

All rates are subject to change without notice

**Mainstage** – maximum capacity 1750

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

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

Non-profit and University discount 10%

**Squitiere Theatre, Fackler Foyers** – capacity 100 - 200

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

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

Non-profit and University discount 10%

Additional time past 4 hours is invoiced at the applicable hourly rate. Installation or rehearsal outside the 1<sup>st</sup> 4 hours may be 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. 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;
- Listing on Ticketmaster and UFPA websites;
- Standard stage equipment (lights, chairs, tables, music stands, risers).

**Marketing Review**

The UFPA Marketing Director must approve **ALL** publicity materials for the event before their release to the public. Notify the Director about any media presence for the event.

**Labor – per worker-hour**

Technical labor – supervisory or specialist	\$25.00
Technical labor – crew	\$18.00
Usher supervisor	\$22.50
Usher / Ticket-taker	\$16.50
Receptionist	\$16.50
Security	\$16.50
Facility Manager	\$35.00

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, 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 (includes tuning)	\$250
Follow spotlight	\$150
LCD Projector (varies with equipment)	\$500 - \$1000
Projection Screen	\$250
Orchestra Shell	\$300
Dance Floor	\$250
Standard audio package	\$400
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 \$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. (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.
- 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.
- 6.7% sales tax applies to ALL services (rent, labor, etc.).

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

For information on policies, availability and cost contact: Director of Operations (352) 273-2474

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