

CENTER STAGE THEATER RATE SCHEDULE 7-7-26:

RENTAL RATES:	<u>NonProfit</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

*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 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.**
- 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 during 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

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 sales 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; Paseo PropCO, LLC, Paseo JV LLC, Alliance Bernstein L.P. Paseo Nuevo Management, LLC, Paseo Nuevo Pacific, Paseo Nuevo Pacific Manager, SP Paseo, Pacific Retail Capital Partners, LLC, and their affiliates, and each of their respective officers, directors, agents, servants, employees, divisions, subsidiaries, shareholders, partners, members, representatives, agents, and successors of or assignees to its rights, powers and responsibilities are named as the additional insured, including their officers, directors and employees as respect to General Liability. Policies shall be primary and noncontributory. 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 at admin@centerstagetheater.org 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.

Ticket Printing

The Licenser 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

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

Late Seating

The policy for Late Seating of patrons, after the performance begins, will be set by the Licensee and must be communicated to the Technical Director prior to the house opening for any performance. If patrons leave the theater during the performance they will be allowed to reenter, but will be seated in the late seating section.

Facility Fee

A "facility fee" will be charged for all sold tickets, the proceeds of which will be used to 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 \$2 for all ticketed events with a posted ticket price of less than \$12.00. The facility fee is \$4.00 for ticketed events of \$12 or more. These fees apply to all sold tickets, All advertising connected with the scheduled event must show the final price inclusive or the Facility Fee. **We will assume that the price you provide in your materials includes the facility fee, if you want us to add 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. A deposit for estimated technical costs will also be required. Additional charges apply to have a free event listed for reservations.

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, reissues 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 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
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

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.

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 3 headsets.
- We have a limited number of linens available for rent at \$10 each