Mezzanine, exclusive use. Staff and Technical labor fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES.

*determined by event size/length

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|------------------------|---|
| Gallery Rental | \$500 |
| Security | \$40.00 per hour security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour (3 hour minimum)* |
| Maintenance Fee | \$50.00 per event |

JONES WALKER FOYER

The Jones Walker Foyer is a public area available for non-exclusive use.

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| JW Foyer Rental | \$250 |
| Security | \$40.00 per hour security officer (4 hour minimum)* |
| Janitorial | \$20.00 per hour (3 hour minimum)* |
| Maintenance Fee | \$25.00 per event |

JOSEF STERNBERG CONFERENCE ROOM-2ND FLOOR

The Sternberg Conference Room is available for exclusive use.

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| Conference Room Rental | \$40 (3 hour minimum)* \$80 Daily rate (8 hour rental) \$250 Weekly rate for 5-day rental |
| Maintenance Fee | \$20.00 per event |

SCHEDULE OF PAYMENT

Deposit \$300 non-refundable deposit is required for rentals, 50% of the estimated fees will be due 90 days prior to the date of the event and the remaining balance of the estimated fees will be due 60 days prior to the date of the event.

Damage Deposit Refundable \$500 damage deposit is due with final payment.

NOT FOR PROFIT RATES:

Not for profit groups with evidence of 501(c) 3 status are afforded a 25% discount off **space rental rates**.

ADDITIONAL EVENT EXPENSES:

Ticket Office \$50/ticketed event; \$50/ticketed event set-up; \$50/ticketed event change charge.

Maintenance & Enhancement Fee – \$1.50/ticket added to ticket prices. Patrons are charged service fees based on point of sale. A \$250 administrative fee will be charged for cancelled/postponed events and/or performances which require ticket refunds or the re-printing of tickets.

Promotional E-blasts are charged at \$50 each – copy and artwork to be provided by renter. Signboards for Ticket Desk display are \$70 each – artwork and copy must be provided by user. [Electronic artwork should be provided in .jpg format.]

Technical Fees Director of Production – \$37.50/hour

Stage Technicians – \$17.50/hour

Manship Theatre Staff Manship Event Coordinator-\$20.00/hour
ADDITIONAL EVENT EXPENSES Continued

Manship Event Representative-\$17.50/hour

House Manager-\$17.50/hour

Security Guard-\$50/hour (4 hour minimum)

Janitorial Porter-\$20/hour (3 hour minimum)

Credit Card Fees 5% of ticket purchases made via credit card

Sales Tax 9% of gross ticket sales

Floor Painting \$350 plus labor if renter does not leave stage floor painted with Manship Theatre approved flat, black paint.

Seat Removal Only with sufficient advance. Manship labor charges apply.

Concession/Merchandise Sales 15% of gross sales of approved items sold before, during or after performances if renter provides sales personnel; 20% charged if Manship personnel are used.

Advance notice is required on all merchandise to be sold.

Group Sales 10% of total sales resulting from group marketing efforts

All items brought in for event must be removed during Load-Out or a \$200 storage fee will be billed to Lessee on final invoice.

Equipment Rentals:

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| Projection equipment | \$75/use, technical staff and other charges apply \$10/use in 2 nd floor Sternberg Conference room |
| Podium | \$25/use |
| Piano | \$100/use; \$250/week; plus tuning at \$125 per tune |
| Acoustical Shell | \$100/use; \$250/week |
| Wireless microphone handheld | \$15/each/per day |
| Wired microphone | \$15/each/per day |
| Lavalier microphone | \$35/each/per day(Extra battery charge may apply) |
| Microphone stand (each) | \$5/use |
| Stage | \$250/use in Hartley/Vey Studio Theatre (24' by 16') |
| Risers | \$25/each (4' by 8') |
| Marley Dance Floor | \$250, Includes floor install and strike |
| Portable Sound System | \$250/day, technical staff and other charges apply |
| Satellite Bar | \$50/per bar |
| Hazer | \$75/use |
| PC Computer Lap Top | \$50/use |
| Music Stands(each) | \$5/use |
| Music Stand lights (each) | \$3/use |
| Orchestra Chairs (each) | \$5/use |
| Foyer-DVD player | \$20 |
| Foyer-TV | \$20 |
| Tables/Chairs (each) | 24-36" round adjustable height tables \$10/table/day 15-6' oblong tables \$10/table/day 6-30" round, bar height tables \$10/table/day 118 black metal padded chairs \$3/chair/day Linens \$10/linen/day. Linen prices include laundering. *Labor charges apply to set up.* |
| Coat check and attendant | \$100 per performance (24 hour notice required) |
| Copies | \$.15/copy |

ADDITIONAL FEES

Higher Rates may apply for Holidays.

Photo Session Fee: \$100 for 3 hours/per client