



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

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|--|------------------|------------------|------------------|
| 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

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|--|---------------|---------------|---------------|
| 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