



**Rental Rates: 2014-2015 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%
Rehearsals or additional non-performance day rate - up to 6 hrs. + stage labor	-	\$750	\$1,000
Meeting - up to 4 hrs.	-	\$400	\$500

**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/hour	\$75/hour
Rehearsal/ Lunch Meeting - up to 4 hrs.	-	\$300	\$400

**Lobby**

Lobby - Consists of 2 levels	-	\$250	\$400
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 + 15%	Cost + 20%
EKU Center for the Arts Lighting System	Included	Included	Included
Acoustical Shell + stage labor	\$100	\$150	\$300
Grand Piano + tuning at going rate	\$75	\$125	\$225
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 + 15%	Cost + 20%

**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	Included	Included	\$50.00/hr.
Stage Crew - hourly rates per man	Cost	Cost + 15%	Cost + 20%
Front of House Manager - required	Included	Included	\$30.00/hr.
Ushers or Crowd Control Managers (depending on the event)	Cost	Cost + 15%	Cost + 20%
<b>1 CCM required due to fire code per 250 people in attendance</b>			
School Show Coordinator	\$20.00/hr.	\$25.00/hr.	\$30.00/hr.
Event setup per hour (beyond one hour of labor)	\$45/hour	\$45/hour	\$45/hour
Audio Engineer	Cost	Cost + 15%	Cost + 20%

**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	4.00%	4.50%	5.00%
Ticket Stock	\$.35 per ticket	\$.35 per ticket	\$.35 per ticket
Restoration Fee - for ticketed events provided through box office	-	\$5.50	\$5.50

**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**

- **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.**
- **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.**
- **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 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 – 3<sup>rd</sup> 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 3<sup>rd</sup> Party Event Form
  - 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