

All rates are effective July 1, 2011 and are subject to change without notice

Mainstage – maximum capacity 1750

Standard rate (for 1st 4 hours) \$1600

Rent vs. 12% of Gross Box Office Receipts

Non-profit and University discount 20%

Squitiere Theatre, Fackler Foyers – capacity 120 - 200

Standard rate, each (for 1st 4 hours) \$400

Rent vs. 12% of Gross Box Office Receipts

Non-profit and University discount 20%

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 15 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 \$22.50

Technical labor – crew \$16.50

Usher supervisor \$20.00

Usher / Ticket-taker \$10.00

Receptionist \$15.00

Custodian \$26.00

University Police \$52.00

Security \$16.50

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. \$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. 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 (varies with equipment) \$1000 - \$2000

Projection Screen \$250

Orchestra Shell \$300

Dance Floor \$250

Standard audio package \$400

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 \$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).
- 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.
- Change Order form required for any increases in anticipated costs 10% or more above the original estimate.
- 6.25% sales tax applies to ALL services (rent, labor, etc.).

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