### Venue Reservation and Use of Space

Contact the UFPA Operations Director for a venue reservation. Dates for a given fiscal year July 1 through June 30 can be held after April 15 of the prior fiscal year.

### Venue Reservation and Use of Space 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 status, and a Ticket Set-Up Form.

### Deposit

A deposit or University Purchase Order is required at the time the Reservation and Use Agreement is signed. The deposit will be the estimated total cost of facility use. Deposits can be made with check, VISA, Mastercard, or American Express. Cash payments cannot be accepted.

### Insurance

Non-University users must provide a certificate of insurance in force at the time of the facility rental and naming the following as additional insured: the University of Florida Board of Trustees.

### Catering and Concessions Service

Concessions service is provided by Palm and Pine Catering: (352) 392-3463; gatorcatering@compass-usa.com. Catering service must be provided by a UF-approved caterer; see www.businessservices.ufl.edu/services/catering.

### Equipment Rental – per Event

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piano (includes first tuning)</td>
<td>$250</td>
</tr>
<tr>
<td>Follow spotlight</td>
<td>$150</td>
</tr>
<tr>
<td>Video Projector (varies with equipment)</td>
<td>$250 - $1000</td>
</tr>
<tr>
<td>Projection Screen (varies with size)</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Orchestra Shell</td>
<td>$300</td>
</tr>
<tr>
<td>Dance Floor</td>
<td>$250</td>
</tr>
<tr>
<td>Standard audio package</td>
<td>$400</td>
</tr>
<tr>
<td>Podium (speaker's or conductor's)</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Ticketing

- All ticketing is managed by the Phillips Center Box Office.
- There is a $500 flat fee for ticket sale set-up.
- Ticket prices are inclusive of 7.5% sales tax if applicable.
- A $2.00 UF Admin and Parking Fee (inclusive 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 Venue Use 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.

### Marketing Review

Phillips Center does not provide marketing services. The UFPA Marketing Director must approve ALL publicity prior to release to the public. Provide prior notification regarding any media presence for the event.

### 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.
- 3.5% sales tax applies to ALL services (use, labor, etc.).

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