



2016-2017 Season ~ Schedule of Rental Fees

Hannah Covington McGee Theatre: capacity 554

Austin Auditorium: capacity 999

Batte Rotunda: capacity 125

Plyer-Griffin Recital Hall: capacity = 174

Helms Gallery: capacity 30

FACILITY RENTAL RATES:	COMMERCIAL RATE	NON-PROFIT RATE	RESTRICTIONS
McGee Daily Performance Base Rent:	\$750	\$600	8am-11:59pm , ONE PERFORMANCE
McGee Rehearsal Base Rent:	\$500	\$400	8am-11:59pm, no audience
Additional show(s)	\$350	\$250	For each added show during rental day
Austin Daily Performance Base Rent:	\$1,500	\$1,250	8am-11:59pm , ONE PERFORMANCE
Austin Rehearsal Base Rent:	\$750	\$600	8am-11:59pm, no audience
Recital Hall/Rotunda/Gallery Base Rent:	\$350	\$250	<i>Per 5 hour period</i>

EQUIPMENT & LABOR FEES:

- ◆ Piano Rental - \$350 Performance Day Piano Rental - Includes 1 tuning – 9’ Steinway concert grand piano
\$200 Rehearsal Day of Piano Rental - Excludes tuning – tuning \$150 extra
\$1000 additional moving fee for piano use in Austin
- ◆ Organ Rental - \$500 per day subject to Music Department approval
- ◆ \$25 per wireless microphone. \$100/spotlight which includes operator for 4-hour call.
- ◆ Projection Equipment - \$150 for 4 hours period. \$25/hour for each additional hour.
- ◆ \$15.00/person/hour for general stage and house crew. 4 hour minimum call.
- ◆ \$25-\$50/person/hour for any design work, master electricians and specialty work

BOX OFFICE FEES:

- ◆ \$75/ event Setup charge. \$1.00 for each ticket printed/sold/consigned. \$45 for each returned checks
- ◆ 3% of all credit card sales for Credit Card Processing. **Union County Sales Tax on Ticket Sales: 6.75%**

BASE RENTAL RATE INCLUDES

- ◆ Use of the designated rental space(s), restrooms, dressing rooms, backstage, lobbies and backstage areas during the contracted rental period for approved activities.
- ◆ Available sound & stage lighting, platforms, chairs, music stands, tables (excluded: spots & wireless mics)
- ◆ Available volunteer ushers, ticket takers, house manager, general custodial
- ◆ Performance rate allows for one performance. Additional fees apply for multiple shows on the same day.

BASE RENT EXCLUDES

- ◆ All event related labor, spotlights, wireless microphones & stage supplies (gels, tape, etc)
- ◆ Storage of equipment outside the contracted rental period. Storage fees of \$50/day apply.
- ◆ Security & nonstandard Box Office and Custodial services as determined by Management

FINANCIAL AND INSURANCE REQUIREMENTS

- ◆ Fully executed contract and payment of all deposits is required to hold dates
- ◆ Advance payment of all expenses & \$1,000,000 General Liability Certificate of Insurance as per contract
- ◆ Not-for-Profits provide proof of valid 501(c)3 tax exempt status
- ◆ Lessee is responsible for collecting and remitting all applicable taxes, including sales tax on all ticket sales

IMPORTANT INFORMATION

- ◆ Management determines crew number & call time. Only approved personnel can operate Batte equipment.
- ◆ Rates and policies are subject to change at any time.
- ◆ Equipment is limited and subject to availability. Request equipment as soon as possible.
- ◆ No smoking, sterno, pyrotechnics or open flames are permitted in the Batte Center or Austin Auditorium.
- ◆ No use of tape or adhesives on the walls, seats, doors or fixtures.
- ◆ No use of glitter, spray adhesive or duct tape anywhere in the facilities. No gum permitted backstage.
- ◆ All props must be stage ready. No painting is permitted on the premises.