

All rates are effective July 1, 2009 and are subject to change without notice

**Mainstage** – maximum capacity 1750

Standard rate (1<sup>st</sup> 4 hours) \$1600

*Rent vs. 12% of Gross Box Office Receipts*

Non-profit and University discount 50%

**Squitiere Theatre, Fackler Foyers** – capacity 120

Standard rate, each (1<sup>st</sup> 4 hours) \$400

*Rent vs. 12% of Gross Box Office Receipts*

Non-profit and University discount 50%

Additional time past 4 hours is invoiced at the applicable hourly rate. Installation or rehearsal is discounted 75%. Additional costs for equipment and labor will be determined based on the event requirements.

The Mainstage and Studio Theatre share lobby, box office and dressing room facilities. The theatres may be rented to different organizations for concurrent events.

**Facility Reservation and Rental**

Contact the UFPA Operations Director for facility rental. Dates for a given fiscal year July 1 through June 30 can be held after March 1 of the prior fiscal year.

**Rental Agreements**

All event documents must be signed and returned with deposit no later than 4 weeks prior to the event, or UF Performing Arts reserves the right to cancel the event. Renters must submit a deposit, proof of insurance, proof of non-profit and tax exempt status, and a Ticket Set-Up Form.

**Deposit**

A deposit or University Purchase Order is required at the time the Rental Agreement is signed. The deposit will be equal to the estimated total cost of facility use. Rental deposits can be made with check, VISA, Mastercard, or American Express. Please note that cash payments cannot be accepted.

**Insurance**

Non-University renters must provide a certificate of insurance in force at the time of the facility rental and naming the following as additional insureds: the State of Florida, the Florida Board of Education, the University of Florida Board of Trustees, and the University of Florida.

**Catering**

Aramark – Classic Fare is the sole supplier of catering and concessions at the Phillips Center for the Performing Arts. All food and drink (including alcoholic beverages) must be arranged through Classic Fare at (352) 392-3463.

**Facility Rental Agreement Includes:**

- Access to support spaces specified in the agreement;
- Phillips Center, Ticketmaster and UFPA website listing;
- Standard orchestra chairs, music stands, and stand lights.

**Marketing Review**

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

**Labor – per worker-hour**

Technical labor – supervisory or specialist \$20

Technical labor – crew \$15

Usher supervisor \$20

Usher / Ticket-taker \$10

Receptionist (night and weekend) \$10

Custodian \$22

University Police \$46

Security \$15

Labor cost is 1.5 times the base rate for hours worked past 8 hours in one day, or between 12:00 AM and 8:00 AM. \$10 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. In addition, Phillips Center staff must be engaged to operate sound, lighting and stage equipment. Additional labor and equipment requirements will be determined by the Phillips Center based on the needs and nature of the event.

**Equipment Rental – per Event**

Piano \$100

Piano Technician (per tuning, or hourly) \$100

Follow spotlight \$150

LCD Projector and screen \$1250

Projection Screen \$250

Orchestra Shell \$300

Dance Floor \$250

Standard audio package \$200

Rep lighting plot – equipment \$400

Podium \$50

Phone Line (VoIP, local and toll-free only) \$35

**Ticketing**

- All ticketing is managed by the Phillips Center Box Office.
- Ticket prices will be inclusive of sales tax if applicable.
- A \$2.00 UF Administrative Fee (included in the ticket price) is assessed for every ticket sold priced above \$7.00.
- A \$1.50 fee applied 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).
- No tickets will be issued until a Rental Agreement is executed, and deposit and Ticket Set-Up Form returned.

**Merchandising**

All sales of merchandise of any kind carry a commission of 20% of total sales excluding tax, payable to the University of Florida day of the event. University remits tax. Sellers if provided are paid by Merchandiser \$50 cash day-of-show.

**And Please Note**

- The collection of donations on site is not permitted.
- The Phillips Center has no Standing Room sections.
- Renters must sign a Change Order form if a change in event specification increases estimated costs more than 10% above the original estimate.

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