

# Irving Arts Center

## Commercial Rate Sheet

<b>PERFORMANCE REHEARSAL SPACE</b>			<b>Carpenter Hall</b>	<b>Dupree Theater</b>	<b>Rehearsal Hall Suite 200</b>
Performance (price per hour with four hour minimum required)			\$ 400 per hour \$1,600 min	\$150 per hour \$600 min.	\$100 per hour \$400 min.
Rehearsal (price per hour with a four hour min required in theaters)			\$200 \$800 min.	\$100 \$400 min	\$75
<b>RECEPTIONS</b>		<b>Dupree Lobby Annex Focus Gallery</b>		<b>Main Gallery Sculpture Garden Carpenter Lobby</b>	<b>Rehearsal Hall Suite 200</b>
For receptions only (per hour with a four hour minimum required)		\$75 per hr \$300 min.		\$150 per hr \$600 min.	\$100 per hr \$400 min.
<b>MEETINGS &lt;49 (49 people or less)</b> (price per hour; no minimum required) No food/ beverage service allowed, Max. attendance of 49 or less., Price includes tables and chairs, No insurance purchase required.		<b>Room A Room B Art Lab</b>	<b>Annex Room C AB Combined</b>	<b>Rooms ABC Combined</b>	<b>Rehearsal Hall Suite 200</b>
		\$30	\$ 40	\$ 75	\$100
<b>DAY RATE PACKAGES</b> Available for events scheduled between 7A – 5P, Monday–Friday only					
Includes up to 2 front-of-house (FOH), up to 3 theatre technicians & house equipment. Does not include insurance or deposit.					<b>*Up to 10 hours of use</b>
*Additional hours available at regular hourly rental rates, plus hourly labor charges. Events requiring more than 3 technicians will be billed at hourly labor rate for additional technicians required					<b>*Up to 4 hours of use</b>

<b>DEPOSIT</b> Due 10 working days from date of reservation. May not be applied to contract balance. Deposit balance refunded 15 days following event less any balance owed.
<b>Commercial</b> \$1,000 for theatre rentals \$500 for other rentals
<b>CONTRACT PAYMENT</b> Due in full 30 days prior to contract start.

<b>DEPOSIT REFUND/CANCELLATION POLICY</b> Applies to all clients. If cancelled...		
12 or more months before reserved date	\$100	
6 to 12 months before reserved date	\$250	
3 to 6 months before reserved date	\$500	
3 months or less before reserved date	\$1000	
<b>MEETINGS 50+ (50 people or more AND all meetings with food/beverage service)</b> (Price per hour; four hour minimum plus labor, equipment & insurance)	<b>ABC or The Annex</b>	<b>Rehearsal Hall &amp; Suite 200</b>
	\$75 per hr \$300 min.	\$100 per hr \$400 min.
<b>Carpenter Hall</b>	<b>Dupree Theater &amp; Suite 200</b>	
\$3,200 package	\$1,950 package	
\$1,750 package	\$975package	

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LABOR RATES (Applied to all rentals determined by policy, billed post event based on actual cost.)		Carpenter Hall	Dupree Theater	Galleries, Meeting Rooms, Rehearsal Hall and Suite 200	WEDDING PACKAGES (Specialty tables, AV equipment, custom lighting and deposit not included)	
Theatre Technician/Maintenance worker \$40.00 per hour		Five technicians required	Five technicians required	Determined based on event requirements	<b>Wedding only:</b> For a wedding with up to four hours of usage and no refreshments in The Annex, Suite 200, or the Sculpture Garden. <b>\$700 inclusive plus \$250 damage deposit.</b>	
Front of House Staff \$16.00 per hour		Three required for events with audience (paid or invited)	Two required for events with audience (paid or invited)	One or two required for receptions, meetings & events as determined by policy		
Ushers/Ticket Takers \$16.00 to \$20.00 per hour		As required by policy	As required by policy	N/A	<b>Wedding add-on to reception package:</b> <b>\$400</b> for up to 3 hours in another venue for a ceremony. (includes time required for set-up and strike & allows an hour for the service).	
Uniformed Security \$35 per hour		As required by policy	As required by policy	As required by policy		
EQUIPMENT RATES As applied to all commercial and non-profit rentals or as determined by policy. Equipment list on request.		COST PER DAY PER ITEM	BOX OFFICE SERVICE FEES (All clients must use IAC Box Office)		FEE PER TICKET	RECEPTION/BANQUET/ SPECIAL EVENT PACKAGES (Specialty tables, AV equipment and custom lighting not included)
1 <sup>st</sup> Day Equipment Fee (theatres) basic sound & lights		\$100	Complimentary tickets (above producer allowance)		\$1.50 + Facility Fee	
2 <sup>nd</sup> and Subsequent Day Equipment Fee (theatres)		\$50	Proof ticket		N/C	<b>Events with no alcohol service:</b> <b>Package A</b> -- Suite 200 up to 8 hours use <b>\$1,300 inclusive plus \$500 damage deposit</b> <b>Package A+</b> -- Suite 200, the Annex & a Meeting Room -- <b>\$1,700 plus deposit</b>
Piano (7’Baldwin, 9’Steinway, 5’ Steinway, Upright)		\$125 1 <sup>st</sup> day; \$50 per day thereafter	Season Ticket, Reserve Pull, Pre-Pull, Reprints, exchanges		\$1.50 + Facility fee	
Piano Tuning (Steinway certified technician must be used for tuning all Steinways)		\$200 each				<b>Events with beer/wine provided by client:</b> <b>Package B</b> -- Suite 200 up to 8 hours use <b>\$1,700 inclusive plus \$500 damage deposit</b> <b>Package B+</b> -- Suite 200, The Annex & a Meeting Room -- <b>\$2,000 plus deposit</b>
Projector 9,800 lumens & Screen (theatre plus labor)		\$250 per day	Producer Comp allowance per performance; 20 for Carpenter and 8 for Dupree		N/C	
Projector 18,000 lumens & Screen (theatre plus labor)		\$800 1 <sup>st</sup> day; \$500 per day thereafter				
Projector 5500/5700 lumens & Screen (Theatre or meeting room plus labor)		\$100 per day				
Marley (Carpenter)		\$440	Facility Fee (applied to all tickets except Producer Comps & Proofs)		\$1.00	
Marley (Dupree/rehearsal hall)		\$420				
Orchestra Shell (installed and removed 1x)		\$160				<i>All packages include room rental, tables, chairs for up to 180, event labor &amp; TULIP (insurance).</i> <b>Capacities:</b> Suite 200 –180 seated at tables or 150 with a dance area) The Annex – 90 seated Sculpture Garden Ceremony – 125 seated
TULIP INSURANCE RATES Applies to all clients based on event type, venue capacity & attendance. \$155 to \$215 per performance/event <b>Insurance rates &amp; coverage subject to change and are based upon availability.</b>			All sales are final. The service fee is not refundable. Phone sales must be paid by MasterCard, Visa or Discover at the time of the call. Bank processing fee of approximately 3% will be collected on charge sales & will be deducted from proceeds before distribution to client. Charge receipts will be dispersed to the client after payment has been received by the Arts Center. Allow 14 days for processing.			