



2017 - 2018 RENTAL FEE SCHEDULE AND RATES * *

Last saved October 7, 2016

Appendix A to LCA Rental and Operating Policies

	Hofmann Theatre	Margaret Leshher Theatre	Vukasin Theatre	Del Valle Theatre 1963 Tice Valley Blvd.
Seating Capacity	785	297	133	384 Including 8 ADA Locations with no seats
Event Period	4 – 6 hours (Some restrictions apply) \$1,500 or 23% of gross, Whichever is greater (to a maximum of \$4,250) Includes basic staff * \$2,100 base for free events	4 – 6 hours (Some restrictions apply) \$550.00 or 23% of gross, Whichever is greater (to a maximum of \$1,750) Includes basic staff * \$1,200 base for free events	3 – 5 hours (Some restrictions apply) \$230 or 23% of gross, Whichever is greater (to a maximum of \$675) Includes basic staff * \$675 base for free events	3 – 5 hours (Some restrictions apply) \$550 or 20% of gross, Whichever is greater (to a maximum of \$4,000) Includes basic staff * \$875 base for free events
Non-Event Period First 3 hours or portion thereof Each additional 2-hour period or portion thereof	\$175 plus staff \$75 plus staff	\$100 plus staff \$40 plus staff	\$100 plus staff \$25 plus staff (\$50 after 9 hours)	\$100 plus staff \$40 plus staff (\$50 after 7 hours)
Overtime (past midnight)	\$200 per hour, plus staff rate times 1.5	\$200 per hour, plus staff rate times 1.5	\$200 per hour, plus staff rate times 1.5	\$200 per hour, plus staff rate times 1.5
Ticket Office Includes the selling and printing of all tickets for the performance. Some special prices may apply for special handing or subscribers and coupon promotions discounts.	\$265 per performance A facility use charge will be collected on each ticket sold. The Facility Use fee is based on your highest ticket price. If the highest ticket price is \$15 or more, than ALL tickets will receive an added \$5 facility use fee. E.g. \$15 (ticket price) + \$5 (facility use fee) = \$20 final customer ticket price. If the highest ticket price is \$14.75 or less, the facility use fee is an added \$3. E.g. \$14.75 + \$3 = \$17.75 final customer ticket price. This surcharge will not be used to calculate client's rent.	\$185 per performance A facility use charge will be collected on each ticket sold. The Facility Use fee is based on your highest ticket price. If the highest ticket price is \$15 or more, than ALL tickets will receive an added \$5 facility use fee. E.g. \$15 (ticket price) + \$5 (facility use fee) = \$20 final customer ticket price. If the highest ticket price is \$14.75 or less, the facility use fee is an added \$3. E.g. \$14.75 + \$3 = \$17.75 final customer ticket price. This surcharge will not be used to calculate client's rent.	\$90 per performance A facility use charge will be collected on each ticket sold. The Facility Use fee is based on your highest ticket price. If the highest ticket price is \$15 or more, than ALL tickets will receive an added \$5 facility use fee. E.g. \$15 (ticket price) + \$5 (facility use fee) = \$20 final customer ticket price. If the highest ticket price is \$14.75 or less, the facility use fee is an added \$3. E.g. \$14.75 + \$3 = \$17.75 final customer ticket price. This surcharge will not be used to calculate client's rent.	\$250 per performance A facility use charge will be collected on each ticket sold. The Facility Use fee is based on your highest ticket price. If the highest ticket price is \$15 or more, than ALL tickets will receive an added \$3 facility use fee. E.g. \$15 (ticket price) + \$3 (facility use fee) = \$18 final customer ticket price. If the highest ticket price is \$14.75 or less, the facility use fee is an added \$2. E.g. \$14.75 + \$2 = \$16.75 final customer ticket price. This surcharge will not be used to calculate client's rent.
Corporate Events (with no admission charge)	\$2,500 for 4 – 6 hour period. Includes basic staff *	\$1,400 for 4 – 6 hour period. Includes basic staff *	\$750 for 3 – 5 hour period. Includes basic staff *	\$875 for 4 – 6 hour period. Includes basic staff *
* Basic Staff	Lights, Sound, Rigging/ Stage Technicians, Stage Door Security, and House Manager (1 hour prior to curtain)	Lights, Sound, Rigging/ Stage Technicians, Stage Door Security, and House Manager (1 hour prior to curtain)	One Technician, Stage Door Security, and House Manager (1 hour prior to curtain)	One Technician (Limit of 50 backstage)
Programs 10 11/16 x 16 3/8 folded	\$425 - \$600	\$425 - \$600	\$425	Per performance \$495

Center Staff	Other Rental Areas	Other Fees and Charges	Non-Center Ticket Office Fee (Whichever is greater)
Lighting technicians \$25-30 per hour	<u>Encore Room</u> – 3 rd Floor (Seats 25 max) \$300-\$500^ per 3 hour period ^plus applicable fees for technical equipment (e.g., video conference, Skype, Smartscreen, Teleconference)	Returned check fee \$20	001-150 seats 3% or \$150
Sound technicians \$25-30 per hour		Lost backstage pass \$15	
Rigging technicians \$25-30 per hour	<u>Bedford Gallery</u> – 1 st Floor (Rates below)	Phone orders \$7	301-800 seats 3% or \$250
Security \$20-30 per hour		Season mail handling \$7	801-1100 seats 3% or \$325
Follow spot operators \$25-30 per hour		Concessions 15-30%	Plus 3.5% of all charge card orders
Ushers/House Managers \$11-25 per hour		Charge Card Fee 3.3%	
Catering available upon request		Internet Sales 3.5%	
Designers available upon request			
Marketing/PR available upon request			
Technical supplies available at market rate			

Bedford Gallery

<p><u>Rental Fees</u></p> <p>Receptions – (Max 250 attendees) (Includes use of Creative Learning Center as preparation area)</p> <p>Event Period = 3 hours \$650.00 with 1 gallery attendant</p> <p>Overtime = \$150/hour</p> <p>Creative Learning Center – (Max 40 attendees with 1 gallery attendant) \$150 for 3 hours; \$75 per hour thereafter</p> <p>Availability is subject to Gallery scheduling.</p> <p>Certificate of Liability required.</p> <p>Catering services and use of alcoholic beverages subject to Leshar Center for the Arts regulations and licensing agreements.</p>	<p><u>Program Fees</u></p> <p>Gallery Tours Adult \$45 (0 -15 people) \$70 (16 -30 people) School \$85 (<= 30 people)</p> <p>Gallery Admissions for Exhibitions Adult \$5.00 Youth \$3.00</p> <p>Lecture Admission Adult \$5.00 - \$25.00 Student \$2.00 - \$15.00</p> <p>Outside Bus Tours \$25.00 - \$125.00 Gallery Outreach Presentations \$30.00 - \$100.00</p> <p><u>Additional Services and Equipment</u></p> <p>Additional Gallery Security Attendants \$20 per hour Technician (2-hour minimum) \$25 per hour Computer/DVD/LCD projector/screen \$75 Tables and Chairs \$75 plus applicable rates to set up and take down</p>
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*Please note that all rental fees, charges and rates are subject to change after approval by the City Council.