

**TULSA PERFORMING ARTS CENTER
RENTAL RATES, CHARGES AND FEES
(Effective July 1, 2011)**

FACILITY	TYPE OF USE	NON-PROFIT	COMMERCIAL
CHAPMAN MUSIC HALL	Per Performance (More than Orchestra Level)	\$1,400	3.5% of Gross Sales, Minimum \$3000 Per Performance
	Non-Performance (Move-In, Rehearsal, Tech Work, Move Out, etc.)	\$120 per Hour, 4 hr. Minimum	\$200 per Hour, 4 hr. Minimum
CHAPMAN MUSIC HALL (Orchestra Level Only)	Per Performance	\$1,150	3.5% of Gross Sales, Minimum \$2,500 Per Performance
	Non-Performance	\$120 per Hour, 4 hr. Minimum	\$200 per Hour, 4 hr. Minimum
JOHN H. WILLIAMS THEATRE	Per Performance	\$325	\$700
	Non-Performance	\$45 per Hour, 4 hr. Minimum	\$100 per Hour, 4 hr. Minimum
LIDDY DOENGES & CHARLES E. NORMAN THEATRES, ROBERT J. LAFORTUNE STUDIO	Per Performance	\$225	\$350
	Non-Performance	\$25 per Hour, 4 hr. Minimum	\$75 per Hour, 4 hr. Minimum
KATHLEEN P. WESTBY PAVILION	Event, not in conjunction with another (8-hour maximum with setup)	\$400	\$900
	Event in conjunction with another	\$250	\$700
	Additional Setup Time	\$40 per Hour	\$75 per Hour
	Tables & Chairs	No charge	\$150 flat

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The following rates apply to the use of certain non-performance areas within the PAC for activities such as receptions, press conferences or other such non-performance events related to permittee productions. The areas involved include the 3rd Street Lobby, Chapman Music Hall Mezzanine and Balcony Lobbies, the Chapman Music Hall Green Room, the 2nd Street Lobby, the Williams Theatre Lobby, the Williams Theatre Green Room, the Promenade and the Gallery. The rates listed below are per event, apply only to the areas noted in this paragraph and are applicable only if the activity involved is directly associated with another event coincidentally scheduled elsewhere in the PAC

FACILITY	NON-PROFIT	COMMERCIAL
As noted in paragraph above	\$75 Flat Rate	\$100 Flat Rate

In the event a non-performance activity is scheduled in one of the above areas which is not directly associated with another event, the above rates will apply on an hourly basis with a one-hour minimum.

MONDAY/HOLIDAY RATES

The PAC's published rates apply to activity scheduled on any day except Mondays and holidays. Following is a list of the holidays to which Holiday Rates will be applied:

Independence Day- July 4, Labor Day, Veteran's Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Good Friday and Memorial Day. (Any holiday that falls on a Saturday or Sunday will be observed either the preceding Friday or the following Monday as determined by the City of Tulsa Human Resources Department.)

Performance rental rates for Mondays and holidays will remain as published herein for all permittees while non-performance activities will be billed on a strict hourly basis with a 4-hour minimum and no cap on hours. Hours charged will be the greater of those scheduled by Permittee with PAC Management or those actually used. Charges for non-performance rent on holidays or Mondays will not be subject to any discount.

PAC Stagehands will be charged for performance and non-performance activity on an hourly basis for Mondays and holidays at the then current local I.A.T.S.E. Chapman Music Hall Tech I (one) hourly rate plus \$3 per hour per stagehand times two (2). Hours charged will be the greater of those scheduled by Permittee with PAC Management or those actually used. "On-call" charges (see Page 7, Labor Rates hereof) for PAC Stagehands in the John H. Williams, Liddy Doenges and Charles E. Norman Theatres will not be applicable on Mondays and holidays. Rather, Permittees will be charged on an hourly basis using the actual hourly rate of the individual PAC stagehand(s) assigned.

Permittees will be charged for House Manager services at the then current Chapman Music Hall I.A.T.S.E. hourly Tech I (one) rate plus \$3 per hour times two (2) for performances scheduled on Mondays and holidays. The minimum charge for House Manager time shall be four (4) hours.

Permittees will be charged for PAC Engineer services at the then current Chapman Music Hall I.A.T.S.E. hourly Tech I (one) rate plus \$3 per hour times two (2) for non-performance time scheduled on Mondays and holidays. The minimum charge for Engineer time shall be four (4) hours.

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NOTES PERTAINING TO RENTAL RATES

- Non-profit rates shall apply only to organizations that provide a 501(c)(3) certificate copy from the Internal Revenue Service, have a permanent business address in Tulsa County and are incorporated in the State of Oklahoma.
- For purposes of these rates, an “Evening Performance” is one which is to be completed between 5:00 p.m. and 12:00 midnight.
- Except as otherwise set forth in the Tulsa Performing Arts Center Operating Policy Manual, no additional rent will be charged for non-performance time on a performance day if such time involves event setup and/or rehearsal leading directly to an immediately subsequent performance.
- Rates may be negotiable either for the use of one performance space for more than one day, the use of more than one space on the same day, or a combination thereof.
- An administrative charge of \$25.00 for Non-profit and \$50.00 for commercial rentals will be levied for each Use Permit Agreement prepared. This fee is not refundable under any circumstance.
- The PAC Management reserves the right to adjust rental rates when service levels change or when the best interest of the City of Tulsa would be served.
- Permittees using the John H. Williams Theatre agree to construct any production sets so that the area downstage of the PAC movie screen and house curtain can be used during other events which may be juxtaposed. Such downstage area will remain free and clear of all set pieces, props, furniture, etc. In addition such permittees agree that all sets will be constructed in such a manner as to allow for the easy placement of equipment (including but not limited to the PAC house grand piano) in such downstage area.
- Permittees shall furnish to the PAC an insurance certificate verifying there is a policy in force naming the permittee as insured and which also contains the following language: **“The City of Tulsa, Oklahoma is named as an additional insured with respect to all activities by (permittee) held on the premises of Tulsa Performing Arts Center pursuant to insurance policy number -----.”** Such insurance shall provide for a minimum premises bodily injury liability of \$1,000,000 per occurrence. Written notice of any cancellation must be given certificate holder (PAC) at least **ten (10) days** in advance.
- Permittees renting Chapman Music Hall are required to utilize a professional usher service as specified by the PAC. The minimum number of ushers for events in Chapman Music Hall shall be as follows:

Orchestra Level only - 15
Orchestra and Mezzanine only - 19
Orchestra, Mezzanine and Balcony - 23

Permittees will be responsible directly to the specified usher service for expenses as a result of this service.

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INVITED DRESS REHEARSALS: CLEANING FEES, USHERS

As established by the Tulsa Performing Arts Center Operating Policy Manual, cleaning fees and usher requirements for Invited Dress Rehearsals shall be as follows:

CHAPMAN MUSIC HALL

PEOPLE	SEATING AREA	ENTRY POINT	USHERS	CLEANING FEE
1-25	Orchestra Level	Stage Door	None*	None
26-50	Orchestra Level	Third Street	Three	\$25.00
51-100	Orchestra Level (behind row L)	Third Street	Four	\$50.00
101-300	Orch. or Mezz. Behind row L in Orch. or Mezz. but not both	Third Street	Five	\$75.00
301-500	As above (101-300)	Third Street	Seven	\$100.00
501+	Considered as a performance with all accordant conditions and requirements (including rental rate).			

WILLIAMS, DOENGES & NORMAN THEATRES, LAFORTUNE STUDIO, WESTBY PAVILION

PEOPLE	SEATING AREA	ENTRY POINT	USHERS	CLEANING FEE
1-25	Prearranged	Stage Door	None*	None
26-50	Prearranged	Stage Door	Three	\$25.00
51-100	Prearranged	Predetermined	Five/Wms. Three/All others	\$50.00
101+	Considered as a performance with all accordant conditions and requirements (including rental rate).			

*Permittee will be responsible for furnishing a staff person to supervise. Lobbies will not be opened.

For those situations as set forth above where a cleaning fee would not normally be assessed, however PAC Management deems cleaning necessary following an Invited Dress Rehearsal, even in the case of twenty-five or fewer people, the provisions of Article VI, Section 13 of the PAC Operating Policy Manual shall apply.

For attended performances, cleaning fees will be assessed as follows:

Chapman Music Hall - \$225 per performance; all other PAC rental spaces - \$75 per performance

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TICKET OFFICE RATE SCHEDULE

The basic fee for use of the Performing Arts Center Ticket Office shall be as follows per performance:

FACILITY	NON-PROFIT	COMMERCIAL
Chapman Music Hall	\$200	3.0% of Gross Sales, Minimum of \$500 per performance
John H. Williams Theatre	\$75	1.5% of Gross Sales, Minimum of \$250 per performance
Liddy Doenges Theatre, Charles E. Norman Theatre Robert J. LaFortune Studio & Kathleen P. Westby Pavilion	\$45	1.5% of Gross Sales, Minimum of \$100

The charge for use of the PAC Ticket Office for sales to Broadway shows shall be the Commercial rate as listed above regardless of the permittee's non-profit or commercial status. For ticket sales that take place at the PAC, sales tax will be deducted from the gross sales amount at the then current State of Oklahoma rate. Permittees requiring ticket office services for performances on Mondays and holidays will be charged at the then current Chapman Music Hall I.A.T.S.E. hourly Tech I (one) rate plus \$3 per hour times two (2) per required staff member. The minimum charge for Ticket Office time shall be four (4) hours for each required staff member.

All single ticket sales, whether transacted by the PAC, by a Permittee or by a third party authorized by a Permittee, shall be subject to a Facility Fee, currently \$1 per ticket. Proceeds from the Facility Fee shall only accrue to the PAC. Group sales tickets, season tickets and complimentary tickets shall be exempt from this fee.

CREDIT CARD SALES FEES

Permittees who authorize the PAC Ticket Office to accept credit cards for the purchase of their tickets will be charged a credit card processing fee equal to 3.5% of the total gross sales by credit card.

ADDITIONAL TICKETING SERVICE CHARGES

Commercial permittees will be charged \$.10 (ten cents) for each ticket printed on the PAC ticketing system and sold, issued as complimentary, or printed but not sold for their events. Permittees qualifying for local non-profit status will be charged \$.05 (five cents) for each ticket to their respective events printed on the PAC ticketing system. Permittees who cancel events for which sales have taken place will be charged \$.50 (fifty cents) for every ticket which was sold either at the PAC or through other ticketing service agents in addition to ticket printing charges. A facility fee of \$1 (one dollar) per ticket will be charged on all single tickets sold. Complimentary, group and subscription tickets will not be subject to the facility fee.

SECURITY CHARGES

A charge will be made to each permittee for event security (see Article III, Section 3 of the PAC Operating Policies and Procedures Manual) for each non-performance day and performance day in the PAC. This charge, as set forth below, is in addition to any other charges for rental. In the event a non-performance period and a performance period occur on the same day, the performance rate shall apply for that day.

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FACILITY	NON-PERFORMANCE DAY	PERFORMANCE DAY
Chapman Music Hall	\$70	\$95
Williams, Doenges, Norman, LaFortune	\$50	\$65
Westby	\$60	\$125

EQUIPMENT RENTAL SCHEDULE

ITEM	NON-PROFIT	COMMERCIAL	<10 DAY NOTICE	CONSECUTIVE DAY DISCOUNT
Steinway "D" Grand Piano	\$115	\$140	+20%	25%
Yamaha "C7" Grand Piano	\$80	\$110	+20%	25%
Yamaha "G3" Grand Piano	\$60	\$85	+20%	25%
Yamaha "U3" Upright Piano	\$50	\$75	+20%	25%
Baldwin Studio Piano	\$35	\$50	+20%	25%
Orchestra Shell	\$120	\$220	+20%	None
Rehearsal Sound System	\$35	\$50	+20%	None
Monitor System	\$35	\$50	+20%	None
Super Troupers, each	\$35	\$55	+20%	None
Chorus Riser (per section)	\$7	\$12	+20%	None
Orchestra Risers(per section)	\$7	\$12	+20%	None
Microphone with stand	\$7	\$12	+20%	None
CD Player	\$10	\$15	+20%	None
RF Microphone	\$10	\$15	+20%	None
Monitor Speakers, each	\$5	\$10	+20%	None
Lighting Units in addition to PAC house plot, each	\$0.75*	\$1.25*	+20%	None
Chairs (more than 50) each	\$1	\$2	+20%	None
Tables (more than 4) each	\$2	\$5	+20%	None
Easels, each	\$1	\$2	+20%	None
Scene Shop (per day)	\$45	\$60	+20%	None

* For extended runs, flat rates may be charged as follows:

Chapman Music Hall: \$175 per seven-day period or fraction thereof with no consecutive day discount.

All other theatres: \$100 through 16 consecutive days and \$175 for 17 through 30 days with no consecutive day discount.

If incurred, the lower of the per-unit or flat rate will be charged.

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COMMISSION ON NOVELTIES SALES, CATERING

Per the Tulsa Performing Arts Center Operating Policy Manual, the City of Tulsa shall receive a commission on the sale of any and all novelty items (T-shirts, programs, recordings, etc.) at the PAC. The rate of commission shall be 15% for commercial vendors and 10% for non-profit vendors.

Per the Tulsa Performing Arts Center Operating Policy Manual, the City of Tulsa shall receive a commission on any and all catering service provided at the PAC. The rate of such commission shall be 12% (twelve percent) of the total catering bill for each service provided by the PAC-designated Preferred Caterer. While such commission is initially payable by the company providing the catering service, the permittee having hired such caterer will be liable for the commission if it is not paid promptly by the caterer. Catering provided by a company other than the PAC's Preferred Caterer shall require payment of a 20% (twenty percent) commission.

LABOR RATES

As an amendment to the Tulsa Performing Arts Center Operating Policy Manual, Article III, Section 1 and except as otherwise stated herein, clients of the PAC utilizing the service of PAC Stagehands will be charged for the services of such stagehands according to the then current I.A.T.S.E. minimums (plus any necessary and reasonable preparatory time) and at the then current I.A.T.S.E. local hourly Tech I (one) ~~Chapman Music Hall~~ compensation rate for the appropriate theatre plus \$3 per hour per stagehand. An additional amount (currently 23%) will be added for Workman's Compensation, FICA and unemployment insurance.

In the event a permittee is providing competent, PAC-certified personnel to perform stage and technical functions and therefor the minimum PAC Stagehand requirement is reduced to one (1) for events in the Williams, Doenges or Norman Theatres, the services of such PAC Stagehand will be charged at the "On Call" rate of \$65 per day for 8-hour days and \$80 per day for longer days for qualified non-profit permittees. Such daily rates will apply unless and until a total of forty (40) hours of scheduled time is reached in any one theatre during any one week (a week being defined as any Tuesday through Sunday period) at which time such services will be charged at one-and-one-half times the then current I.A.T.S.E. local Chapman Music Hall hourly Tech I (one) rate (plus \$3 per hour) for each hour in excess of forty (40) during such week. In the event a permittee cannot identify PAC-certified tech personnel at least ten (10) days prior to such permittee's first scheduled activity, such permittee will be required to hire personnel that are PAC-certified for other organizations or hire I.A.T.S.E. personnel to work its shows.