

Irving Arts Center

Non-Profit Rate Sheet

PERFORMANCE REHEARSAL SPACE			Carpenter Hall	Dupree Theater	Rehearsal Hall Suite 200	DEPOSIT 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. Non-profit \$500 for theatre rentals and receptions \$250 for other rentals Commercial \$1,000 for theatre rentals \$500 for other rentals	
Performance (price per hour with four hour minimum required)		*Non-Profit	\$200 per hour \$800 min.	\$75 per hour \$300 min.	\$75 per hour \$300 min.		
Rehearsal (price per hour with a four hour minimum required in theaters)		*Non-Profit	\$100 \$400 min.	\$50 \$200 min.	\$40 No minimum		
RECEPTIONS	Dupree Lobby The Annex Focus Gallery	Main Gallery Sculpture Garden Carpenter Lobby		Rehearsal Hall Suite 200	DEPOSIT REFUND/CANCELLATION POLICY Applies to all clients. If cancelled...		
For receptions only (price per hour with a four hour minimum required, plus labor, equipment & insurance)	\$50 per hr \$200 min.	\$100 per hr \$400 min.		\$75 per hr \$300 min.	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
MEETINGS <49 (49 people or less) (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.	Room A Room B Art Lab single	Annex Room C AB Combined	Room ABC Combined	Rehearsal Hall Suite 200	MEETINGS 50+ (50 people or more and ALL meetings with food/beverage service) (Price per hour; four hour minimum plus labor, equipment & insurance)	Room ABC Annex	Rehearsal Hall Suite 200
	\$20	\$30	\$ 40	\$60		\$50 per hr \$200 min.	\$75 per hr \$300 min.
To qualify for non-profit rates, proof of IRS 501 © 3 designation is required & contract must be signed by non-profit representative and balance paid by designee funds.							
DAY RATE PACKAGES Available for events scheduled between 7A – 5P, Monday–Friday only					Carpenter Hall	Dupree Theater & Suite 200	
Includes 2 front-of-house (FOH), up to 3 theatre technicians & house equipment. Does not include insurance or deposit.				*Up to 10 hours of use	\$2,500 package	\$1,450 package	
*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				*Up to 4 hours of use	\$1,250 package	\$775 package	

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Effective June 19, 2023

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	Wedding only: For a wedding with up to four hours of usage and no refreshments in The Annex, Suite 200, or the Sculpture Garden. \$700 inclusive plus \$250 damage deposit. Wedding add-on to reception package: \$400 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).	
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		
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 st Day Equipment Fee (theatres) basic sound & lights		\$100	Complimentary tickets (above producer allowance)	\$1.50 + Facility Fee	Events with no alcohol service: Package A -- Suite 200 up to 8 hours use \$1,300 inclusive plus \$500 damage deposit Package A+ -- Suite 200, the Annex & a Meeting Room -- \$1,700 plus deposit
2 nd and Subsequent Day Equipment Fee (theatres)		\$50	Proof ticket	N/C	
Piano (7’Baldwin, 9’Steinway, 5’ Steinway, Upright)		\$125 1 st 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	Facility Fee (applied to all tickets except Producer Comps & Proofs)	\$1.00	
Projector 9,800 lumens & Screen (theatre plus labor)		\$250 per day	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.		Events with beer/wine provided by client: Package B -- Suite 200 up to 8 hours use \$1,700 inclusive plus \$500 damage deposit Package B+ -- Suite 200, The Annex & a Meeting Room -- \$2,000 plus deposit
Projector 18,000 lumens & Screen (theatre plus labor)		\$800 1 st day; \$500 per day thereafter			
Projector 5500/5700 lumens & Screen (Theatre or meeting room plus labor)		\$100 per day			
Marley (Carpenter)		\$440			
Marley (Dupree/rehearsal hall)		\$420			<i>All packages include room rental, tables, chairs for up to 180, event labor & TULIP (insurance).</i> Capacities: Suite 200 – 180 seated at tables (150 with a dance area) Annex – 90 seated Sculpture Garden Ceremony – 125 seated
Orchestra Shell (installed and removed 1x)		\$160			
TULIP INSURANCE RATES Applies to all clients based on event type, venue capacity & attendance. \$155 to \$215 per performance/event Insurance rates & coverage subject to change and are based upon availability.					