



2019 - 2020 RENTAL FEE SCHEDULE AND RATES **

Appendix A to LCA Rental and Operating Policies

	Hofmann Theatre	Margaret Leshner Theatre	Vukasin Theatre
Seating Capacity	785	297	133
Event Period	4 – 6 hours (Some restrictions apply) \$1,550 or 23% of gross, Whichever is greater (to a maximum of \$4,400) Includes basic staff * \$2,300 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 * \$1,300 base for free events	3 – 5 hours (Some restrictions apply) \$230 or 23% of gross, Whichever is greater (to a maximum of \$700) Includes basic staff * \$700 base for free events
Non-Event Period First 3 hours or portion thereof Each additional 2-hour period or portion thereof	\$200 plus staff \$100 plus staff	\$125 plus staff \$55 plus staff	\$100 plus staff \$35 plus staff (\$50 after 9 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
Ticket Office Includes the selling and printing of all tickets for the performance. Some special prices may apply for special handling or subscribers and coupon promotions discounts.	\$275 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 \$6 facility use fee. E.g. \$15 (ticket price) + \$6 (facility use fee) = \$21 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.	\$190 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 \$6 facility use fee. E.g. \$15 (ticket price) + \$6 (facility use fee) = \$21 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.	\$95 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 \$6 facility use fee. E.g. \$15 (ticket price) + \$6 (facility use fee) = \$21 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.
Corporate Events (with no admission charge)	\$2,700 for 4 – 6 hour period. Includes basic staff *	\$1,600 for 4 – 6 hour period. Includes basic staff *	\$875 for 3 – 5 hour period. Includes basic staff *
* Basic Staff	Lights, Sound, Rigging/ Stage Operation, Stage Door Security, and House Manager (1 hour prior to curtain)	Lights, Sound, Rigging/ Stage Operation, Stage Door Security, and House Manager (1 hour prior to curtain)	One Technician for light and sound operation, Stage Door Security, and House Manager (1 hour prior to curtain)
Programs 10 11/16 x 16 3/8 folded	\$425 - \$600	\$425 - \$600	\$425

Center Staff		Other Rental Areas	Other Fees and Charges	Non-Center Ticket Office Fee (Whichever is greater)	
Lighting technicians	\$25-35 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 \$150 151-300 seats 3% or \$200 301-800 seats 3% or \$250 801-1100 seats 3% or \$325 Plus 3.5% of all charge card orders
Sound technicians	\$25-35 per hour		Lost backstage pass	\$15	
Rigging technicians	\$25-35 per hour		Phone orders	\$7	
Security	\$20-30 per hour		Season mail handling	\$7	
Follow spot operators	\$25-30 per hour		Concessions	15-30%	
Ushers/House Managers	\$15-25 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				
		<u>Bedford Gallery</u> – 1 st Floor (Rates below)			

Rental Fees

Receptions – (Max 250 attendees)
 (Includes use of Creative Learning Center as preparation area)

Event Period = 3 hours
 \$750.00 with 1 gallery attendant

Overtime = \$150/hour

Creative Learning Center – (Max 40 attendees with 1 gallery attendant)
 \$200 for 3 hours; \$75 per hour thereafter

Availability is subject to Gallery scheduling.

Certificate of Liability required.

Catering services and use of alcoholic beverages subject to Leshar Center for the Arts regulations and licensing agreements.

Program Fees

Gallery Tours
 Adult \$45 (0 -15 people)
 \$70 (16 -30 people)
 School \$85 (<= 30 people)

Gallery Admissions for Exhibitions
 Adult \$5.00
 Youth \$3.00

Lecture Admission
 Adult \$5.00 - \$25.00
 Student \$2.00 - \$15.00

Outside Bus Tours \$25.00 - \$125.00
 Gallery Outreach Presentations \$30.00 - \$100.00

Additional Services and Equipment

Additional Gallery Security Attendants \$20 per hour
 Technician (2-hour minimum) \$35 per hour
 Computer/DVD/LCD projector/screen \$75
 Tables and Chairs \$150

*Please note that all rental fees, charges and rates are subject to change after approval by the City Council.