



# Myrtle Woldson Performing Arts Center Event Rental Information



MYRTLE WOLDSON  
PERFORMING ARTS CENTER  
AT GONZAGA UNIVERSITY







# Fr. Bernard J. Coughlin, S.J. Theater

## **maximum capacity 753 (per day; 1-2 days/3-5 days/6+ days)**

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

## **maximum capacity 589/529 no pit seats (1st floor rate)**

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

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

All rates are effective June 23, 2021 and are subject to change without notice.





# Martin and Edwidge Woldson Recital Hall

**maximum capacity 168 for performances (telescopic seats)/100 for seated dinner or reception (round tables) (per day; 1-2 days/3-5 days/6+ days)**

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

## **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
Recital Hall Plaza or Coughlin Plaza	\$200

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## EQUIPMENT (SUBJECT TO SALES TAX)

Full sound system	\$250/day
Partial sound system	\$125/day
Full stage lighting system (plus \$60/perf. lamp usage)	\$375 setup
Partial lighting system (plus \$60/perf. lamp usage)	\$225 setup
Moving lights	\$50/light/event
Followspot	\$50/spot/day
Piano rental (Steinway B or D)	\$200/day
Piano tuning (per tuning)	\$165/event
Dance floor	\$350/day
Podium	\$25/event
Conductor's podium	\$75/event
Riser (4x8 platform or 4-step choral)	\$25/riser/day
Multi-level riser	\$40/riser/day
Pipe and drape	\$50/event
Video screen and projector	\$100/day
Stage Deck	\$840/event

Available chairs and tables included in rental for free.

Orchestra shell and pit seats available for labor charges to load-in and strike. Other equipment charges may apply based on the Event Agreement.

## 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
Bartenders (4 hour min. call)	\$35
Security & Traffic Control (4 hour min. call)	\$25
Custodial Services – flat fee	\$125

## 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 \$1 per ticket at the time of purchase.
- 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.

## 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.

## 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.



## **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. As an alternative, Renters can provide a certificate of liability with coverage of \$1M per occurrence/\$3M in the aggregate and The Corporation of Gonzaga University listed as additional insured.

## **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. Donated alcohol for the event may be used if food is purchased from Sodexo. Dining Services may be reached at (509) 313-6902.

## **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 ten hour period between 8am and 11pm; more than ten 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 (five business days after execution of contract).