FRANCIS MARION UNIVERSITY PERFORMING ARTS CENTER RENTAL INFORMATION

All rates are effective October 1, 2026 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	$500
vs. 10% of gross sales (cap at $2,000 per perf)	

D. KEITH BEST BLACK BOX THEATRE

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

Monday-Friday, 9am-5pm, scheduling permitting.
Limited to a two-hour period.

Base rate	$150

STEPHEN F. GATELY GALLERY (142 N. Dargan St.)

Base rate	$500

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/Event 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)	$15
Policemen (Security and/or Traffic Control)	$52
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 or lobby sound system	$175/event
Full stage lighting system	$375 setup
Partial lighting system	$225 setup
Followspots (2 available)	$75/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
Ballet dance floor (plus tape $30 per roll)	$350/event
Podium	$25/event
Portable Stairs to Stage	$25/each
Riser (4x8 platform)	$25/event
Removal/restore of Lobby Furniture	$250/event
Chairs	$1/each
Tables	$10/each
Tablecloth rental	$5/each

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 $100/hour for space and regular labor rates; requests for access outside of the above hours must be arranged at least 30 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

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.