

CENTER STAGE THEATER RATE SCHEDULE 9-10-26:

RENTAL RATES:	<u>Non-profit</u>	<u>For Profit</u>
One Performance:		
Monday-Wednesday	\$350	\$550
Thursday-Sunday	\$380	\$600
Same-Day Second Performance:	\$212	\$350
Non-Performance*:		
Monday-Wednesday	\$185	\$210
Thursday-Sunday	\$218	\$285

Rates as of 1-1-27:

RENTAL RATES:	<u>Non-profit</u>	<u>For Profit</u>
One Performance:		
Monday-Wednesday	\$375	\$600
Thursday-Sunday	\$405	\$650
Same-Day Second Performance:	\$225	\$375
Non-Performance*:		
Monday-Wednesday	\$195	\$250
Thursday-Sunday	\$228	\$350

*For these non-performance rates to apply, there must be a performance date included in your rental contract. A maximum of 2 non-performance days are allowed per performance day in the same contract period. For example, for a 2-performance contract you can schedule no more than 4 non-performance days in the same contract. If you are not scheduling a performance as part of your rental, then for a single day rental the performance rate is the minimum rate allowable.

Hourly Rate:

- 2-4 hours at \$50.00 per hour (2-hour minimum), subject to booking no more

than 30 days in advance, for auditions, photo sessions, master classes, and workshops or demonstrations that are not open to the public and not requiring the use of any technical equipment other than work lights.

- Use of the theatrical lighting and/or sound system is not allowed under this rate.
- Anything above four hours will be billed as a regular rental day.
- The Technical Director will be required to be on the premises at all times; the charge for the Technical Director is not included in the hourly rental rate. The Technical Director rates are listed below under Staffing.

Hourly Rate for Contracted Renters:

Only available for those who currently have a contracted rental agreement in place.

- Once your contract is signed, you can book non-technical time in the theater for auditions, photo shoots and rehearsals (no theater lights or sound) for \$50 an hour with no additional labor fee.
- The Technical Director is still required to be present but there will not be an additional charge.
- These dates can only be booked 30 days in advance.

FOR ALL RENTALS:

- **THERE IS ABSOLUTELY NO OUTSIDE FOOD OR DRINK ALLOWED IN THE THEATER. IF RENTER WOULD LIKE TO ALLOW FOOD OR DRINKS IN THE THEATER THIS REQUIRES PRIOR ARRANGEMENT WITH THE TECHNICAL DIRECTOR.**

LIQUOR LICENSE INFORMATION:

- To serve alcohol, whether it's sold or given away, a liquor license must be obtained through Center Stage Theater. Renters cannot obtain a license on their own. The request for a license must be made at least THREE (3) weeks prior to the start of the event or sooner.
- **The fees for a liquor license are as follows:**

Beer and Wine: \$100 for the first day and \$50 for each additional day up to 4 days. (One weekend)

Beer, wine and distilled spirits: \$125 for the first day and \$75 for each

additional day up to 4 days. (One weekend)

For each additional weekend of the event or performance, a new license must be obtained. The fees for additional weekends are the same as for the first weekend.

Please contact **Jim Sirianni** info@centerstagetheater.org to obtain a liquor license. In addition, if you are serving alcohol your insurance **must include liquor liability.**

- The rental rates are based on the following definition of a rental day: A rental day is any mutually agreeable 12-hour period from 9:00 am until 12 midnight, which must include (2) 1-hour meal breaks. Any additional hours used will be charged at a rate of \$50 per hour for the rental of the theater only. If you are in the theater after midnight there is a \$50 per hour charge for the first hour, and then \$50 for each 30 minutes after that. Overtime rates for personnel will also apply and are listed below under Staffing.
- The above rates are for the rental of the Theater, its basic house package of lighting and sound equipment, and advance consultation with the Technical Director. Rental rates DO NOT include charges for Theater personnel, additional equipment, or other charges as listed on the Rate Schedule. For a list of items included in the Basic House Package, and charges for additional equipment please consult the Center Stage Equipment list or contact the Center Stage Technical Director.
- **The Center Stage Technical Director must be present at the expense of the Licensee at all times during the Licensee's presence on the premises.** Center Stage reserves the right to determine minimum staffing at all events, at the expense of the Licensee

Center Stage Staff

Personnel time is billed separate from the rental fee. The billing rates for the theater staff time are outlined below.

The Technical Director will be present at all times that renter is present in the theater, as well as any time needed to set up for and restore the space after the rental period. Center Stage reserves the right to determine for all events the minimum number of staff required. For most rehearsals and performances, the Technical Director will be the only technical staff required, provided that the Licensor provides a Stage Manager for performances to "call the show." However, in some cases, where performances involve multiple elements,

additional crew may be required, this decision is at the Technical Director's discretion. For any rehearsal or performance where wireless mics are used and/or live mixing is required a second crew member will be required at the Licensee's expense. *The base rate for additional crew is \$27/hour, but this may be higher for specialized skills like a sound engineer or stage manager:

	Technical Director	Box Office & House Manager	Additional Crew*
Basic hourly rate	\$35	\$22	\$27
Overtime	\$52.50	\$33	\$37.5
Double Time	\$70	\$44	\$54

Rates as of 1-1-27

	Technical Director	Box Office House Manager	Additional Crew*
Basic hourly rate	\$36	\$23	\$28
Overtime	\$54	\$34.5	\$42
Double Time	\$72	\$46	\$56

Box Office Staff

There is an hourly charge for box office personnel to staff the box office during performances. Only Center Stage Staff will be allowed to staff the box office or be present in the box office. The box office shift normally begins 90 minutes prior to the posted start time for the performance and continues until after intermission. The hourly charge is \$22 per hour, and usual overtime rules apply (as listed above).

House Manager

A Center Stage Staff House Manager is required for all performances, including any rehearsals where there are more than 20 people invited to attend. The house manager normally begins work one hour prior to the posted start time for an event, including any pre-show events. In other words, if the show starts at 7:30, the house manager reports to work at 6:30. If there is a pre-show reception that begins at 6:30 for a 7:30 show, then the house manager starts at 5:30. The house manager's shift ends when all

audience members have left the premises, including for any post show reception or events, and the theater and patio have been cleaned. The house manager hourly rate is \$22 an hour and all usual overtime charges apply (as listed above).

Stage Manager

A stage manager to call the show is required for all rentals that include a performance. If Licensee does not provide a stage manager Center Stage will provide one at Licensee's expense at a rate of \$30 per hour. There will be additional fees if this has to happen within 5 days of the performance or rehearsal. **Please be sure to inform the Technical Director of who your stage manager will be at least 5 days prior to your move in.**

Publicity & Social Media Support

All Licensees will be listed on the Center Stage ticketing websites, and CST Instagram (1 post), once contract is signed, deposit is paid and performance information is provided. Licensee will be allowed to make two (2) revisions to the website listing. Additional charges will apply for any revisions beyond the first two.

Events will receive a social media post to announce tickets are on sale and will be included in weekly coming attractions emails. The number of weeks an event is included is based on how long in advance the event tickets are put on sale, the length of the run and the number of other productions currently running. Licensee can provide hand fliers and up to 3 11x17 posters to be displayed at the box office. Our Publicity and Social Media manager is available to provide additional support at a fee of \$40 per hour, this could include additional social media posts, press release preparation, assistance with scheduling radio ads and pursuing interviews, etc.

Graphic Design Support

Graphic design services are available at a rate of \$35 per hour, if assistance is needed in preparing your materials for the website.

For all Center Stage personnel, the charges will be calculated on an hourly basis for all hours worked for your production. For the Technical Director this means from the moment the building is made available to you until it is closed when you leave, as well as for any preparation or clean up required specifically for your rental. If you are scheduled to arrive at a certain time but arrive late the Technical Director charges will still commence at the time you were scheduled to arrive.

Technical Director and all other personnel are paid their regular rate for the first 8 hours in a day, and overtime of time and a half for all hours worked under the following conditions: after 8 hours in one day, after 40 hours in one week, on the 7th consecutive day worked, between midnight and 8am, after 5 hours without a 1-hour meal break

Technical Director and all other personnel are paid double time for all hours worked after 12 hours in one day or for working on any of the following 10 recognized holidays: New Years Eve after 5pm, New Years Day, President Day, Easter Sunday, Independence Day, Labor Day, Juneteenth, Thanksgiving Day, Christmas Eve after 5pm, and Christmas Day.

PLEASE NOTE: All fees are subject to change with 30 days' written notice.

Insurance

A Certificate of Liability Insurance is required showing the amount of coverage carried, and stipulation that Artspace, Inc; PNSB Real Estate, LLC; Prism Places Inc. are included as an additional insured. Minimum coverage required by Artspace, Inc. is \$2,000,000 combined single limit bodily injury and property damage coverage. Proof of insurance must be provided to Center Stage General Manager one week prior to the first date of your lease period.

BOX OFFICE

Ticket Sales

All tickets for events in the Center Stage Theater will be general seating, unless special arrangements are made with Center Stage Theater. An additional front-of-house person is also required for performances with more than 2 seating sections, at the producers expense. If Dynamic Pricing is utilized there is an additional fee of \$100 per performance.

Tickets will be available to be sold to the public in person 1 hour before curtain time on the day of performances, and by appointment at other times. Online sales are available 24 hours a day, and phone sales are available during regular office hours.

Tickets for all performances must be handled by the box office and processed through Center Stage. If there are no ticket sales being processed through the box office, then a deposit for all potential expenses must be paid prior to the beginning of the rental. The amount of the deposit will be determined by Center Stage based on the nature of your event and the estimated expenses. At the end of the rental a settlement will be prepared to determine the actual costs, and any overpayment will be returned, and any underpayment will be due at that time.

Reserved Seat Performances

There will be additional fees for Box Office for all performances with assigned/reserved seating, or other adjustments to open general admission seating. For designated seat sections there is an additional set up fee of \$50 for 2 sections, and \$100 if there are more than 2 sections. For reserved seat performances there is a set-up fee of \$200, and a processing fee of \$50 per performance. The set up and processing of tickets for

reserved seat performances is much more time-consuming at every stage and these additional fees help offset that additional expense for staff time.

Free Performances

Free performances are listed on the information section of the website but are not listed on the ticketing portion of the website. Admission is handled on a first come first serve basis and the ticket count and facility fee is based on headcount taken by the CST house manager as people are admitted. A per person facility fee will be charged and the amounts are included below in the A deposit for estimated technical costs will also be required. Additional charges apply to have a free event listed for reservations.

Free Performances with Reservations

If you want Center Stage to take reservations for your free event, we can set this up through our website but there will be additional charges. In this case the Facility Fee will be \$4 per person instead of \$2 to cover the ticket processing expenses.

Ticket Printing

The Licensor will have a standard ticket format and will print tickets for each vent. No tickets will be mailed by the Box Office.

Credit Card Processing

Licensor will charge the Licensee a fee of 5% of the gross charges of all Visa and Master Card sales, including online sales.

Late Seating

Because of the physical configuration of the theater, Late Seating is a challenge at Center Stage. The audience entrance is between the seating and the stage, and so once a performance begins there is no way to bring people into the seating section without creating disturbance for the audience and performers, and safety concerns for the audience. To address this issue, we hold seats on the house right section of the theater to be reserved for Late Seating, and anyone that needs to leave the theater during the performance and wishes to return. These seats are reserved and are the final seats to be opened as the audience is entering for a performance. If the performance is sold out or approaching capacity these seats will be released by the house manager as needed.

The Licensee can decide some parts of how late seating is handled, there are **4 choices**:

- 1) **No late seating is allowed.** Once the performance begins no latecomers will be admitted to the theater and anyone leaving the theater during the performance will not be readmitted until intermission. This choice needs to be communicated to the

General Manager when tickets are put on sale so this can be listed on the website and communicated to ticket buyers.

- 2) **No late seating, but limited readmission is allowed.** Once the performance begins no latecomers will be admitted to the theater, anyone leaving the theater during the performance will be readmitted but will have to be seated in the late seating section. They can return to their original seat after intermission. This choice needs to be communicated to the General Manager when tickets are put on sale so this can be listed on the website and communicated to ticket buyers.
- 3) **Late seating at specific intervals.** After the beginning of the performance latecomers or anyone needing to reenter will be admitted at times designated by the renter, but they will have to be seated in the late seating section. This choice must be communicated to the Technical Director prior to the house opening for the performance.
- 4) **Late seating at any time.** After the beginning of the performance, latecomers or anyone needing to reenter will be admitted at any time, but they will have to be seated in the late seating section. This choice must be communicated to the Technical Director prior to the house opening for the performance.

Checked Out Tickets

Center Stage does not allow tickets to be checked out by the Licensee. Licensees can create a voucher that they can provide for people to redeem at the box office for a complimentary ticket. These can only be redeemed in person at the time of the performance and are based on availability. The voucher must be approved by the General Manager before being distributed. The box office will not redeem any voucher that is not physically present to be presented at the box office, pictures on phones or other digital versions are not acceptable.

Facility Fee

A "facility fee" will be charged for all tickets, the proceeds of which cover the expense of ticket processing, including staff time outside performance calls, and to help support and maintain the Center Stage facilities. The facility fee is assessed as part of the final settlement for the show and is not added on top of the posted ticket price. The amount of the facility fee is based on the posted ticket price.

Facility fee:

\$2 for all ticketed events with a posted ticket price of less than \$12.00.

\$2 for all comps requested as well as for any attendees at non ticketed events

\$4.00 for ticketed events with a posted price of \$12 or more.

\$4.00 for any free events with reservations

All advertising connected with the scheduled event must show the final price inclusive of the Facility Fee. **We will assume that the price you provide in your materials includes the facility fee, if you want us to increase the price you provide to include the facility fee, please let the General Manager know.**

For non-ticketed performances a facility fee of \$2 per attendee will be charged based on the count taken by the House Manager at the performance.

Complimentary Tickets:

The Center Stage Theatre Box Office will handle 5 complimentary tickets per performance as part of its normal box office service. More than this number will be charged to the producer at \$2 per ticket.

Any changes or exchanges, and re-issues of comps will result in an additional charge.

Cancellation Policy:

If a rental (performance or rehearsal) is cancelled within 48 hours of the show, there will be a cancellation fee and a per ticket charge for all cancelled and refunded tickets. See the schedule and details below:

Ticket cancellation and refund fees:

- \$6 for all tickets priced over \$12
- \$4 for all tickets \$12 and below
- \$2 for comps

Cancellation fee

- 48 hours: \$100
- 24 hours: \$200

Less than 24 hours from earliest call time \$250 plus personnel charges for all scheduled staff equal to a 4 hour call for that staff member.

If an agreed upon call time changes within less than 12 hours from the original call time, there will be a \$100 penalty per scheduled staff.

RIGHT OF REFUSAL:

While the theater is meant to be accessible and affordable and promotes a wide variety of artistic expression, management reserves the right to determine who may rent the venue and management's decision is final.

Center Stage Theater Additional Equipment Charges

The use of any and all of the items listed below are subject to the additional charges listed and will be added to your final settlement

Equipment Item	Per Day	Per Week
Cyclights	\$35.00	\$140.00
Moving Lights	\$50.00	\$200.00
Side Light Trees	\$75.00	\$300.00
Video Projector	\$150.00	\$250.00
Fog Machine or Hazer	\$50 each	\$200
Monitor Speaker	\$10 each	
Mirror Ball	\$25	\$100
Wireless Microphone/Body Mic*	\$25.00 each	\$100.00
(*Requires additional crew person)		
Additional Lighting Instruments	\$3.00 each	\$12.00
High Top Tables / Cabaret Tables	\$10.00 each	
Linens	\$10.00 each	

Dance Floor - \$50.00 to install and 1 rental day; \$10.00 per day for additional days

If you have non-rented days during your rental period and the floor has to be removed and reinstalled you will be charged for the labor, and the reinstall fee of \$50.

Flat Fee Charges

Piano \$100.00

Tuning is *NOT* included. The cost of tuning the piano will be at the expense of the renter. CST will hire its preferred tuner.

Video Camera - \$50.00

Renter is responsible for bringing their own SD card. If not, there will be a \$15.00 charge to use CST SD card plus 1hr minimum labor for TD to transfer the footage. Video editing might be available upon request.

Lighting or Sound Console moved into the house: \$50.00 round-trip

- The standard tech table set-up includes: Lighting Remote Focus Unit, LCD

monitor, Littlite, the table, and one Clear-Com headset.

- In our standard setup we also have one clear-com headset stage left in the wings. If additional headsets are required please let the Technical Director know before move-in. We have a total of 5 headsets.
- We have a limited number of linens available for rent at \$10 each