

MYRTLE WOLDSON PERFORMING ARTS CENTER RENTAL INFORMATION

August 2019

All rates are effective August 9, 2019 and are subject to change without notice.

COUGHLIN THEATER (per day; 1-2 days/3-5 days/6+ days)

maximum capacity 759

commercial rate	\$900/\$750/\$600
non profit rate	\$650/\$500/\$350
*internal rate	\$425/\$275/\$125

maximum capacity 595 (1st floor rate)

commercial rate	\$675/\$575/\$460
non profit rate	\$475/\$375/\$275
*internal rate	\$305/\$205/\$100

RECITAL HALL (per day; 1-2 days/3-5 days/6+ days)

maximum capacity 168

commercial rate	\$500/\$450/\$400
non profit rate	\$350/\$300/\$250
*internal rate	\$225/\$175/\$125

The above rates are single use rates for the rental of the space only. Organizations renting space on a weekly or monthly basis may receive consideration for reductions from these rates.

Conference rates are available for meetings, lectures, and gatherings that do not entail a public performance.

For use of Coughlin Theater, Renter must show a history of attendance in other venues equal to the capacity rate requested.

Additional costs for lighting, audio and labor (including venue set-up and restore) will be determined by the Rental Supervisor after consultation with the Renter.

*Internal rate applies to GU organizations who wish to use the space for non-academic purposes

ADDITIONAL SPACES AVAILABLE (3-hour block of time minimum)

Lower Lobby (no performance)

commercial rate	\$525
non profit rate	\$325

Upper Lobby (no performance)

commercial rate	\$525
non profit rate	\$325

Design Studio (summer only) \$300

LABOR – per hour (any fraction of an hour constitutes as a full hour of charges; 3 hour minimum)

Rental Supervisor	\$30
Audio Supervisor	\$30
Ticketing Services Supervisor	\$30
General technicians (stagehands, board operators, electricians, box office assistants, ushers, etc.)	\$15
Technical specialists (riggers, HM, etc.)	\$15-20
Union stagehands (4 hour min. call)	TBD
Security & Traffic Control (4 hour min. call)	\$25
Custodial Services – flat fee	\$125

STAFF

Each event must engage, at minimum, a Rental Supervisor. In addition, Center staff must be engaged to operate sound, lighting and theatrical equipment (if required) and to execute front of house duties (box office, house management) if the event involves a performance. Additional labor and equipment requirements will be determined by the Center based on the needs and nature of the event.

EQUIPMENT

Full sound system	\$250/event
Partial sound system	\$125/event
Full stage lighting system	\$375 setup (plus \$60/perf. lamp usage)
Partial lighting system	\$225 setup (plus \$60/perf. lamp usage)
Moving lights	\$50/event/light
Followspot	\$50/day/spot
Piano rental (Steinway B or D)	\$200/event
Piano tuning (per tuning)	\$165/event
Dance floor	\$350/event
Podium	\$25/event
Conductor's podium	\$75/event
Riser (4x8 platform or 4-step choral)	\$25/riser/event
Multi-level riser	\$40/riser/event
Video screen and projector	\$100/event

Available chairs and tables included in rental for free.

Other equipment charges may apply based on the Event Agreement.

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TICKETING

- All ticketing must be managed by the Center's Ticket Office.
- A \$75 fee will be incurred for setup of event within the Center's ticketing system for phone & Box Office sales.
- Online ticketing is available by request for an additional fee of \$50. Arrangements must be made in advance through the Event Agreement. The ticketing software vendor charges an additional 12% per ticket at the time of purchase for online sales only.
- A \$3 Ticket Operations Fee will be incurred for every ticket sold.
- All tickets mailed will be subject to a \$1.50 shipping and handling fee.
- No tickets will be issued until a contract is executed and the initial deposit, Ticketing Services Request Form and all applicable fees have been received.
- Tickets will be available from the Box Office five business days following the acceptance of the Ticketing Services Request Form and execution of the Event Agreement.
- All tickets are non-refundable. If Renter's event has multiple performances, Renter may approve ticket exchanges. If exchanges are allowed, the patron will incur an exchange fee determined by the Myrtle Woldson Performing Arts Center.

EVENT AGREEMENTS

When you request a venue by submitting a Space Request Form, you will be contacted by the Director of the Center and asked to provide detailed information concerning your event in an Event Setup Form. An Event Agreement cannot be constructed until this communication takes place. All Event Agreements must be signed and executed at least six weeks prior to the event date. In the event an Event Agreement is not signed and executed six weeks prior, the Center reserves the right to cancel the event. At the time an Event

Agreement is signed, Renters are required to submit a deposit, proof of non-profit status (if applicable), and a Ticketing Services Request Form (if applicable).

The contract must be fully executed prior to

- ticket sales
- promotion of the event
- occupancy of space
- storage of equipment

Any violation of the above may result in the cancellation of the event.

DEPOSIT

A deposit is required at the time the Event Agreement is signed. The deposit is based on 50% of the estimated costs. The deposit can be made by cash, check or money order.

INSURANCE

Non-campus Renters must pay for current liability insurance that covers the event and all related activities. This fee will be part of the cost estimate listed in your Event Agreement.

CATERING

Sodexo is the sole supplier of all food and beverage services for the Myrtle Woldson Performing Arts Center. All food and beverage items, for both Front of House and backstage events must be arranged with Sodexo. Sodexo is also the sole supplier for alcoholic beverages at the Performing Arts Center. Alcoholic beverage service includes the beverages, bartenders, and the provision of the appropriate beverage license. Dining Services may be reached at (509) 313-6902.

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FIRE, POLICE, AND SECURITY REQUIREMENTS

Myrtle Woldson Performing Arts Center reserves the right to require fire, police, or other security personnel for events. The need shall be determined based on the time, place, and type of event, anticipated crowd and any extraordinary requests from the Renter. Renter is responsible for all applicable charges. If an artist contract requires security, the Renter must contact the Director of the Center for approval before securing outside security agencies.

YOUR EVENT AGREEMENT INCLUDES:

- Access for a 10-hour period between 8am and 11pm; more than 10 hours within the 8am-11pm time frame will be billed at \$100/hour for space and regular labor rates; requests for access outside of the above hours must be arranged at least 45 days in advance and will result in the following overtime costs:

Labor rates	Double time
Space rental	\$250/hour

Any fraction of an hour constitutes as a full hour of charges.

- Access to loading dock, corridors, dressing rooms, Green Room, lobby, stage, and audience areas as needed
- House ticketing system and event listing on the Center's website (5 business days after execution of contract)

NOTES

- Theatre seating capacity may vary according to configuration and technical requirements.
- The Center does not have a Standing Room option in any of its theater spaces.
- There is no on-stage audience seating.
- Renters may record their event with prior notification and submission of a Recording Agreement.
- Renters are required to sign a Change Order Agreement if a requested change in services and/or equipment results in a cost increase of more than 10% of the original estimate.