

All rates are subject to change without notice

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

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 reserved for 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, 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 Reservation and Use Agreement is signed. The deposit will be equal to 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

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

Facility Reservation and Use Agreement Includes:

- Access to support spaces specified in the agreement;
- Listing on UFPA website and online ticket system;
- Basic equipment (chairs, tables, music stands, risers).

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.

Labor – per worker-hour

Technical labor – supervisory or specialist	\$30.00
Technical labor – crew	\$26.00
Usher supervisor	\$30.00
Usher / Ticket-taker / T-Shirt Security	\$26.00
Receptionist	\$26.00
Security	\$26.00
Custodians	\$50.00
Facility Manager	\$50.00
University Police	\$125.00

Labor cost is 1.5 times the base rate for hours worked past 8 hours in one day, and on certain holidays. An additional \$15 per person is assessed for work without a full meal break.

Staff

Each audience event must engage, at minimum: a Technical Supervisor, and an Usher Supervisor. In addition, UFPA venue 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 of the event.

Equipment Rental – per Event

Piano (includes first tuning)	\$250
Follow spotlight	\$150
Video Projector (varies with equipment)	\$250 - \$1000
Projection Screen (varies with size)	\$100 - \$250
Acoustic Shell	\$100
Dance Floor	\$250
Standard audio package	\$400
Podium	\$50

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 (**included** in the ticket price) is assessed for every ticket sold priced above \$15.00.
- A \$2.00 fee applies for every promoter ticket issued.
- A \$3.00 per ticket service charge will be charged to the patron at purchase of each ticket.
- A 3% service fee is assessed for all credit card sales.
- An order fee is assessed for each order (**not** each ticket).
- 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 operates cashless for all transactions.

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