

**NORTHWEST FLORIDA STATE COLLEGE - MKAC**  
**FACILITY RENTAL FEES**  
**FISCAL YEAR 2024-2025**

**RENTAL CLASSIFICATION**

(CLASS A) Classification A, Tax Exempt, not-for-profit community organization

(CLASS B) Classification B, for profit organization, agency or private enterprise

**REHEARSAL / PERFORMANCE DEFINITION**

( Reh ) Rehearsal is defined as a contractually stipulated block of time as negotiated, when the Mattie Kelly 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 Mattie Kelly Arts Center is used for an event attended by persons other than performers or technicians.

**FACILITY RENTAL FEES - Arts Center**

Rental of the facility includes a standard lighting house plot and use of one each male / female chorus dressing rooms. Additional lighting and additional dressing room service will require an additional charge.

<b>FACILITY</b>	<b>AREA</b>	<b>CLASS A Reh/Perf</b>	<b>CLASS B Reh/Perf</b>	<b>PERIOD OF TIME</b>
Main Theatre	Seating Capacity: 1650 (+ -)	\$700/\$1,400	\$1,000/\$,1900	4 hours
Main Theatre, Floor only	Seating Capacity: 1150	\$600/\$1,200	\$800/\$1,500	4 hours
Black Box Theatre	Seating Capacity: 187 - 200	\$400/\$800	\$600/1,100	4 hours
Large Art Gallery	Seating Capacity: 243	\$200	\$400	4 hours
Small Art Gallery	Seating Capacity 147	\$150	\$300	4 hours
Art History Lab	Seating Capacity: 45	\$200	\$400	4 hours
Orchestra Rehearsal Hall	Seating Capacity: 100	\$100	\$200	4 hours

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## FACILITY RENTAL FEES - Arts Center (Continued)

<u>FACILITY</u>	<u>AREA</u>	<u>CLASS A Reh/Perf</u>	<u>CLASS B Reh/Perf</u>	<u>PERIOD OF TIME</u>
Recording Studio, per hour (4-hr. minimum Renter provides Recording medium, e.g. cd's)		\$ 50	\$ 100	4 hours
Classroom	Seating Capacity: 45	\$ 50	\$ 100	4 hours
Tyler Recital Hall	Seating Capacity: 125	\$ 300	\$ 600	4 hours
Dance Studio	Seating Capacity: 75	\$ 200	\$ 400	4 hours
Circus Area	Seating Capacity: 250	\$ 250	\$ 500	4 hours
Theatre Lobby (one floor)	Seating Capacity: 250	\$200/\$125	\$400/\$250	4 hours
Amphitheatre	Seating Capacity 3000	\$1000	\$2000	flat

**ADDITIONAL FACILITY RENTAL FEES**

**INSURANCE: Fee determined by the College Insurance Consortium.**

**CUSTODIAN: An additional labor charge of \$40 per hour per will be charged when more than four (4) hours are required for facility cleaning after an event.**

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<u>PERSONNEL</u>	<u>PER HOUR</u>	<u>MINIMUM</u>
Ushers / ticket takers	\$35.00	4 hours
House Manager / Box Office Manager	\$40.00	4 hours
Custodian / labor	\$40.00	4 hours
Recording Engineer	\$40.00	4 hours
Recording Technician	\$40.00	4 hours
Electrician, Stage Hand	\$40.00	4 hours
Stage / Lighting / Sound Technician	\$40.00	4 hours
Tech Operations Manager	\$50.00	4 hours
Ticket Office Personnel	\$40.00	4 hours
Parking / Security Personnel	\$250	Flat Rate
Concessions Personnel	\$150	Flat Rate

**Personnel Charges – other college areas (Information Technology)**

Network/Telecommunication Personnel	\$50.00	1 hour*
Audio/Visual personnel	\$50.00	1 hour*

\* Travel time to locations other than the Niceville campus must be added to the minimum.

**SERVICE AND EQUIPMENT FEES**

Audio/Visual (per event)	\$300
Grand Piano (tuning extra)	\$200
Piano Tuning	\$150
Upright Piano (tuning extra)	\$120
Orchestra Shell (per event)	\$300
Orchestra Pit Seating	\$300

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Harlequin Cascade dance floor (per event)	\$300
Green Room (per day)	\$100
Theatrical drops (per event)	\$200
Lighting Ques (up to 35)	\$N/C
Greater than 35 Lighting Ques	\$200 (not to exceed 150)
RP Screen	\$200
Bass Amp / or auxiliary amp equipment (per event)	\$50
Star Dressing Room (each, per day)	\$50
Follow-spots (not including operator)	\$100
Concessions service fee	\$100
Wireless Microphones (each)	\$20
Microphones (each)	\$15
Color Media for Stage Lighting (per sheet)	\$15
Choral Risers (per event)	\$200
Band Risers (per event)	\$200
Music Stands (per dozen)	\$10
Tables (each)	\$20
Chairs (per dozen)	\$10
Table cloths, towels (each, per use)	\$10
Fogger/Hazer	\$50
Automated Light (per unit/ event)	\$100
Ticket Sales Commission	5%
Gaffing Tape	\$15 per roll

**SERVICE AND EQUIPMENT FEES – other college areas (Information Technology)**

Network/Telephone Equipment (part of personnel costs, dependent on Availability)  
Audio/Visual Equipment (part of personnel cost, dependent on availability)

**INSURANCE: Fee determined by the Community College Insurance Consortium**

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**RENTING ORGANIZATIONS *MAY NOT* BRING ANY FOOD, DRINKS, OR EQUIPMENT INTO THE FACILITY WITHOUT WRITTEN PERMISSION FROM THE COLLEGE. WHEN APPROVAL IS GRANTED FOR FOOD FROM AN OUTSIDE VENDOR PLEASE PROVIDE PROPER LICENSES.**

**RENTAL ORGANIZATIONS PLEASE NOTE WE PROVIDE VENUE AND NEGOTIATED TECHNICAL EQUIPMENT NEEDS ONLY. YOU ARE RESPONSIBLE FOR THE FEES ASSOCIATED WITH PRESENTING YOUR ARTIST.**