

All rates are effective July 1, 2007 and are subject to change without notice

Stage – maximum capacity 843

Standard rate (1 st 4 hours)	\$800
<i>Rent vs. 12% of Gross Box Office Receipts</i>	
Non-profit rate (1 st 4 hours)	\$400
University Rate (1 st 4 hours)	\$160

Friends of Music Room – maximum capacity 180

Standard rate (1 st 4 hours)	\$100
Non-profit rate (1 st 4 hours)	\$50
University Rate (1 st 4 hours)	\$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 Stage and Friends of Music Room share lobby and restroom room facilities. The venues may be rented to different organizations for concurrent events.

Rental Agreements

All event documents must be signed and returned with deposit no later than 4 weeks prior to the event. If the Rental Agreement is not returned 4 weeks prior to the event, UF Performing Arts reserves the right to cancel the event. With the signed Rental Agreement, 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.

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 Governors, 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 University Auditorium. 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;
- Facility inventory of lighting and audio equipment;
- 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

Facility Supervisor	\$22.50
Technical labor – supervisory or specialist	\$22.50
Technical labor – crew	\$16.50
Usher supervisor	\$20.00
Receptionist (night and weekend)	\$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.	
\$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, UFPA University Auditorium staff must be engaged to operate sound, lighting and stage equipment. 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	\$100
Piano Tuning (per tuning)	\$100
Piano Technician on stand-by (per hour)	\$100
Follow spotlight	\$150
Acoustic Shell	\$100
Dance Floor	\$250
Podium	\$50

Ticketing

- All ticketing is managed by the Phillips Center Box Office.
- A \$2.00 UF Administrative Fee (included in the ticket price) is incurred for every ticket sold priced above \$7.00.
- A \$2.00 fee will be incurred for every promoter ticket printed (not sold).
- 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, Ticket Set-Up Form and all applicable fees have been received.

Merchandising

All sales of merchandise of any kind including souvenirs and CD's are subject to a commission of 20% of total sales (not including tax), payable to the University of Florida on the day of the event. Merchandiser 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.
- University Auditorium 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.

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