

Rental Fees for Nonprofit Users of Harris Center Public Spaces

2018/2019 Season
Effective for Facility Use On/After 8/1/2018
v4/30/18

Daily Use Rates of Spaces (Hours Include Those Needed for Prep and Restore)

(Examples)

Space	Capacity	1st 4 Hrs*	Hrs Over 4**	Expendables	4 hrs	8 hrs	12 hrs	16 hrs
Stage 1: Large Proscenium Theater (without Black Box)	851	\$400	\$100/hr	\$60/day	\$460	\$860	\$1,260	\$1,660
Stage 1: Large Proscenium Theater (with Black Box)	851	\$480	\$100/hr	\$60/day	\$540	\$940	\$1,340	\$1,740
Stage 2: City Studio Theater	155 or 207	\$200	\$25/hr	\$15/day	\$215	\$315	\$415	\$515
Stage 3: Scott-Skillman Recital Hall	95	\$100	\$20/hr		\$100	\$180	\$260	\$340
Black Box (for Performance, Reception or Rehearsal Use)	58	\$80	\$20/hr		\$80	\$160	\$240	\$320
Lobby (for Receptions Not Associated with a Stage Event)		\$400	\$100/hr		\$400	\$800	\$1,200	\$1,600
Lobby (for Receptions Associated with a Stage Event)		\$300	\$75/hr		\$300	\$600	\$900	\$1,200
Mezzanine (for Receptions Not Associated with Stage Event)		\$300	\$75/hr		\$300	\$600	\$900	\$1,200
Mezzanine (for Receptions Associated with a Stage Event)		\$200	\$50/hr		\$200	\$400	\$600	\$800

*4 hour minimum charge, including dark days (no weekly discount)

Expendables include theatrical lighting, house gels, tape, etc.

**Up to 1 hr of break time may be deducted for each 6 hr block of time in theatre, if break is taken with no activity in theatre

House & Custodial Staff, For Performances Up To 3 Hours In Length

Custodial for

Performance Space	House	Custodial	Tech/Rehearsal Days (No Perf.)
Stage 1: Large Proscenium Theater, with Dressing Rooms A,B	\$330	\$330	\$85/day
Stage 1: Large Proscenium Theater, with Dressing Rooms A,B,C,D	\$330	\$360	\$110/day
Stage 2: City Studio Theater without Merchandise Sales By Center	\$110	\$165	\$55/day
Stage 2: City Studio Theater with Merchandise Sales By Center	\$220	\$165	\$55/day
Stage 3: Scott-Skillman Recital Hall without Merchandise Sales By Center	\$110	\$110	\$55/day
Stage 3: Scott-Skillman Recital Hall with Merchandise Sales By Center	\$220	\$110	\$55/day
Black Box (for Performance, Reception or Rehearsal Use)	Varies	\$110	\$55/day

- Additional custodial charges may apply for events requiring extra clean-up
- Any Security Needed will be Charged at Cost (\$17-\$65/hr)

Stage/Technical Labor

(Crew Call Examples)

		Advancing	4 hrs	8 hrs	12 hrs	16 hrs
• Minimum 4 hour crew call	• Overtime Rates: 1.5x for hours 8-12, 2x for hours beyond 12					
• Tech Director Advancing charged in .25 hr increments in addition to event crew calls						
Technical Director	\$60/hr/tech	\$15-\$120	\$240	\$480	\$840	\$1,320
Assistant Technical Director	\$50/hr/tech		\$200	\$400	\$600	\$800
Lead Technician (Audio, Lighting, Stage)	\$32/hr/tech		\$128	\$256	\$448	\$704
Stage Technician	\$22/hr/tech		\$88	\$176	\$308	\$484
Stage Tech Apprentice	\$17/hr/tech		\$68	\$136	\$238	\$374
Fire Watch Personnel (required for use of haze, fog, etc.)	\$51-96/hr					
Piano Tuner	\$120	Per tuning, when requested by event producer				
ADA: American Sign Language (ASL) Interpretation	\$250-\$400	Per performance, when requested by patron				
ADA: Audio Description	\$250-\$400	Per performance, when requested by patron				

Production Parking/Equipment/Supplies

Parking Permits for Artists, Producer Staff, etc.	\$2/vehicle	From Kiosks, or Typically Issued By Center Tech & Billed at Settlement
In-house Equipment, including pianos & dance floor	No Charge	(Included in Base Rental Rate)
Dance Floor Tape (Stage 1)	\$108	
Equipment Rental/Purchase By Center For Producer	Cost + 10%	
Supplies Purchased By Center for Producer	Cost + 10%	

Facility Fee (includes Restoration, Admin & Patron Parking) - This fee can be passed to ticket buyer (typical) or absorbed by event producer

Ticketed Events, For Tickets Priced >\$15	\$4.00	Per Ticket Issued (whether sold or not)
Free Events and Tickets Priced Up to \$15, Stage 1 and 2	\$2.00	Per Attendee or Ticket
Free Events and Tickets Priced Up to \$15, Stage 3	\$1.00	Per Attendee or Ticket
Bus-in Programs	\$0.50	Per Attendee or Ticket

Ticket Office, Charges to Facility Licensee

Service Fee	5.0%	of Gross Sales Through Ticket Office
Credit Card Fees	3.5%	of Gross Sales Processed by Ticket Office on Credit Cards
Consignment Fee	\$1.00	per ticket issued by (but not sold through) Ticket Office
Complimentary Tickets	\$0.50	per ticket issued, after first 50 at no cost
Rush Build	\$100	For builds required in less than 10 business days
Revised Set-up Fee	\$100	For revisions, once ticket build has been started
Extended Ticket Office Hours	\$50/hr	Requires at least 2 week advance notice

Ticket Office, Service Charges to Ticket Buyer

Convenience Fee (internet/phone sales)	\$3	per ticket for prices >\$15; \$1.50 for tickets \$15 or less
Subscription Handling Fee	\$6	per order
Ticket Exchange Fee	\$3	per exchange
Returned Check Fee	\$25	per returned check

Merchandising

	CDs/DVDs	Other	Responsibility for Sales Tax
Event Producer Provides Staff for Selling	10%	20%	Event Producer
Harris Center Provides Staff for Selling	15%	25%	Harris Center

Wine/Beer Service for Receptions (no sales permitted)

ABC Permit, Wine Service Only, 1 Serving Station	\$25	(Paid to ABC)
ABC Permit, Wine & Beer Service, 1 Serving Station	\$50	(Paid to ABC)
Additional Serving Stations	\$25	per station
Security (Required)	\$50/hr	Minimum 4 hour call

*Requires application submitted at least 90 days prior to event

Marketing - Required fee (for all ticketed, public performing arts & speakers events)

(Includes brochure listing, website, email promotion)	\$250
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Marketing - Optional (Subject to Availability, Includes Design)

Rush Article Build on Website	\$100	For website articles required in less than 10 business days
Electronic Marquee	\$150	Runs for two weeks prior to event
Special/Targeted Email	\$200	For emails beyond Center's regular weekly email
Lobby Rack Card - Color 1-sided (Quantity=300)	\$60	In racks typically at least one month prior to event
Lobby Rack Card - Color 2-sided (Quantity=300)	\$100	In racks typically at least one month prior to event
Lobby Kiosk Poster	\$25 ea	Displayed typically at least one month prior to event
Lobby Monitor Displays	\$25 ea	Displayed typically at least one month prior to event
Newspaper Ads	Cost +15%	Prorated portion of shared ad run in 3 Newspaper Groups, Typically \$300/week
Facebook Boosted Posts	Cost +15%	
Harris Center Program Guide (Playbill) Ads	Call	Published 2x per year; Contact Debra Linn: 916.988.9888 x114 debra@stylemg.com