

# FRANCIS MARION UNIVERSITY PERFORMING ARTS CENTER RENTAL INFORMATION

All rates are effective July 1, 2022 and are subject to change without notice.

## MAINSTAGE THEATRE

Maximum Capacity 847  
Base daily rate \$1500  
vs. 10% of gross sales (cap at \$3,500 per perf)

## TRUIST AMPHITHEATRE

Maximum Capacity approx. 500  
Base daily rate \$400  
vs. 10% of gross sales (cap at \$2,000 per perf)

## BLACK BOX

Maximum Capacity 100  
Base daily rate \$750

The above rates are single use rates for the rental of the space only.

## ADDITIONAL SPACES AVAILABLE

Lower Lobby (no performance)	
Base rate	\$1000
Upper Lobby (no performance)	
Base rate	\$1000
Renting both lobbies	\$1500
Garden Courtyard	\$400
Lawn	\$400

## LOBBY PHOTOGRAPHY (max 2-hour block of time)

Base rate	\$125
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## STEPHEN F. GATELY GALLERY (142 N. Dargan St.)

Base rate	\$500
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**LABOR** – per hour (any fraction of an hour constitutes as a full hour of charges; 3-hour minimum). Labor charges subject to change depending on specific circumstances.

Rental Supervisor	\$30
Lighting and Audio technicians	\$20-30
General stage technicians	\$10-17
Technical specialists (riggers, etc.)	\$17-20
Union stagehands (4-hour min. call)	TBD
Ticketing Services Manager	\$25
House Manager	\$17
Paid Ushers (if required)	\$10
Policemen (Security and/or Traffic Control)	\$45
Event Custodians	\$17
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 (ticket 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
3K projector and 8 X 10 screen	\$100/day
12K projector and 11 X 20 screen	\$300/day
Piano rental (Steinway 9' grand)	\$200/event
Piano rental (6' baby grand)	\$125/event
Piano tuning (estimate, per tuning)	\$165/event
Dance floor	\$350/event
Podium	\$25/event
Riser (4x8 platform)	\$25/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 \$3.75 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 and promotion of the event
- occupancy of space
- storage of equipment

## 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

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.

## 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.

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## 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 \$200/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 after 11pm Double time  
Space rental after 11pm \$350/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 theatre 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.