



Rental Rates: 2015-2016 Season

EKU Center for the Arts
 1 Hall Drive, Richmond, KY 40475
 (859) 622-7294 www.ekucenter.com

Madison County Public School System & Eku**		
	Not for Profit	Commercial

Grand Hall Theatre

Single Day Function/Event + stage labor	-	\$2,000 vs. 4%*	\$3,000 vs. 5%*
Double Event - same day + stage labor	-	\$3,000 vs. 2%*	\$4,000 vs. 3%
<i>* Above rates are base venue rental rate vs. percent of gross ticket sales, whichever is greater</i>			
Rehearsals or additional non-performance day rate - up to 6 hrs. + stage labor	-	\$750	\$1,000
Meeting - up to 4 hrs. *rate subject to management approval	-	\$400	\$500
Projector, Screen, Lectern, and microphone setup (does not include audio technician)	\$200	\$200	\$200

Black Box

Single Event + stage labor	-	\$300	\$500
Multiple event + stage labor	-	\$500	\$700
Subsequent days	-	\$250	\$450
Set up/decorating other than event day	-	\$50/hr.	\$75/hr.
Rehearsal/ Lunch Meeting - up to 4 hrs.	-	\$300	\$400
Projector, Screen, Lectern, and microphone setup (does not include audio technician)	\$75	\$75	\$75

Lobby

Lobby - Consists of 2 levels	-	\$500	\$700
Black Box Lobby	-	\$150	\$300

Note: Above rates are single use rates. Organizations renting space on a weekly or monthly basis, or a combination of equivalent annual rentals may receive consideration for reductions from these rates.

Equipment and Audio Visual Needs (all charges + labor/operators)

EKU Center for the Arts Front of House Sound System	Included	Included	Included
Stage Monitor Sound System (no in house system - must rent)	Cost	Cost	Cost
EKU Center for the Arts Lighting System	Included	Included	Included
Acoustical Shell + stage labor	\$100	\$150	\$300
Grand Piano + tuning at going rate	\$85	\$125	\$225
Grand Piano moving to space other than main stage	\$75	\$75	\$75
Follow Spots (4 available) + hourly rate for operator(s)	\$25 each	\$50 each	\$90 each
Portable Public Announcement Sound System + labor	\$25	\$50	\$75
Supplies/equipment rented externally for tenant	Cost	Cost	Cost
Spandex Linens - limited quantity available; we cannot guarantee this will be available	\$5	\$5	\$5

Event Labor

30 day advance - Unless otherwise negotiated, Eku stage equipment must be operated by Eku Center for the Arts staff or designee

Rates would vary based on staff needed and may up subject to an overtime rate

Technical Manager (one) - required	\$25/hr.	\$25/hr.	\$50.00/hr.
Stage Crew - hourly rates per man	Cost	Cost	Cost
Front of House Manager - required	\$15/hr.	\$15/hr.	\$30.00/hr.
Ushers or Crowd Control Managers (depending on the event)	Cost	Cost	Cost
1 CCM required due to fire code per 250 people in attendance			
School Show Coordinator	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Event setup per hour (beyond one hour of labor)	\$45/hr.	\$45/hr.	\$45/hr.
Audio Engineer	Cost	Cost	Cost

Ticket Administration ** Rates are based on gross ticket sales

All tickets sold through the box office are non refundable or if an event charges an admission fee			
Credit Card Fee - or current rate; depending which is higher	3.5%	3.5%	3.5%
Ticket Stock	\$.25 per ticket	\$.25 per ticket	\$.25 per ticket
Restoration Fee - for ticketed events provided through box office	-	\$5.50	\$5.50
Ticket provider will charge an additional fee to purchaser for online sales - price based on ticket cost			

Marketing Services

Center for the Arts Web Site Fees - One posting of your event including a full page event summary with a link to your web page and one edit layout and information	Included	Included	Included
Additional revisions or updates	\$25	\$25	\$25
Program Stuffers inserted by usher staff	\$50.00/1,000	\$50.00/1,000	\$50.00/1,000

Concessions/Merchandise

If vended by renter, house will receive 15%.
If vended by house, house will receive 20%.
(Note: Registration with Kentucky Department of Revenue required.)

Policies and Regulations

- A 10% deposit is due upon signing of a rental contract.
- EKU Center for the Arts' sponsored events receive first priority on the calendar. Rental and education performances take second and third priority, respectively. If an event is requested prior to the EKU Center's season release for that year, the event will receive a first hold date but will not be guaranteed.
- Madison County Public School System and EKU rates are for student-performed events. EKU is restricted to the President's Office, Music Department, Theatre Department, EKU Dance Theatre, Chautauqua Lecture Series, and Student Activities Council events. All Education rate events are subject to review and approval of EKU Center management.
- For performances where tickets are being sold, season tickets holders must have first right of refusal for their seats. In addition, season tickets holders must have a minimum of 3 days to purchase their tickets prior to on-sale date.
- Entities must provide EKU with an ACORD certificate of liability for a minimum coverage of \$1,000,000 and listing EKU as Additional Insured. This must be provided five (5) business days prior to access to premises.
- The following are not permitted within the facility: candles of any kind, glitter, confetti, red punch or red based beverages other than red wine, tape on the walls, food or beverages in the theater seating area, outside alcohol that has not been cleared by the Center, and/or other items deemed by management.

Catering Policies and Regulations

- EKU Center for the Arts does not have a kitchen of any kind. **NO cooking is allowed in the Center.** Food preparation is not permitted in carpeted areas. Food is to be prepared off-site and electric warming racks/containers or sterno may be used to keep the food warm. The warming kitchen has some power for a number of warming racks. Please let your event coordinator know how many warming racks you will be using. Dishwashers are not available.
- EKU Center for the Arts does not provide any type of linens, dishes, flatware, or glassware for tables serving food or beverages. This is the caterer's responsibility.
- Entities may use their own caterer. The caterer does not have to be approved by the Center.
 - o Caterer's Permit
 - o Caterer's Certificate of Insurance
- Caterer may provide alcohol as long as the Request to Approve Caterer – 3rd Party Event Form is filled out. The outside entity must provide all documentation and corresponding form before sending this information over to University Counsel for approval.
 - o 3rd Party Event Form - Approval of Alcohol
 - o Caterer's Permit
 - o Caterer's ABC License
 - o Caterer's Certificate of Insurance
 - o Current STARS or TIPS certification for each Licensed Server