Materials for the event before their release to the public.

The UFPA Marketing Director must approve all publicity.

Facility Rental Agreement Includes:
- Classic Fare at (352) 392-3463 (including alcoholic beverages)
- Concessions at the Phillips Center
- Ticketing
- Merchandising
- Podium
- Piano
- Piano Technician on stand
- Follow spotlight
- Acoustic Shell
- Dance Floor
- Usher supervisor
- Usher / Ticket-taker
- Receptionist
- Custodian
- University Police
- Security
- Facility Manager

Labor – per worker-hour
- Technical labor – supervisory or specialist
- Technical labor – crew
- Usher supervisor
- Usher / Ticket-taker
- Receptionist
- Custodian
- University Police
- Security
- Facility Manager

Labor cost is 1.5 times the base rate for hours worked past 8 hours in one day, between 12:00 AM and 8:00 AM, and on certain holidays. $15 per person is charged for work without a meal break.

Staff
Each audience event must engage, at minimum:
- a Technical Supervisor, and an Usher Supervisor.

Additional labor and equipment requirements will be determined by the University Auditorium based on the needs and nature of the event.

Equipment Rental – per Event
- Piano
- Piano Tuning (per tuning)
- Piano Technician on stand-by (per hour)
- Follow spotlight
- Acoustic Shell
- Dance Floor
- Podium

Ticketing
- All ticketing is managed by the Phillips Center Box Office.
- There is a $40 flat fee for ticket sale set-up.
- Ticket prices will be inclusive of sales tax if applicable.
- A $2.00 UF Admin and Parking Fee (included in the ticket price) is assessed for every ticket sold priced above $7.00.
- A $2.00 fee applies for every promoter ticket printed.
- A $2.00 per ticket service charge will be charged to the patron at purchase of each ticket at the Box Office.
- (TicketMaster service charges may be higher).
- A 3% service fee is assessed for all credit card sales.
- No tickets will be issued until a Rental Agreement is signed.

Merchandising
All merchandise sales are subject to a 20% commission excluding tax, payable to the University of Florida day of the event. UFPA sellers provided for $50 cash day-of-show.

Marketing Review
The UFPA Marketing Director must approve all publicity materials for the event before their release to the public.

We regret that we are unable to accept rental reservations later than 4 weeks prior to the event date.

For information on policies, availability and cost contact: Auditorium Manager (352) 392-2346
University Auditorium   Union Drive and Newell Road   P.O. Box 112755   Gainesville, FL 32611