

All rates are subject to change without notice

Stage – maximum capacity 843Standard rate (1st 4 hours) \$800*Rent vs. 12% of Gross Box Office Receipts*Non-profit rate (1st 4 hours) \$720University Rate (1st 4 hours) \$160**Friends of Music Room** – maximum capacity 75Standard rate (1st 4 hours) \$100Non-profit rate (1st 4 hours) \$90University Rate (1st 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

Technical labor – supervisory or specialist \$22.50

Technical labor – crew \$16.50

Usher supervisor \$20.00

Usher / Ticket-taker \$16.50

Receptionist \$16.50

Security \$16.50

Facility Manager \$30.00

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. An additional \$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, 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.
- There is a \$400 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 \$5.00.
- 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. (on line 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 executed, and deposit and Ticket Set-Up Form returned.

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.

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.
- 6.00% 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 333 Newell Dr. P.O. Box 112755 Gainesville, FL 32611