

# MAUMEE CITY SCHOOL DISTRICT

## MAUMEE PERFORMING ARTS CENTER RENTAL ESTIMATE

Name/Organization \_\_\_\_\_ Date \_\_\_\_\_

Number of Performances \_\_\_\_\_ Number of Rehearsals \_\_\_\_\_

**Basic Rental**

Per Hour - \$ 165 (minimum 2 hours)

Concession Stand - \$ 110 (if rented independently)..... \_\_\_\_\_

Lobby Rental - \$ 140(if rented independently)..... \_\_\_\_\_

Rehearsal Room - \$ 140(if rented independently)..... \_\_\_\_\_

\_\_\_\_ Standard Equipment (See attached Technical Information Form), no additional cost

Lighting – Please check type of lighting requested.

\_\_\_\_ Theatre Concert Lighting, no additional cost

\_\_\_\_ Dance Lighting (\$ 330 per performance; \$30per rehearsal)

\_\_\_\_ Club Lighting (\$165 per performance; \$20 per rehearsal)..... \_\_\_\_\_

\_\_\_\_ Dramatic Lighting (\$330 per performance; \$20 per rehearsal)

\_\_\_\_ Renter’s Light Plot (cost to be determined by Technical Director)

Please provide details on lighting needs:

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Sound – Please check type of sound requested.

\_\_\_\_ House Sound, no additional cost

    If we must mix, the rate is \$ 20 per hour

\_\_\_\_ Musical Sound (\$ 165 per performance/\$ 165 per rehearsal)

\_\_\_\_ Concert Sound (\$ 110 per performance)

\_\_\_\_ Professional Sound (\$ 330 per performance)

Please provide details on sound needs:

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Technical Equipment

Full data/voice/distance learning (\$110 per hour)

Projection Devices (\$55 per event; no charge for RGB) ..... \_\_\_\_\_

Additional Items

Orchestra Pit - \$ 550..... \_\_\_\_\_

Orchestra Shell - \$ 550..... \_\_\_\_\_

Piano rental (upright), per event - \$15..... \_\_\_\_\_

Piano tuning (not included in rental - \$110 at guest cost)..... \_\_\_\_\_

Follow spot (each), per event - \$85..... \_\_\_\_\_

Lobby Tables and Chairs - \$310..... \_\_\_\_\_

Heavy Load-Ins and Large Productions - \$40 per hour..... \_\_\_\_\_

Staffing Rates – Number of Hours needed will be determined by Technical Director

Technical Director - \$ 30 per hour..... \_\_\_\_\_  
Stage Director - \$30 per hour (4 hour minimum)..... \_\_\_\_\_  
House Manager - \$15 per ..hour..... \_\_\_\_\_  
Stage Crew - \$15per hour (4 hour minimum)..... \_\_\_\_\_  
Off Duty Security - \$40 per hour..... \_\_\_\_\_  
Technical Crew - \$15 per hour (4 hour minimum)..... \_\_\_\_\_  
Ushers - \$15 per hour/each..... \_\_\_\_\_  
Custodian - 45/hour..... \_\_\_\_\_

**Total Estimate**..... \_\_\_\_\_

- All curtain cyc and scrim arrangements must be restored, if not, there will be an additional \$825 charge.
- All lighting must be restored to house position, if not, there will be an additional \$ 825 charge.
- Lighting and curtain arrangements can be moved only with technical director present.
- No load-in before 3:00 p.m.
- No PAC access during school hours.
- Technical Director will determine the number of crew members needed and the number of hours crew is needed, and will include this in the rental estimate.
- Custodial charges will include a minimum of 1.5 hours prior to scheduled entrance and 2 hours after scheduled exit.
- Non-profit organizations, service clubs, and community businesses in the Maumee City School District will receive a discount.
- The Superintendent reserves the right to assess additional fees for items not covered above; for example, selling souvenirs
- No food is permitted in the theatre. If food is taken in the theatre, there will be additional custodial charges for cleaning.
- A \$ 275 deposit is required to reserve the Performing Arts Center.
- If you anticipate a capacity crowd, reserved seating is highly recommended. Tickets can be ordered through the Performing Arts Center for under \$110/performance.
- "No Late Seating" policies will not be accommodated by the Performing Arts Center staff unless prior arrangements have been made.
- LATE PAYMENT FEE: When final payment is not received within 30 days, a late payment service charge on the unpaid balance at 1-1/2% per month will be added to the bill.

\_\_\_\_\_  
Theatre Manager's Signature

\_\_\_\_\_  
Renter's Signature

9/05  
7/08  
6/10Revised July 2015