



**MANSHIP THEATRE**  
SHAW CENTER FOR THE ARTS

**Rental Rate Information**

**MANSHIP THEATRE RENTAL RATES**

Ground level, Indoor, exclusive use

Rental Rates include use of available light/sound system, dressing rooms, and green room spaces. Staff and Technical labor, equipment and non-rental fees are expensed separately, and are listed on page two under ADDITIONAL EVENT EXPENSES.

\*determined by event size/length

<b>Manship Theatre</b>	\$1,000 (Monday through Wednesday) \$1,250 (Thursday through Sunday)
<b>Weekly Rental Discount</b>	\$3,500 (Monday through Thursday)
<b>Security</b>	\$50 per hour security officer (4 hour minimum)*
<b>Janitorial</b>	\$30 per hour (3 hour minimum)*
<b>Space Usage Fee</b>	\$50 per event. *Note: Space Usage Fee for weddings and wedding receptions is \$550 per space.

**HARTLEY/VEY STUDIO THEATRE RENTAL RATES**

Ground level, Indoor, exclusive use

Rental Rates include use of available light/sound system. Staff and Technical labor equipment and fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES. Non-exclusive dressing room space based upon availability at booking.

\*determined by event size/length

<b>Hartley/Vey Studio</b>	\$500
<b>Weekly Rental Discount</b>	\$1,750 (Monday through Friday)
<b>Security</b>	\$50 per hour security officer (4 hour minimum)*
<b>Janitorial</b>	\$30 per hour (3 hour minimum)*
<b>Space Usage Fee</b>	\$50 per event. *Note: Space Usage Fee for weddings and wedding receptions is \$550 per space.

**HARTLEY/VEY WORKSHOP THEATRE RATES**

Ground level, Indoor, exclusive use. Staff and Technical labor fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES.

\*determined by event size/length

<b>Hartley/Vey Workshop</b>	\$250
<b>Weekly Rental Discount</b>	\$900 (Monday through Friday)
<b>Security</b>	\$50 per hour security officer (4 hour minimum)*
<b>Janitorial</b>	\$30 per hour (3 hour minimum)*
<b>Space Usage Fee</b>	\$50 per event. *Note: Space Usage Fee for weddings and wedding receptions is \$550 per space.

**THE GALLERY AT MANSHIP THEATRE**

Second Level Mezzanine, exclusive use, with the exception of visual art on walls. Staff and Technical labor fees are separate and listed on page two under ADDITIONAL EVENT EXPENSES.

\*determined by event size/length

<b>Gallery Rental</b>	\$500
<b>Security</b>	\$50 per hour security officer (4 hour minimum)*
<b>Janitorial</b>	\$30 per hour (3 hour minimum)*
<b>Space Usage Fee</b>	\$50 per event. *Note: Space Usage Fee for weddings and wedding receptions is \$550 per space.

### JONES WALKER FOYER

Public area, non-exclusive use.

<b>JW Foyer Rental</b>	\$250 (\$150 if lessee is a non-profit 501 c3)
<b>Security</b>	\$50 per hour security officer (4 hour minimum)*
<b>Janitorial</b>	\$30 per hour (3 hour minimum)*
<b>Space Usage Fee</b>	\$50 per event. *Note: Space Usage Fee for weddings and wedding receptions is \$550 per space.

### JOSEF STERNBERG CONFERENCE ROOM

Second Floor, Indoor, exclusive use.

<b>Conference Room Rental</b>	\$75 (3 hour max) or \$180 (Day Rate) *Business Meetings only \$150 (3 hour max), \$65 for each additional hour *Parties \$750 Weekly rate for 5-day rental *Business Meetings only
<b>Space Usage Fee</b>	\$30 Janitorial Services (If food is provided, 1 hour of Janitorial is required) \$20.00 per event

### SCHEDULE OF PAYMENT

**Deposit** \$300 non-refundable deposit is required for rentals to generate the Rental Cost Estimate and to secure each space.

50% of the estimated fees will be due 90 days prior to the date of the event and the remaining balance of the estimated fees will be due 60 days prior to the date of the event. If the date of the event is less than 60 days, Manship needs the estimated fees to be paid in full in order to reserve each space. For further details, please refer to the Manship Theatre Rental Guidelines.

**Damage Deposit** Refundable \$500 damage deposit is due with final payment.

### NOT-FOR-PROFIT RATES

Not-for-profit groups with evidence of 501(c) status are afforded a 25% discount off **space rental rates**.

### ADDITIONAL EVENT EXPENSES

<b>Ticket Office</b>	\$75/ticketed event; \$50/ticketed event set-up; \$50/ticketed event change fee.
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**Required Fees/COMPS** – Ticket purchasers are charged the following at point of purchase: Base ticket price, a \$1.50 Building Maintenance & Enhancement Fee, and a \$3.50 fee per order placed online or by phone OR \$.50 per order placed in person. All advertised ticket prices should include the surcharge. A \$250 administrative fee will be charged for cancelled/postponed events and/or performances which require ticket refunds or the re-printing of tickets.

Manship Theatre is able to provide 20 COMPLIMENTARY TICKETS per show free of charge. Complimentary tickets ordered in addition to the first 20 tickets may be purchased at \$2.00 per comp. Reprints of complimentary tickets are \$5.00 each. All comp requests must be submitted 48 hours in advance of the event. After this 48 hour deadline, all tickets must be purchased at Ticket Desk.

No Consignment Ticketing permitted.

<b>Promotional</b>	\$50.00 per E-blasts– copy and artwork to be provided by Lessee. \$70.00 per Signboard located at Ticket Desk - copy and artwork and copy to be provided by Lessee. NOTE: All promotional material must be approved by Manship Theatre in accordance with Manship Theatre Special Event Rental Guidelines.
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**All Rentals MUST submit a daily event schedule to the Theatre Production Manager 2 weeks prior to Load In. Last minute schedule changes depend on Tech approval and availability.**

**Technical Fees**

**Theatre Production/Facilities Manager** – \$37.50/hour

**Light Programmer**- \$20.00/hour (\* Increasing to \$25 in 1/1/16)

**Sound Engineer**-\$20.00/hour (\* Increasing to \$25 in 1/1/16)

**Stage Technicians, Light Board Operator, and Sound Board Operator** – \$17.50/hour (\* Increasing to \$20 in 1/1/16)

**Manship Theatre Staff** Manship Event Coordinator-\$20.00/hour

**Manship Event Representative**-\$17.50/hour

**House Manager**-\$17.50/hour

**Graphic Designer**-\$20.00/per hour

**Security Guard**-\$50/hour (4 hour minimum)

**Janitorial Porter**-\$30/hour (3 hour minimum)

**Credit Card Fees** 5% of ticket purchases made via credit card      **Sales Tax** 9% of gross ticket sales

**Floor Painting** \$350 plus labor to restore stage to black if renter paints floor for said event.

**Seat Removal/Stair Install** Only with sufficient advance. Manship labor charges apply.

**Concession/Merchandise Sales** 15% of gross sales of approved items sold before, during or after performances if renter provides sales personnel; 20% charged if Manship personnel are used. *Advance notice is required on all merchandise to be sold.*

**Group Sales** 10% of total sales resulting from group marketing efforts

**All items brought in for event must be removed during Load-Out or a \$200 storage fee will be billed to Lessee on final invoice.**

**Multi-Day Rental Lighting Packages for Theatre and Dance:**

**\$250/ Package One:**

Marley dance floor install with Dance Boom Setup

**Includes 32 Hours of Labor**

8 booms with 3 lights per boom

House Plot (generic focus)

House Color washes

4 color washes overhead and 2 color washes from front

\*Renter can request color change prior to load in. Color depends upon house stock. Color can be purchased in advance.

House specials 3 per electric

House lighting patch and light console set-up

All theatre soft goods hung in the pre-set location: legs, borders, cyc, scrim, full stage black

**\$600/ Costume Package Two:**

Marley dance floor install with Dance Boom Setup

**Includes 48 Hours of Labor**

8 booms with up to 6 lights per boom

House Plot (generic focus)

Custom Plot

Submitted prior to set-up (Based on available lighting instruments)

Custom Color washes: Dependent on house stock

\*Renter can request color change prior to load in. Color can be purchased in advance.

Custom Specials

Custom patching and light console set-up

All theatre soft goods hung in the pre-set location: legs, borders, cyc, scrim, full stage black, Excluding: Projection Screen, Main curtain, Mid curtain, and Cyc

Package One option (described in detail above) will automatically be implemented unless a written request for Custom Package Two is submitted at least 2 weeks prior to Load in.

**EQUIPMENT RENTALS:**

<b>Projection equipment</b>	\$75/use in Manship Theatre 16' High by 21' Wide, technical staff and other charges apply \$20/use in 2 <sup>nd</sup> floor Sternberg Conference room
<b>Podium</b>	\$25/use
<b>Piano</b>	\$100/use; plus tuning at \$140 per tune and \$75/1st touch up or \$55/2 <sup>nd</sup> touch up if needed
<b>Wireless microphone handheld</b>	\$15/each/per day
<b>Wired microphone</b>	\$15/each/per day
<b>Lavalier microphone</b>	\$35/each/per day( Extra battery charge may apply)
<b>Additional Stage Monitors</b>	\$25 per monitor (Renter receives 2 stage monitors with set-up)
<b>Microphone stand (each)</b>	\$5/use
<b>Stage</b>	\$250/use in Hartley/Vey Studio Theatre (24' by 12')
<b>Risers</b>	\$25/each (4' by 8')
<b>Marley Dance Floor</b>	\$150, use in Hartley/Vey Studio Theatre, includes floor install and strike
<b>Portable Sound System</b>	\$250/day, technical staff and other charges apply
<b>Satellite Bar</b>	\$50/per bar
<b>Hazer</b>	\$75/use
<b>PC Computer Lap Top</b>	\$50/use
<b>Music Stands (each)</b>	\$5/use
<b>Music Stand lights (each)</b>	\$3/use
<b>Stools</b>	\$5/use
<b>Orchestra Chairs (each)</b>	\$5/use
<b>Tables/Chairs (each)</b>	21-36" round adjustable height tables \$10/table/day 15-6' Rectangular tables \$10/table/day 6-30" silver round, bar height tables \$10/table/day 118 black metal padded chairs \$3/chair/day Poly black linens \$10/day. Linens not in stock will be secured by a preferred outside vendor <b>*Labor charges apply to set up.*</b>
<b>Coat check and attendant</b>	\$100 per performance (24 hour notice required)
<b>Copies</b>	\$.15/copy

**\*\*\*Higher Rates may apply for Holiday Rentals.**

**\*\*\*Photo Session Fee: \$100 for 3 hours/per client**

Photography forms are available upon request. Fee does not apply to brides booked at Shaw Center