

NORTHWEST FLORIDA STATE COLLEGE

FACILITY RENTAL AND SERVICES RATES

FISCAL YEAR 2016-2017

MATTIE KELLY FINE & PERFORMING ARTS CENTER (the Arts Center)



Rental Classification:

(CLASS A) Classification A: Tax Exempt and Not-For-Profit Organizations
(Documentation to verify tax exempt status is required)

(CLASS B) Classification B: For Profit Organization, Agency, or Private Enterprise.

Rental fees may be waived or reduced at the discretion of the College. Rates for special events will be handled on an individual basis.

Rehearsal / Performance Definition

(Reh) Rehearsal is defined as a contractually stipulated block of time as negotiated, when the Arts Center is used for a purpose not defined as a performance. The presence of more than 25 persons, other than performers, technicians, crew or designers, in the audience shall convert a rehearsal to a performance and the Lessee shall thereupon pay the performance rate.

(Perf) Performance is defined as any contractually stipulated block of time in any 24-hour period when the Arts Center is used for an event attended by persons other than performers or technicians.

Rental of the facility includes a standard lighting house plot and use of one each male / female chorus dressing rooms.

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Additional lighting and additional dressing room service will require an additional charge.

FACILITY	SEATING CAPACITY	Per Hour		MINIMUM HOURS
		CLASS A	CLASS B	
MATTIE KELLY FINE AND PERFORMING ARTS CENTER				
Main Theatre	1650 (1 -)	\$550 / \$1,100	\$800 / \$1,600	4
Main Theatre, Floor only	1150	\$450 / \$900	\$650 / \$1,300	4
Black Box Theatre	187 - 200	\$300 / \$600	\$450 / \$900	4
Large Art Gallery	243	\$ 200	\$ 400	4
Small Art Gallery	147	\$ 150	\$ 300	4
Art History Lab	45	\$ 200	\$ 400	4
Orchestra Rehearsal Hall	100	\$ 200	\$ 400	4
Classroom	45	\$ 50	\$ 100	4
Tyler Recital Hall	125	\$ 300	\$ 600	4
Dance Studio	75	\$ 150	\$ 300	4
Circus Area	250	\$ 250	\$ 500	4
Theatre Lobby	250	\$ 125	\$ 250	4
Amphitheatre	3000	\$ 1,000	\$ 2,000	12

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ARTS CENTER PERSONNEL	PER HOUR	MINIMUM HOURS
Ushers	\$ 25	4
House Manager	\$ 35	4
Custodian / Labor **	\$ 30	4
Recording Engineer/Technician	\$ 35	4
Stage / Lighting / Sound Technician	\$ 35	4
Tech Operations Manager	\$ 50	4
Ticket Office personnel	\$ 35	4
Concessions Personnel	\$ 25	4
Security	\$ 30	4

** An additional labor charge of \$30 per hour for custodial services may be assessed when more than four (4) hours are required for facility cleaning after an event.

ARTS CENTER SERVICES AND EQUIPMENT	PER HOUR
Audio /Visual (per event)	\$ 200
Grand Piano (tuning extra)	\$ 200
Piano Tuning	\$ 150
Upright Piano (tuning extra)	\$ 125

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ARTS CENTER SERVICES AND EQUIPMENT	PER HOUR
Orchestra Shell (per event)	\$ 250
Orchestra Pit Seating	\$ 300
Harlequin Cascade Dance Floor (per event)	\$ 300
Green Room (per day)	\$ 100
Theatrical Drops (per event)	\$ 200
RP Screen	\$ 200
Recording Studio per hour (renters provide recording medium)	\$ 100
Bass Amp Or auxiliary Amp Equipment (per event)	\$ 50
Star Dressing Room (each, per day)	\$ 50
Follow Spot (not including operator)	\$ 100
Standard Concessions Service Fee (soft drinks only)	\$ 50
Wireless Microphones (each)	\$ 25
Color Media for Stage Lighting (per sheet)	\$ 15
Choral Risers 9 (per event)	\$ 200
Band Risers (per event)	\$ 200
Music Stands (per dozen)	\$ 10
Tables (each)	\$ 20
Chairs (per dozen)	\$ 10
Linens - Table Cloths, Towel (each, per use)	\$ 10
Fogger / Hazer	\$ 50

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ARTS CENTER SERVICES AND EQUIPMENT	PER HOUR
Automated Light (per unit / event)	\$ 100
Ticket printing / Return Service Charge (each ticket) ***	\$ 1
Bar Setup (per setup)	\$ 50
Gaffing Tape	\$15 per roll
Tech Table	\$ 50
Monitor Table (more than two)	\$ 100

*** A 5% service charge will also apply to all sales made

INSURANCE:

- Insurance fees are determined by the College Insurance Consortium.
- When beer and wine are served at the Mattie Kelly Fine and Performing Arts Center, a general liability insurance fee may be assessed.

Renting organizations may not bring any food or drinks into the facility without prior authorization from the College. When authorization is granted for food from an outside vendor, the College does not provide linens without prior arrangements. The charge for linens is listed above.

The Mattie Kelly Fine and Performing Arts Center provides venue and negotiated technical equipment needs only. The renting organization is responsible for all fees associated with presenting the artist (e.g. marketing, catering, etc.)