



## Rental Rates & Key Policies

EFFECTIVE OCTOBER 1, 2017 - SUBJECT TO CHANGE WITHOUT NOTICE

Non-Profit Rates				For-Profit Rates			
PUBLIC PERFORMANCE (up to 5 hours / additional hours billed at \$100)		REHEARSAL - USE OF STAGE ONLY (up to 5 hours / additional hours billed at \$50) +\$250 for open rehearsals		PUBLIC PERFORMANCE (up to 5 hours / additional hours billed at \$100)		REHEARSAL - USE OF STAGE ONLY (up to 5 hours / additional hours billed at \$75) +\$250 for open rehearsals	
Mon-Wed	Thurs-Sun	Mon-Wed	Thurs-Sun	Mon-Wed	Thurs-Sun	Mon-Wed	Thurs-Sun
\$500	\$700	\$300	\$400	\$600	\$800	\$400	\$500

### Rental Fees include:

Stage area (plus lobbies and theatre for performance rentals\*), two technicians, post-event cleaning, HVAC, basic stage lighting (simple color changes), four microphones, four folding tables. The theatre lobby and seating area is not included for Rehearsals.

### Rental Fees do not include:

Meeting Rooms (2<sup>nd</sup> floor), Chorus Rooms (basement level), Police/security staffing (as required by OPAC based on event attendance and event type), additional technical & house staff, additional microphones and lighting, piano, tables, padded/folding chairs, risers, staging, tablecloths, or rental insurance.

### Key Rental Policies:

- Open Rehearsals - A \$250 fee will be assessed if the theatre seating area is occupied during rehearsals.
- Reservation time must include all activities for the event, from loading in of materials through final loading out by lessee. The lessee cannot obtain access to the space before the "reservation time" begins.
- To be eligible for non-profit rates, organizations are required to submit proof of 501c3 IRS status.
- Performance Rental Rates and Non-Performance Rates may NOT be combined on a single day. The Renter must select the Performance Rate if the building will be open to the public on a given day.

### Meeting Rooms & Ancillary Spaces:

- Meeting Rooms 202, & 203 - 2<sup>nd</sup> Floor (5 hours) \$75 per room
  - Chorus Dressing Rooms A, B, & C - Basement (5 hours) \$75 per room
  - Additional Hours (up to 12 maximum) \$25 per hr./room
- (A 25% DISCOUNT APPLIES TO ALL NON-PROFIT ORGANIZATION ROOM RENTALS.)

### Event Labor:

Additional Production Staff (\*4 hour minimum) \$15/hour\*  
*includes Followspot operators, Fly-System operators and Stage-Hands*

### Police - Event Security:

Event Security Fee \$300 per performance\*  
*\*An additional hourly charge of \$100 is due for performances exceeding 2.5 hours in length.*

*Police officers provide event security at ALL OPAC events at a staffing level determined by the venue. Officers on duty will provide audience, lobby, and parking lot security. Officers must be present at least one hour prior to curtain until thirty minutes after the performance has concluded. The standard security fee includes a total of four hours. Additional officers may be required by order of the Chief of Police due to special circumstances at renter expense. Additional police officers may be hired by the renter for artist security if desired.*

### Equipment Rental & Services: (includes set-up within venue)

Yamaha C7 Grand Piano	\$300/event (tuning included)
Tablecloths (Black)	\$3 each
Additional Folding Tables	\$2 each
Padded or Folding Chairs	\$0.50 each
Choir Risers or Portable Staging	\$10 per unit
Ballet Marley Dance Floor	\$75
Orchestra Pit Opening & Usage	\$150 flat fee
Wireless Microphones	\$5 each per performance
Projection System	\$20 per performance
Premium Lighting Design w/ moving lights	\$250 + \$50 per performance

*\*All equipment & services should be requested one full week prior to the rental start date. For items requested once the event rental has begun, a 25% surcharge will be added to the above costs.*

### Availability & Scheduling

OPAC events and rehearsals may be held during the following hours\*:

**Mondays, Tuesdays, & Thursdays...** 7:00am until 11:00pm  
**Wednesdays.....** 7:00am until 4:00pm  
**Friday - Saturdays.....** 7:00am until 12:00 midnight  
**Sundays.....** 1:00pm until 11:00pm

*\*OPAC shall not be booked for more than twelve hours (consecutively or otherwise) on any given day. For events that are unable to fit within the availability schedule or for event that exceed 12 hours in a single day, a rate of \$200.00 per additional hour applies.*

### Box Office & Ticketing:

- ALL event ticketing must be handled by the Oxford Performing Arts Center's Box Office. Tickets issued from other sources are invalid.
- Lessee will not make any public notice prior to meeting contract requirements and receiving clearance from the OPAC Director.
- A Facility Renewal Fee shall be added to the base ticket price of all tickets sold. Website Convenience fees may be added for online sales.
- No tickets may be issued until a lease is executed and the box office service forms have been received.

### Facility Renewal Fees: (paid by ticket buyer/patron)

Base Ticket Price	Facility Renewal Fee
\$1 - \$14	\$2 per ticket
\$15 - \$39	\$3 per ticket
\$40 - \$100	\$5 per ticket

- The minimum Facility Renewal Fee assessed is \$200.00 per ticketed show.
- Facility Renewal Fees must be included in the final advertised ticket price.

### Box Office & Ticketing

- The Renter will be assessed 3.5% + \$0.30/transaction on all credit/debit card sales for processing and merchant gateway fees.

### Additional Box Office Services

Complimentary Tickets (50 max per show)	\$0.50 each
Complimentary Tickets (above 50)	\$2.00 each
Additional Box Office Hours	\$25/hour

### Event Insurance

All renters shall provide written proof of current liability insurance that covers the event and all related activities within ten (10) business days of the start date of the lease. See Insurance Requirements document. OPAC can acquire rental insurance on behalf of the renter (at cost plus 15%) if requested. Please contact the Events Manager for pricing.

### Deposit

OPAC requires any renter who has not booked the facility in the 12 months prior to the initial application date to submit a deposit amounting to 25% of the estimated rental fee in order to secure a date.

### Cancellation Policy

If a lease is cancelled within thirty (30) days of an event, 50% of the rental fee is still owed to OPAC. If a lease is cancelled within five (5) days of an event, 75% of the rental fee is still owed to OPAC. The lessee will be responsible for all ticket fees, and refund fees incurred as a result of an event cancellation.

Event Cancellation Fee: 10% assessment on all credit card sales + \$300