



## FACILITY RENTAL RATE SHEET

*Current as of 7/2017*

### Usage Rates\*:

Nonprofit groups:	\$2,000.00 per day performance day	\$375 per hour overtime rate
	\$1,000.00 per day rehearsal day	\$125 per hour overtime rate
May Gallery	\$1,500.00 per day	\$280 per hour overtime rate

\* Rates are based off of a maximum eight hours of use. Any use past eight hours will incur overtime charges per the rate schedule.

**The following staffing is required for each usage at the Vilar Performing Arts Center facility:**

#### Non Profit Day Rate/OT Hourly Rate

➤ Technical Director	\$360 day/\$67.50 hour
➤ House Manager	\$280 day/\$52.50 hour
➤ Facilities Manager	\$360 day/\$67.50 hour
(Facilities Manager only required to coordinate bus and truck parking)	
➤ Food & Beverage Manager	\$280 day/\$52.50 hour
(F&B is only required if there is a concessions or catering component)	

**The following department staffing *may be required* and will be advanced with you prior to the event. Labor amount is based on a four hour minimum. Overtime is charged at 1.5 times the hourly rate following eight hours of work. After 12 midnight, labor will be charged at 2 times the normal hourly rate. Work calls starting before 8am, labor will be charged at 2 times the normal hourly rate.**

#### Non Profit per hour

### Technical/Theatre Labor

➤ Crew Steward, needed with 3 or more crew	\$40
➤ Sound Engineer	\$50
➤ Lighting Supervisor	\$35
➤ Video Technician	\$35
➤ Stage Manager	\$35
➤ Rigging/Fly Rail	\$35
➤ Spot Operator/Stage Hands/Wardrobe Asst.	\$25
➤ Lighting Designer is available, billed at prevailing rates, based on individual event needs.	
➤ Production Designer/Manager is available, billed at prevailing rates, based on individual event needs.	
➤ Fixed asset depreciation fee	\$1/person attending      \$2/person attending

### Food & Beverage Labor (In addition to base rate all F&B labor is paid a \$25 gratuity)

➤ One (1) bartender per 50 guests (6 max)	\$25
➤ One (1) bar back/busser or server per 100 guests	\$25
➤ One (1) server per 12 guests for plated meal service.	\$30

### Front of House Labor

➤ Coat Check Attendant, one per 50 guests (6 max)	\$15
➤ Ushers, one per 100 guests (6 max)	\$15
➤ Security, unarmed per person	\$40
➤ Security, armed per officer plus transport costs	\$65
➤ Cleaning Fee	\$300/day
➤ Cleaning Fee, if food is served	\$600/day

### Box Office Labor & Ticketing Fees

➤ Ticket event build fee	\$350/event
➤ BC Assessment fee deducted from gross sales	5%
➤ Credit card processing fee on gross credit card sales	4%
➤ Box office window staffed, two windows	\$65
➤ Ticket processing fee (added to ticket price)	\$3/ticket
➤ Online ticket fees (in addition to base ticket fee)	\$2/ticket plus \$1 per order



## Equipment charges

The following equipment is not provided as a part of the basic rental package, but is available for the additional fees listed below:

	<b>Non profit</b>
➤ Piano, Steinway Concert D	\$400/day
➤ Piano, Yamaha Baby Grand	\$250/day
➤ Piano, Steinway upright	\$100/day
➤ Piano Moving, at cost	\$900 per move
➤ Piano Tuning as needed	\$150/tuning
➤ Orchestra Shell	\$150/day
➤ Portable sound system for Lobby or May Gallery	\$150/day
➤ Audio Monitor package (more than 4 mixes, requires additional engineer) includes monitor console	\$500/day
➤ Wireless microphone package, up to 12 mics	\$150/day
➤ Follow Spots (plus labor), per light	\$75/event
➤ Moving Light package, plus programming labor	\$500/day
➤ Marley dance floor	\$200/day
➤ Cyclorama	\$150/day
➤ Riser package, up to 10 4'x8' decks	\$100/day
➤ LCD Projector, 8500 LUMEN (user supplied source, no laptop provided, HDMI connection preferred, permanently mounted front of house)	\$750/day
➤ 14'6" x 25' (16:9) Screen	\$100/day
➤ Hazer	\$40/day
➤ Linen Covered/Skirted Tables (in house tables)	\$25/table
➤ Wireless internet connection (WiFi) for 10 users	\$125/day
➤ Wireless internet for public use or high speed /high bandwidth internet required for production or video streaming: Inquire for fees and request in advance, minimum 30 days	
➤ Consumables (lighting gel, gaffer tape, spike tape, batteries, etc.) will be charged based on usage	