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Rental Rates & Key Policies

EFFECTIVE JUNE 15, 2019 – SUBJECT TO CHANGE WITHOUT NOTICE
Non-Profit Rates: A 25% discount applies to all non-profit organization space rentals. This discount does not apply to equipment rentals and services.

Main Theatre – 1,215 seats (five hour rental)

Public Performance:

Monday – Thursday	\$800
Thursday – Sunday	\$1,000

Additional hours billed at \$100/hour.

Rehearsal* (use of stage only):

Monday – Thursday	\$550
Thursday – Sunday	\$650

Additional hours billed at \$75/hour. *Open rehearsals incur a \$500 flat fee and admission fees may not be charged.

Studio Events Space (five hour rental)

The Studio at OPAC (capacity: 200)	\$500
Studio Catering Kitchen (an add'l. \$200 deposit is required for use of this space)	\$200

Additional hours billed at \$75/hour.

Additional Spaces (five hour rental)

Board Room (capacity: 25)	\$100
Superior Cadillac Club (capacity: 25)	\$250
The Wren's Nest Gallery (capacity: 60)	\$300
Chorus Dressing Room – Lower Level	\$50
Green Room – Lower Level	\$150
Main Lobby	\$250

Additional hours billed at \$25/hour.

Rental Fees include:

The individual space rented, stage-level dressing rooms (for theatre rentals), two technicians, normal post-event cleaning, HVAC, basic stage lighting (simple color changes), four wired microphones, and four folding tables.

Rental Fees do not include:

Rooms not rented, Police/security staffing (as required by OPAC based on event attendance and event type), additional technical & house staff, fly system usage, additional microphones, lighting, piano, tables, risers, staging, tablecloths, additional cleaning, and/or rental insurance. The theatre lobby and seating areas are not included for Rehearsals.

Key Rental Policies:

- Open Rehearsals – A \$500 fee will be assessed if the theatre seating area is occupied during rehearsals. This fee includes a police officer for security.
- 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, even for deliveries.
- 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. Additional hours are billed at \$100/hr.
- Any use of the fly system will require an additional labor charge for a house operator at \$15/hour (4 hour minimum).
- The balcony will only be opened for events expected to sell a minimum of 700 seats. Box Seats are available for use with a higher facility renewal fee. If Box Seats are used, the individual sponsor for each box shall have right of first refusal to purchase those seats at the advertised ticket price.
- Special terms and conditions may apply to certain rental spaces.
- During high-capacity main theatre events, the Studio is used as a secondary, ticketed entrance and may only be used as a pass-through space unless rented as part of the agreement. The Studio may not be used as dressing room space and shall be considered open to the public during Main Theatre events.

Event Labor & Security:

Additional Production Staff	(\$4 hour minimum) \$15/hour
<i>includes Follow-spot operators, Fly-System operators and Stage-Hands</i>	
Event Security – Main Theatre performance	\$300 per performance*
Event Security – Studio performance	\$200 per performance*

*An additional fee of \$50 per thirty minutes 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 with permission from the venue.

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

Yamaha C7 Grand Piano	\$300/event (tuning included)
Tablecloth rental (Black)	\$4 each
Additional Folding Tables (rectangle or round)	\$2 each
Padded Chairs	\$0.50 each
Choir Risers or Portable Staging	\$15 per unit
Ballet Marley Dance Floor	\$150
Orchestra Pit Usage	\$300 flat fee
Wireless Microphones	\$7 each per performance
Projection System (main theatre – 30k lumens)	\$450 per performance
Projection System (main theatre – 10k lumens)	\$150 per performance
Projection System (Studio)	\$250 per performance
Premium Lighting Design w/ moving lights	\$250 + \$50 per performance
Glitter/Confetti/Feather/Sparkle Fee	\$500 minimum

*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 12:00 midnight
Wednesdays	7:00am until 4:00pm
Friday – Saturdays	7:00am until 12:00 midnight
Sundays	1:00pm until 12:00 midnight

*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 events that exceed 12 hours in a single day, a rate of \$300.00 per additional hour applies.

Box Office & Ticketing:

- ALL event ticketing (including tickets for Studio events) must be handled by the Oxford Performing Arts Center's Box Office. Tickets issued from other sources are invalid. A facility renewal fee of \$3,000 shall apply if any outside ticketing is used by the renter.
- Lessee will not make any public notice of an event 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 Main Theatre House Seating & Studio events	Facility Renewal Fee Box Seating in Main Theatre
\$1 - \$14	\$2 per ticket	\$5 per ticket
\$15 - \$39	\$3 per ticket	\$8 per ticket
\$40 - \$100	\$5 per ticket	\$10 per ticket

- Capacities: House Seats – 1,115 Box Seats – 100 Total – 1,215
- The minimum Facility Renewal Fee assessed is \$400.00 per ticketed show in the Main Theatre. The minimum Fee is \$100.00 for Studio events.
- 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)	\$3.00 each
Additional Box Office Hours	\$35/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. An additional deposit of \$200 is required for use of the Studio Catering Kitchen.

Cancellation Policy

If a lease is cancelled within sixty (60) days of an event, 50% of the rental fee is still owed to OPAC. If a lease is cancelled within ten (10) days of an event, 100% 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 + \$500

To begin the rentals process, please visit
oxfordpac.org/rentals