

MAUMEE CITY SCHOOL DISTRICT

MAUMEE PERFORMING ARTS CENTER TECHNICAL INFORMATION FORM

A WALK-THROUGH WITH TECHNICAL DIRECTOR A MINIMUM OF 2 WEEKS BEFORE USE OF THE MAUMEE PERFORMING ARTS CENTER IS MANDATORY.

Standard Equipment Provided

The Maumee Performing Arts Center will provide the following equipment/facilities upon request:

- Ticket booth
- Podium
- Concession stand

Non-Standard Equipment and Usage Fees

1. **Lighting** Fees for lighting packages are based upon the complexity of their setup. Theatre lighting will be used **only** during final rehearsals and performances. If special lighting is needed, explain on the Rental Estimate Form.

- a. **Dance Lighting** **\$ 330/performance; \$ 30/rehearsal** Dance lighting consists of colored washes from the sides, back, overhead, and front of house positions.
- b. **Club Lighting** **\$165/performance; \$ 20/rehearsal** Club lighting (typical of that provided for a jazz trio or quartet) consists of colored washes from the back overhead, and front-of-house positions. Specials are focused and used to draw attention to individual band members. If the event is to feature a single performer, the additional rental of a follow spot and operator is recommended.
- c. **Dramatic Lighting** **\$ 330/performance; \$ 20 /rehearsal** Dramatic lighting generally requires area control of the lighting.

Note: The fees for the lighting setups quoted above assume adaptation of the existing lighting and light plot in the theatre by PAC personnel. The fees cover crew costs to focus and color these lights, as well as the use of additional instruments not included in the basic rental. These fees do not cover design or stage management services by PAC personnel. Depending on the complexity of

7. Heavy Load-Ins and Large Productions

Facility utilizations requiring heavy load-ins, extensive pre-production work, large crew calls and/or exclusive use of access to restricted spaces by the facility user must be negotiated with the Technical Director, who will employ the policies and fees detailed above for guidance in determining appropriate rental fees.

ALL LOAD-INS MUST BE AFTER 3:00 P.M.

8. Additional Technical Equipment and Services

Subject to availability and with a minimum of two weeks advance notice, the following equipment/materials/services may be made available to the facility user by the PAC, in accordance with the following generally estimated, per item rate scheduled:

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| a. Piano rental (upright), per performance | \$ 110 |
| b. Piano tuning (not included in rental) | \$ 100 |
| c. Follow spot (each), per event | \$ 80 |

As a courtesy to facility users (but not as an obligation), PAC technical staff will seek to arrange for the outside purchase/rental of additionally needed equipment, supplies, and materials. There is a 15% surcharge for such services, based on the top cost of the outside rentals arranged for by the PAC. Any audio recording will be arranged by request and charged accordingly.

9. Staffing Rates

Technical Director	\$ 30/hour *
House Manager	\$ 15/hour
Stage Director	\$ 30/hour
Sound/Lighting Crew	\$ 15/hour
Stage Crew	\$ 15hour
Off Duty Security	\$ 40/hour *
Technical Crew	\$ 15hour
Ushers	\$ 15/hour
Concessions	\$ 15/hour
Custodian	\$ 45/hour

*Must include 1 hour prior to performance and 1 hour after performance.

ADDITIONAL NOTES

- 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.
- 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.
- 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.