

FRANCIS MARION UNIVERSITY PERFORMING ARTS CENTER RENTAL INFORMATION

July 2016

All rates are effective July 5, 2016 and are subject to change without notice.

MAIN AUDITORIUM (per day; 1-2 days/3-5 days/6+ days)

maximum capacity 849	
commercial rate	\$900/\$750/\$600
non profit rate	\$650/\$500/\$350
*resident rate	\$425/\$275/\$125
maximum capacity 634 (1 st floor rate)	
commercial rate	\$675/\$575/\$460
non profit rate	\$475/\$375/\$275
*resident rate	\$305/\$205/\$100

BB&T AMPHITHEATRE (per day; 1-2 days/3-5 days/6+ days)

maximum capacity approximately 500	
commercial rate	\$225/\$200/\$175
non profit rate	\$175/\$150/\$125
*resident rate	\$125/\$100/\$75

BLACK BOX (per day; 1-2 days/3-5 days/6+ days)

maximum capacity 100	
commercial rate	\$500/\$450/\$400
non profit rate	\$350/\$300/\$250
*resident rate	\$225/\$175/\$125

The above rates are single use rates for the rental of the space only. Organizations renting space on a weekly or monthly basis may receive consideration for reductions from these rates.

Conference rates are available for meetings, lectures, and gatherings that do not entail a public performance.

For use of Mainstage, Renter must show a history of attendance in other venues equal to the capacity rate requested.

Additional costs for lighting, audio and labor (including venue set-up and restore) will be determined by the Rental Supervisor after consultation with the Renter.

*Resident rate applies to non-profit organizations who are primary resident companies of the Center

ADDITIONAL SPACES AVAILABLE (3-hour block of time minimum)

Lower Lobby (no performance)	
commercial rate	\$525
non profit rate	\$325
Upper Lobby (no performance)	
commercial rate	\$525
non profit rate	\$325
Hazelwood & Ward Garden Courtyard	\$300

LABOR – per hour (any fraction of an hour constitutes as a full hour of charges; 3 hour minimum)

Rental Supervisor	\$30
Lighting and Audio technicians	\$20-30
Ticketing Services Manager	\$25
General technicians (stagehands, electricians, box office assistants, ushers, coat check, etc.)	\$8-17
Technical specialists (riggers, HM, etc.)	\$17-20
Union stagehands (4 hour min. call)	TBD
Policemen (Security and Traffic Control)	\$26
Custodial Services – flat fee	\$275

STAFF

Each event must engage, at minimum, a Rental Supervisor. In addition, Center staff must be engaged to operate sound, lighting and theatrical equipment (if required) and to execute front of house duties (box office, house management) if the event involves a performance. Additional labor and equipment requirements will be determined by the Center based on the needs and nature of the event.

EQUIPMENT

Full sound system	\$250/event
Partial sound system	\$175/event
Full stage lighting system	\$375 setup (plus \$60/perf. lamp usage)
Partial lighting system	\$225 setup (plus \$60/perf. lamp usage)
Followspot	\$50/day
Piano rental (Steinway 9' grand)	\$200/event
Piano tuning (per tuning)	\$165/event
Dance floor	\$350/event
Podium	\$25/event
Riser (4x8 platform)	\$25/event
Video screen and projector	\$100/event

Available chairs and tables are included in rental for free.

Other equipment charges may apply based on the Event Agreement

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TICKETING

- All ticketing must be managed by the Center's Ticket Office.
- A \$75 fee will be incurred for setup of event within the Center's ticketing system.
- A \$3 Ticket Processing Fee will be incurred for every ticket sold.
- All tickets mailed will be subject to a \$1.50 shipping and handling fee.
- Online ticketing is available by request for a \$3.50 per ticket fee. Arrangements must be made in advance through the Event Agreement.
- No tickets will be issued until a contract is executed and the initial deposit, Ticketing Services Request Form and all applicable fees have been received.
- Tickets will be available from the Box Office five business days following the acceptance of the Ticketing Services Request Form and execution of the Event Agreement.
- All tickets are non-refundable. If Renter's event has multiple performances, Renter may approve ticket exchanges. If exchanges are allowed, the patron will incur an exchange fee determined by the FMU Performing Arts Center.

EVENT AGREEMENTS

When you request a venue by submitting a Space Request Form, you will be contacted by the Director of the Center and asked to provide detailed information concerning your event. An Event Agreement cannot be constructed until this communication takes place. All Event Agreements must be signed and executed at least six weeks prior to the event date. In the event an Event Agreement is not signed and executed six weeks prior, the Center reserves the right to cancel the event. At the time an Event Agreement is signed, Renters are required to submit a deposit, proof of insurance, proof of non-profit status (if applicable), proof of SC state tax

exemption (if applicable) and a Ticketing Services Request Form (if applicable).

The contract must be fully executed prior to

- ticket sales
- promotion of the event
- occupancy of space
- storage of equipment

Any violation of the above may result in the cancellation of the event.

DEPOSIT

A deposit is required at the time the Event Agreement is signed. The deposit is based on 25% of the estimated costs. The deposit can be made by cash, check or money order.

INSURANCE

Non-campus Renters, two weeks prior to the event, must provide written proof of current liability insurance that covers the event and all related activities.

CATERING

The University Dining Services is the sole supplier of all food and beverage services for the Francis Marion University Performing Arts Center. All food and beverage items, for both Front of House and backstage events must be arranged with Dining Services. Dining Services is also the sole supplier for alcoholic beverages at the Performing Arts Center. Alcoholic beverage services include the beverages, bartenders, and the provision of the appropriate beverage license. Dining Services may be reached at (843) 661-1262.

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FIRE, POLICE, AND SECURITY REQUIREMENTS

FMU Performing Arts Center reserves the right to require fire, police, or other security personnel for events. The need shall be determined based on the time, place, and type of event, anticipated crowd and any extraordinary requests from the Renter. Renter is responsible for all applicable charges. If an artist contract requires security, the Renter must contact the Director of the Center for approval before securing outside security agencies.

YOUR EVENT AGREEMENT INCLUDES:

- Access for a 10-hour period between 8am and 11pm; more than 10 hours within the 8am-11pm time frame will be billed at \$100/hour for space and regular labor rates; requests for access outside of the above hours must be arranged at least 45 days in advance and will result in the following overtime costs:

Labor rates	Double time
Space rental	\$250/hour

Any fraction of an hour constitutes as a full hour of charges.

- Access to loading dock, corridors, dressing rooms, Green Room, lobby, stage, and audience areas
- House ticketing system and event listing on the Center's website (5 business days after execution of contract)

NOTES

- Theatre seating capacity may vary according to configuration and technical requirements.
- The Center does not have a Standing Room option in any of its theater spaces.
- There is no on-stage audience seating.
- Renters may record their event with prior notification and submission of a Recording Agreement.
- Renters are required to sign a Change Order Agreement if a requested change in services and/or equipment results in a cost increase of more than 10% of the original estimate.