

CLARICE SMITH PERFORMING ARTS CENTER RENTAL INFORMATION

July 2007

All rates are effective July 1, 2007 and are subject to change without notice.

DEKELBOUM CONCERT HALL

maximum capacity 1113	
commercial rate	\$3,045
non profit rate	2,610
*campus rate	1,530

KAY THEATRE

maximum capacity 631	
commercial rate	\$2,155
non profit rate	1,835
*campus rate	1,075

GILDENHORN RECITAL HALL

maximum capacity 305	
commercial rate	\$1,725
non profit rate	1,470
*campus rate	860

KOGOD THEATRE

maximum capacity 190	
commercial rate	\$1,080
non profit rate	920
*campus rate	540

LABORATORY THEATRE

maximum capacity 100	
commercial rate	\$595
non profit rate	505
*campus rate	300

DANCE THEATRE

maximum capacity 210	
commercial rate	\$1,080
non profit rate	920
*campus rate	540

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 Event Coordinator after consultation with the Renter.

*campus rate applies to UMD departments & registered campus organizations

ADDITIONAL SPACES AVAILABLE

Upper Pavilion	\$325
Faculty/Staff Lounge	275
County Community Room	210
Courtyards (additional clean-up fee may be incurred)	275
Grand Pavilion	2,150

The Grand Pavilion can be rented only in conjunction with a hall rental or if all venues are dark. The Center reserves the right to limit how far in advance the Grand Pavilion can be reserved.

LABOR - per hour

Event Coordinator	\$32
Lighting and Audio	20
Technical Specialist (electricians, riggers, etc)	TBD/25-60
Stage Crew	18
House Manager/Staff	12
Police (Security and Traffic Control)	48
Custodial Services - flat fee	430

STAFF

Each event must engage, at minimum:
an Event Coordinator
a House Manager

In addition, Center staff must be engaged to operate sound, lighting and theatrical equipment and to execute house management duties. Additional labor and equipment requirements will be determined by the Center based on the needs and nature of the event.

PIANO RENTAL-PER DAY

Steinway D (9' grand)	\$135
Steinway B (7' grand)	110
Steinway upright	60

PIANO LABOR

Piano tuning (per tuning by house tuner)	\$130
Piano technician on stand-by (per hour)	180

TICKETING

- All ticketing must be managed by the Center's Ticket Office.
- A \$2 Ticket Processing Fee will be incurred for every ticket printed.
- Other fees will apply if a renter wishes to pick up tickets in advance.
- No tickets will be issued until a contract is executed and the deposit, Patron Services Request Form and all applicable fees have been received.
- Tickets will be available from the Ticket Office five business days following the acceptance of the Patron Services Request Form and execution of the rental contract.



CLARICE SMITH PERFORMING ARTS CENTER RENTAL REQUIREMENTS

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CONTRACTS

All contracts must be signed four weeks prior to the event date. In the event a contract is not signed four weeks prior, the Center reserves the right to cancel the event. At the time a contract is signed, renters are required to submit a deposit, proof of insurance, proof of non-profit status (if applicable), proof of Maryland State tax exemption (if applicable) and a Patron Services Request Form (if applicable).

The contract must be fully executed prior to:

- ticket sales
- promotion of the event
- occupancy of space
- storage of equipment

Any violation of the above may result in the cancellation of the event.

DEPOSIT

A deposit is required at the time the contract is signed. The deposit is based on a percentage of the estimated costs. The deposit can be made by check or money order. FRS numbers are accepted for campus renters.

Percentage Rates:

- 50% - first rental
- 25% - second rental
- 10% - each subsequent rental

INSURANCE

Non-campus renters, at the time of contract signing, must provide written proof of current liability insurance that covers the event and all related activities.

CATERING

GOOD TIDINGS is the sole supplier of catering services for the Clarice Smith Performing Arts Center. All food and drink (including alcoholic beverages) must be arranged through GOOD TIDINGS at 301-314-1100. More information can be found on their website at www.dining.umd.edu/catering.

YOUR RENTAL AGREEMENT INCLUDES:

Access from 8:00 am - 11:00 pm.

Requests for access outside of the above hours will result in the following overtime costs:

Overtime Center Labor rates	Double Time
Charge applied to rentals for which Labor is required after midnight	\$250

Access to specified loading dock, corridors, dressing rooms, lobby, stage and audience areas.

House ticketing system and event listing on the Center's website.

Standard orchestra chairs, music stands, stand lights and conductor's podium.

NOTES

- Theater seating capacity may vary according to configuration and technical requirements.
- The Center does not have a Standing Room option in any of its theater spaces.
- There is no on-stage audience seating.
- Renters may record their event with prior notification and submission of a Recording Agreement.
- Renters are 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.

CLARICE SMITH
PERFORMING ARTS
CENTER AT MARYLAND



For information regarding space availability, costs and rental policies please contact:

CLARICE SMITH PERFORMING ARTS
CENTER SCHEDULING OFFICE
301-405-8176 PH 301-405-5977 FAX

We regret that we are unable to accept reservations less than eight weeks prior to the event date.

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