

# CLARICE SMITH PERFORMING ARTS CENTER RENTAL INFORMATION

JULY 2009 - JUNE 2010

All rates are effective July 1, 2009 and are subject to change without notice

## DEKELBOUM CONCERT HALL

|                        |         |
|------------------------|---------|
| maximum capacity 1,113 |         |
| Commercial Rate        | \$3,200 |
| Non-Profit Rate        | 2,750   |
| Campus Rate*           | 1,600   |

## KAY THEATRE

|                      |         |
|----------------------|---------|
| maximum capacity 631 |         |
| Commercial Rate      | \$2,275 |
| Non-Profit Rate      | 1,925   |
| Campus Rate*         | 1,125   |

## GILDENHORN RECITAL HALL

|                      |         |
|----------------------|---------|
| maximum capacity 305 |         |
| Commercial Rate      | \$1,825 |
| Non-Profit Rate      | 1,550   |
| Campus Rate*         | 900     |

## KOGOD THEATRE

|                      |         |
|----------------------|---------|
| maximum capacity 190 |         |
| Commercial Rate      | \$1,150 |
| Non-Profit Rate      | 975     |
| Campus Rate*         | 575     |

## LABORATORY THEATRE

|                      |       |
|----------------------|-------|
| maximum capacity 100 |       |
| Commercial Rate      | \$625 |
| Non-Profit Rate      | 525   |
| Campus Rate*         | 325   |

## DANCE THEATRE

|                      |         |
|----------------------|---------|
| maximum capacity 210 |         |
| Commercial Rate      | \$1,150 |
| Non-Profit Rate      | 975     |
| Campus Rate*         | 575     |

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 and registered campus organizations.

## ADDITIONAL SPACES AVAILABLE

|                       |       |
|-----------------------|-------|
| Upper Pavilion        | \$350 |
| Faculty/Staff Lounge  | 300   |
| County/Community Room | 225   |
| Courtyard             | 300   |
| Grand Pavilion        | 2,275 |

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             | \$33        |
| Lighting & Audio Technicians  | 21          |
| Technical Specialists         | TBD/\$25-60 |
| Stage Crew                    | 19          |
| House Staff                   | 13          |
| Police                        | 56          |
| Custodial Services (flat fee) | 450         |

## 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)

|                     |       |
|---------------------|-------|
| 9' Grand Steinway D | \$140 |
| 7' Grand Steinway B | 115   |
| Steinway Upright    | 65    |

## PIANO LABOR

|                                      |       |
|--------------------------------------|-------|
| Piano Tuning                         |       |
| (per tuning by house tuner/flat fee) | \$140 |
| Piano Technician stand-by (flat fee) | TBD   |

## 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.

Over, please



# CLARICE SMITH PERFORMING ARTS CENTER RENTAL INFORMATION

JULY 2009 - JUNE 2010

All rates are effective July 1, 2009 and are subject to change without notice

## CONTRACTS

All contracts must be signed four weeks prior to the event date. In the event that 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 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 the 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 drinks (including alcoholic beverages) must be arranged through GOOD TIDINGS at 301.314.1100. More information can be found on their website, [www.goodtidings.umd.edu](http://www.goodtidings.umd.edu).

## YOUR RENTAL AGREEMENT INCLUDES

- Access from 8AM - 11PM.
- 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 Center Labor is required after midnight | \$275       |
- Access to specified loading docks, 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

- Theatre 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.

*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.*