

Hult Center for the Performing Arts License Agreement

Part C. Schedule of Services, Personnel, and Equipment

Effective 7-1-11

All rates and fees are subject to change.



Commercial and Non-Performing Arts Rental Rates and Charges

INITIAL: _____

Silva Concert Hall - 2455 seats

Each Event	\$4050 + 8% gross over \$40,000
Second performance, same day	\$2900 + 8% gross over \$40,000
Multiple-day event (each day after 1 st)	\$4050 + 8% gross over \$40,000
Rehearsal/Load-in/Tech day	\$4050

Soreng Theater - 498 seats

Each Event	\$1275 + 8% over \$2000
Rehearsal/Load-in/Tech day	\$605

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 (Capacity varies)

50’X60’ rehearsal hall available on a limited basis	\$500 for the first 6 hours; \$100 per hour thereafter
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Lobby – (Capacity varies)

All Lobby rentals are on a space-available basis for activities ancillary to contracted events in Silva Hall or Soreng Theater for public ticketed events and for events that are free and open to the public.

Public, ticketed events	\$4050 plus 8% gross over \$40,000 plus actual expenses
Free public or private events	\$1540 plus actual expenses
Activities ancillary to contracted events in Silva Hall or Soreng Theater	actual expenses

***Patron User Fee (PUF)** A \$2.00 per person fee will be charged for any event that is ticketed and/or when an 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 complementary tickets. All performance rental rate percentages charged are **net** of Patron User Fee.

Ticket Office Services

Tickets are computer-generated by the Owner’s 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 hours of Noon - 5:00 p.m., Tue-Fri, 11:00 a.m. - 3:00 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). For events taking place on City holidays, all charges involving hourly labor costs are subject to 1.5 times regular hourly cost. Tickets may go on sale once the signed license agreement and deposit are submitted to the administrative office. Pursuant to Part B. 18, Licensee will forfeit the deposit if an event is canceled after tickets have gone on sale.

Ticketing fees:

Ticket Office Management Fee	Silva	\$400 per title
	Soreng	\$125 per title
Season Ticket Management Fee	\$200	
Ticket Transaction Fee	\$.30/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	
Allocating Owner's event tickets to a source outside the City's system	\$2.00/ticket	
Ticket sales charged to credit cards (all events)	3.2%	
Extension of Ticket Office hours	\$165/hour for up to 5 hours	
Promoter offered complimentary exchange and/or duplicate tickets for subscriber	\$40/ title for up to three performances of said title	
Per ticket phone order service fee	Not to exceed \$5.50/ticket	

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 and #22)

Labor Rates

Stage hands and Technical staff

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 subject to change.

Position Rate

Steward/Head Carpenter	\$29.28/hour
Dept Head	\$28.37/hour
Specialist	\$27.38/hour
Grip	\$26.30/hour

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.

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

Hall	Reserved Seating and General Admission
Silva	25 Ushers/Ticket takers, Receptionist, Head Usher, House Manager - Based on attendance
Soreng	9 Ushers/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	\$11.00/hour***
Each event is assigned one Head Usher	\$16.00/hour***
Each event is assigned one Receptionist	\$16.00/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 \$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 \$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.

Guest Services

All food and beverage requests must be cleared through the Concessions Manager or designee no fewer than 10 working days in advance of the event; for catering estimates, please contact the Concessions Department at 541-682-5724. All charges will be included in the show settlement. To make specific arrangements, please contact caterers directly.

- Licensee has two **backstage** catering options: they may bring a caterer of their 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 their 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 Guest Services 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.
- Please see the attached list of official Hult Center caterers for **public** events.
- 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.

Merchandise Sales: Arrangements to sell merchandise must be made at least 10 working days in advance of the event with the Concessions Department at 541-682-5724. Commission charged is 25% (30% if Owner staff sells) and is due at the close of show. Licensee is responsible for informing the merchandise vendor of contractual obligations.

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. Owner will consult with Licensee if accommodations are requested.

Assisted Listening System: Licensee shall provide Owner with a duplicate of the FOH mix for the assisted listening system. This mix will be at a consistent level and not tied to the level of the FOH mix.

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 Owner’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 Screens: Licensee receives access to flat screen televisions in Lobby to run DVDs featuring event sponsors and additional information.

Standing Banners Displayed in the Lobby. Please call 541-682-5087 for details	\$50.00
Management of Event Postering	\$150/booking minimum
Promoter-requested e-mail campaigns	\$350 for 3500 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>

Commercial 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 (each)	\$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	N/A
Monitor System	\$350	\$200
Wireless Microphones (each)	\$100	\$100

Sound cart (available in Lobby, The Studio, etc.)	\$150
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*Final determination of sound level will be at the discretion of the Owner.

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 for hourly costs)

Pianos	
Steinway 9'	\$250
Baldwin 9'	\$150
Yamaha 7' (in the Lobby)	\$100
Yamaha 7' (Silva, Soreng, The Studio)	\$100/production plus labor for moving--call Tech Services for rates.
Upright	\$50/production
Piano Tuning	actual cost
Brombaugh Portative Organ*	\$150/production
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:

	On-site rental fee	Off-site rental fee
Silva Orchestra shell	\$1000 maintenance fee	N/A
Soreng Orchestra shell	\$250 maintenance fee	N/A
Wenger Choral Risers	\$500 maintenance fee	\$20 each
Band Risers (8, 16, and 24")*	no charge	\$10 each
Orchestra Chairs*	no charge	\$4 each
Music Stands*	no charge	\$2 each
Music Stand Lights*	no charge	\$2 each
Projection		
Tripod screen	no charge	N/A
10 X 14 rear screen	\$50	N/A
18 X 24 dual screen	\$100	N/A
Epson Projector	\$50	N/A
Lectern/mic	no charge	N/A

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

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