

**Hult Center for the Performing Arts License Agreement
Part C. Schedule of Services, Personnel, and Equipment**

Effective 7-1-09

Rental Rates and Charges – Commercial and Non-Performing Arts

Silva Concert Hall - 2455 seats

Each Event.....	\$3,950 + 8% gross over \$40,000
Second performance, same day.....	\$2,840 + 8% gross over \$40,000
Multiple-day event (each day after 1st).....	\$3,950 + 8% gross over \$40,000
Rehearsal/Load-in/Tech day.....	\$3,950

Soreng Theater - 503 seats

Each Event.....	\$1,240 + 8% gross over \$2,000
Rehearsal/Load-in/Tech day.....	\$590

As regards either venue, if your event spans multiple but non-consecutive days, you are required to remove all scenery and equipment immediately following the last consecutive performance. When contracting the event, be sure to schedule load-in time for each occupancy.

The Studio - 50'X60' rehearsal hall available on a limited basis.....\$500 for the first 6 hours; \$100 per hour thereafter

Lobby - Public, ticketed events	\$3,950 + 8% gross over \$40,000 plus actual expenses
Free Public or Private Events.....	\$1,500 plus actual expenses
Activities ancillary to events scheduled in Silva Hall or Soreng Theater.....	actual expenses

All Lobby rentals are on a space-available basis; in all cases, in addition to the rental fee, a \$115 cleaning fee will be charged. Additional cleaning fees may be assessed when the situation warrants.

Patron User Fee (PUF) A \$2.00 per person fee will be charged for entry to any event that is ticketed and/or when admission is charged. Licensee is permitted up to 10% of the house’s potential capacity in Silva and in Soreng, exempt of PUF, when used as complimentary tickets. All performance rental rate percentages charged are **net** of Patron User Fee.

Ticket Office Services

Tickets are computer-generated by the Hult Center Ticket Office. **The Hult Center ticket office logo, phone number(s), and web site must appear, as stated below, in any and all advertising.** If more than one outlet is listed, the Hult Center ticket office outlet phone number must appear first. For example:
“Tickets on sale at Hult Center Ticket Office, U of O Ticket Office at the EMU. Charge-by-phone by calling 541.682.5000, or buy online at HultCenter.org”

OR

“Tickets on sale at Hult Center Ticket Office, U of O Ticket Office at the EMU, and all (XXX) Ticket Outlets. Charge-by-phone by calling 541.682.5000 or 541.XXX.XXXX, or buy online at HultCenter.org”

If Licensee requires hours be extended beyond regular Ticket Office window and telephone hours of Noon. - 5:00 p.m., Tue-Fri, and 11 a.m. - 3 p.m. Sat, and one hour before curtain time, Licensee will be charged \$165/hour for hours extended beyond regular ticket office hours for up to 5 hours (includes four ticket sellers and 1 supervisor). Tickets may go on sale once the signed license agreement and deposit are received by the administrative office. Pursuant to Part B. 18., Licensee will forfeit the deposit if an event is canceled after tickets have gone on sale. For events taking place on City holidays, all charges involving hourly labor costs are subject to 1.5 times regular hourly cost.

Ticketing fees:

Ticket Office Management fee.....	\$400/title for Silva; \$125/title for Soreng
Season Ticket Management Fee.....	\$200
Ticket Transaction Fee.....	\$.30/ticket
Allocating tickets to a source outside the City’s system.....	\$2.00/ticket
Order handling fee (renewals, subscriptions, mail orders).....	\$5.00/order
Mailing lists (email files or label sets).....	\$50/thousand
Edit lists (electronic format).....	\$50 per request in excess of offloading post-show event data
Ticket sales charged to credit cards (all events).....	3.2%
Extension of Ticket Office hours.....	\$165/hour for hours extended beyond regular ticket office hours for up to 5 hours

Event Cancellations

Cancellation fee - 5% of gross tickets sales for making refunds plus documented reimbursable actual expenses incurred by the Center and related to the cancelled event. (See Part B., #18)

Hourly Labor Rates

Stage hands - All stage labor must be performed by Stage hands represented by IATSE #675. There is a 4-hour minimum call. Stage hands are paid for overtime (1.5 x regular rate) in excess of eight (8) hours in a day, for all work performed after midnight and before 8:00 a.m., and for City holidays. Contract specifies 15 minute breaks every two (2) hours; meal benefits after five (5) continuous hours and a 48-hour advance notice. The following rates are effective through 6/30/10:

<u>Position</u>	<u>Rate</u>	<u>Position</u>	<u>Rate</u>
Steward/carpenter	\$28.57	Local Steward/carpenter	24.84
Dept Head	27.67	Local Dept Head	24.07
Specialist	26.71	Local Specialist	23.22
Grip	25.66	Local Grip	22.31

A union supervisor will be scheduled on load-in and load-out for any event requiring 20 or more stage hands.

Technical Director or designee – Labor charges per hour for:

(a) four hours of "advance" time (i.e., advising and consulting about pre-event issues, meeting with Road Managers, scheduling staff) plus (b) actual hours, exclusive of "advance" time, spent on-site engaged in event-related meetings and stage calls, from stage prep through event load-out.

Ushers/Ticket takers - In consideration of the safety and well-being of Hult Center patrons, the Front-of-House staffing policy is as follows:

<u>Hall</u>	<u>Reserved Seating and General Admission</u>
Silva	25 Usher/Ticket takers, Receptionist, Head Usher, House Manager - Based on attendance
Soreng	9 Usher/Ticket takers, Receptionist, Head Usher, House Manager - Based on Attendance
Other spaces	As required

Front-of-House staff starts one hour before and works 30 minutes after each event. The house opens 30 minutes before the curtain. Average hourly rate per person is \$10.60. Each event is assigned one Head Usher @ \$15.80/hour. For events taking place on any City holiday, the pay rate is 1.5 times the regular hourly rate.

House Manager or designee – Labor charges per hour for:

(a) four hours of "advance" time (i.e., advising and consulting about pre-event issues, meeting with Road Managers, scheduling staff) plus (b) actual hours, exclusive of "advance" time, spent on-site engaged in event-related meetings and stage calls, from stage prep through event load-out.

Facilities Manager – Labor charges/hour for actual hours spent on-site and engaged in event-related supervisory duties including meetings and settlement

Custodial -Custodial fees will be charged at an average of \$25.00/custodian/hour. Additional after-show cleaning fees may be assessed when the situation warrants and may result in a later settlement adjustment for night-of-show settlements.. For events taking place on any City holiday, the pay rate is 1.5 times the regular hourly rate. A minimum of one event custodian will be assigned to events occurring in the Soreng Theater and a minimum of two event custodians will be assigned to events occurring in Silva Hall.

Security - A minimum of one guard at an average of \$25.00/person/hour is required at the Security entrance from two hours before curtain to the end of the event. For events taking place on any City holiday, the pay rate is 1.5 times the regular hourly rate. When the event requires T-shirt security, Owner reserves the right to determine staffing levels and select a qualified provider. T-shirt security expenses will be determined by the local market rate and will be the responsibility of the Licensee.

Concessions and Catering

All food and beverage requests must be cleared through the Concessions Manager for designee no fewer than 10 working days in advance of the event; for catering estimates, please contact the Concessions Department at 682-5724. All charges will be included in the show settlement. To make specific arrangements, please contact caterers directly.

- Licensee has two **backstage** catering options: you may bring a caterer of your choice whereby the catering bill will be presented at the time of settlement at which time Owner will collect a 15% commission. Or Licensee may opt to bring a personal caterer traveling with the touring production; the "buyout" fee will be \$300. It is expected the caterer will leave backstage area as they find it; licensee will be charged for any excessive cleanup needed after the caterer leaves at a fee of \$25/hour. Contact the Concessions Manager, at 541-682-5724 at least 10 days prior to the event to discuss space set up, who the caterer will be and when they will arrive on site.
- Licensee will be responsible for all concessions charges.
- The official Hult Center caterers for **public** events are: Cravings....541.343-7933; Market Catering....541.345-9366; Wild Duck....541.485-3825; Brindiamo Catering & Excelsior Inn....541.342-6963; Three Forks Wok & Grill....541.513-6156; Flavors Catering & Events....541.344-3663; Hilton Hotel....541.342-6550.
- Lobby, Studio, and Gallery events requiring set-up and take-down will incur a two-hour minimum charge of \$25/person/hour. All catered events will be charged a 15% gratuity.

Ancillary charges & other information

Souvenir Sales: Arrangements to sell souvenirs must be made no fewer than 10 working days in advance of the event with the Concessions Department. Commission charged to commercial lessees is 25% (30% if Hult Center staff sells)and is due at close of show.

Telephone Lines: One telephone line is available in the Road Manager's office and at no charge. There is a charge of \$50 for each additional telephone line requested by the Licensee. Arrangements must be made in advance for network computer connections.

Americans with Disabilities Act (ADA): In accordance with Titles II and III of the ADA, Licensee shall be responsible for providing reasonable accommodations for persons with disabilities when those accommodations are requested. Hult Center staff will consult with Licensee if accommodations are requested.

Pyrotechnic Permit: For any live flame or pyrotechnic display:

- Licensee must secure a permit from the City of Eugene **and State of Oregon (Salem, OR)** Fire Marshals at the fee in effect at the time of issuance of permit.
- A fee of not less than \$100, but not to exceed \$250, in addition to the fee charged for a permit from the City of Eugene Fire Marshal, will be charged to recover actual labor and transportation costs if the Hult Center's Tech Services Department processes the permit. (More information regarding the permit application process can be obtained from Tech Services.)

Marketing:

Owner must receive licensee's signed contract and deposit prior to any marketing of the event by either the venue or promoter.
Lobby Banners and Flat Screen: Licensee receives access to flat screen televisions in Lobby to run DVDs featuring event sponsors and additional information.
 Standing banners displayed in the Lobby..... \$50. Please call 682-5087 for details.
Management of Event Postering:\$100/booking.
Promoter-requested e-mail campaigns:\$300 for 2500 addresses; \$20/1000 for additional addresses requested.
Web Site: We request your artist's URL in order that we are able to fully support your event; please refer to the Ticket Order form for information on how to provide the URL and event description. Visit the Hult Center's web site at <http://www.hultcenter.org>

Equipment Rental Rates (per performance day)

Lighting	Silva	Soreng
Standard	500	250
Road Show Power per 3 or 1 'phase' service	75	75
60 amp 'Shore Power' per bus	35	35
Color Changers (12) each w/ 'brains'	30	30
Follow Spots (ea)	100	100
Cyberlights	75	75

"Standard" lighting applies to those events using the theater's standard inventory (180 instruments). Additional instruments may be available @ 5.00 each per show day, when available. Please check with Technical Services well in advance of your performance date(s).

Sound	Silva	Soreng
Basic (tape/cd playback, 4 mics)	\$400	\$150
Full (complete inventory; subject to availability)	600	250
Center Cluster Only	200	NA
Monitor System	350	200
Wireless Mics (ea)	100	100
Sound cart (Lobby, The Studio)	\$150	

*Final determination of sound levels will be at the discretion of the House.

Miscellaneous Equipment - Labor for set-up and break-down of the following equipment is not included in the prices below (see sections on labor rates and hourly costs. All costs are per production unless noted.

Pianos Steinway 9'	\$250
Baldwin 9'	125
Yamaha 7' in Lobby	50
Yamaha 7' in Silva, Soreng, The Studio	\$100 plus labor for moving—call Technical Services for rate
Upright	50
Piano Tuning	Actual Cost
Brombaugh Portative Organ	135
Dance Floor (per engagement)	200
Phone lines	50 each
Washer & Dryer	40/pair

Equipment available upon request for use; please check availability prior to finalizing rental agreement.

** indicates equipment available for rent for off-site use; rental equipment which will be taken out of the building requires an agreement in place no fewer than 10 working days in advance of the first date of use:

	On-site rental fee	Off-site rental fee
Silva Orchestra shell	\$1,000 maintenance fee	
Soreng Orchestra shell	\$250 maintenance fee	
Wenger Choral Risers	\$500 maintenance fee	\$20 ea.
Band Risers (8, 16, and 24)**	no charge	\$10 ea.
Orchestra Chairs**	no charge	\$4 ea.
Music Stands**	no charge	\$2 ea.
Music Stand Lights**	no charge	\$2 ea.
Projection		
Tripod screen	no charge	
10 X 12 rear screen	\$50	
18 x 24) Dual	\$100	
Epson Projector	\$50	
Lectern/mic	no charge	

All rates and fees are subject to change.