

## RENTAL INFORMATION

- Rates are effective October 1, 2011 and are subject to change without notice.

### PERFORMANCE RENTALS - FINE ARTS CENTER

Maximum capacity 1,215

For-Profit Performance Rate (up to 8 hours)	\$600
Non-Profit Performance Rate (up to 8 hours)	\$400
Additional Hours (up to 12 maximum)	\$100
Lobby Only (up to 4 hours)	\$150

### REHEARSAL RENTALS - HOUSE & STAGE ONLY

Rehearsal Rate (up to 4 hours)	\$150
Additional Hours (up to 12 maximum)	\$100

- Open Rehearsals - Any rehearsal attended by non-production personnel will be considered a performance and billed at the performance rate.
- The above rates are for the rental of the hall only. Additional costs for lighting, audio and labor (including venue set-up and restore) will be determined by the Fine Arts Center after consultation with the renter.
- To be eligible for non-profit rates, organizations are required to submit proof of 501c3 IRS status.
- Performance Rental Rates and Rehearsal Rates cannot be combined on a single day. The Renter must select the Performance Rate if the building will be open to the public on a given day.

### RENTAL FEES INCLUDE

One event specialist, basic stage lighting wash, basic sound equipment (4 **wired** microphones).

### RENTAL FEES DO NOT INCLUDE

Required security personnel, additional technical & house staff, additional microphones and lighting, pianos or rental insurance.

### LABOR (4 hour minimum on hourly labor).

Additional Event Specialist (technical staff)	\$12.50/hour*
Security Officer	\$20/hour*
Basic Recording System Setup (up to four mics)	\$100 fee
Orchestra Pit Cover Removal	\$300 fee
Lighting Design Fee	CALL

### EQUIPMENT

Projection System with DVD or Laptop	\$25/day
Wireless Microphones (batteries not inc.)	\$5 ea./day
Roland Digital Piano	\$25/day

### HOW TO RENT

Prospective renters should visit [wallacehall.org](http://wallacehall.org) and select Facility Rentals to learn more about renting and find out about date availability. You may also schedule a site visit and inquire about renting by calling 256-549-8475.

### AVAILABILITY SCHEDULE

Wallace Hall events and rehearsals may be held during the following hours\*:

Monday - Thursdays from 8:00am until 10:00pm  
Friday - Saturdays from 8:00am until 12:00 midnight  
Sundays from 12:00 noon until 10:00pm

\*The facility will not be open for more than twelve hours (consecutively or otherwise) on any given day. For events that are unable to fit within the availability schedule or for event that exceed 12 hours in a single day, a rate of \$200.00 per hour applies.

### BOX OFFICE & TICKETING

- ALL event ticketing must be handled by the Fine Arts Center's Box Office.
- A Facility Renewal Fee shall be added to the base ticket price of all tickets sold. Website Convenience fees are added for all online sales.
- No tickets may be issued until a lease is executed and the box office service forms have been received.

### FACILITY RENEWAL FEES (PAID BY TICKET BUYER/PATRON)

Base Ticket Price	Facility Renewal Fee
\$1 - \$15	\$2 per ticket
\$16 - \$30	\$3 per ticket
\$31 & up	10% of base

- Minimum Facility Renewal Fee assessed is \$200.00 per ticketed show regardless of attendance.
- Facility Renewal Fees must be included in the final advertised ticket price.

### BOX OFFICE & TICKETING

- The Renter will be assessed 4% on all credit/debit card sales to cover processing and merchant gateway fees.

### ADDITIONAL BOX OFFICE SERVICES

Complimentary Tickets (50 max per show)	\$0.40 each
Consignment Tickets (250 max per show)	\$0.20 each
Usher Fee (required for reserved seating)	\$150/event
Additional Box Office Hours	\$25/hr
Cancellation Fee	10% of all credit card sales + \$250

### NOTES

- Renters shall be required to sign a Change Order Agreement if a requested change in services and/or equipment results in a cost increase of more than 10% of the original estimate.
- Theatre seating may vary according to configuration and technical requirements. There is no standing room.

### INSURANCE

All renters, at the time of lease signing, shall provide written proof of current liability insurance that covers the event and all related activities. See Insurance Requirements document.

### DEPOSIT

GSCC requires any renter who has not booked the facility in the 12 months prior to the initial application date to submit a deposit amounting to 20% of the estimated rental fee.

### CANCELLATION POLICY

If a lease is cancelled within thirty (30) days of an event, 50% of the rental fee is still owed to GSCC. If a lease is cancelled within five (5) days of an event, 75% of the rental fee is still owed to GSCC. The lessee will be responsible for all ticket fees, refund fees incurred as a result of an event cancellation.

### MORE INFORMATION

All rental-related materials may be found on our website, [wallacehall.org](http://wallacehall.org) under Facility Rentals.