



# 2023 - 2024 RENTAL FEE SCHEDULE & RATES

Appendix A to LCA Rental and Operating Policies - Effective for events held on or after July 1, 2023

## THEATER SPACES

	Hofmann Theatre	Margaret Lesher Theatre	Vukasin Theatre	Rudney Plaza
<b>Seating Capacity</b>	785	297	133	Varies
<b>EVENT PERIOD</b>	<b>4 – 6 hours (some restrictions apply)</b>	<b>4 – 6 hours (some restrictions apply)</b>	<b>3 – 5 hours (some restrictions apply)</b>	<b>4 - 6 hours (some restrictions apply)</b>
<b>Ticketed Event</b>	23% of gross ticket sales, with a minimum of \$1,600 and maximum of \$4,500 Includes basic staff *	23% of gross ticket sales, with a minimum of \$575 and maximum of \$1,850 Includes basic staff *	23% of gross ticket sales, with a minimum of \$250 and maximum of \$725 Includes basic staff *	23% of gross ticket sales, with a minimum of \$1000 and maximum of \$4,500 Includes basic staff *
<b>Non-Profit Free Event (with no admission charge)</b>	\$2,450 Includes basic staff *	\$1,400 Includes basic staff *	\$725 Includes basic staff *	Up to \$2,450 dependent on scale of event Includes basic staff *
<b>Corporate Free Event (with no admission charge)</b>	\$2,900 Includes basic staff *	\$1,700 Includes basic staff *	\$925 Includes basic staff *	Up to \$2,900 dependent on scale of event Includes basic staff *
<b>* Basic Staff</b>	Lights, Sound, Rigging/ Stage Operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)	Lights, Sound, Rigging/ Stage Operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)	One Technician for light and sound operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)	Lights and Sound Operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)
<b>NON-EVENT PERIOD (rehearsals)</b>				
<b>First 3 hours or portion thereof</b>	\$205 plus staff	\$130 plus staff	\$105 plus staff	\$205 plus staff
<b>Each additional 2-hour period or portion thereof</b>	\$105 plus staff	\$60 plus staff	\$40 plus staff (\$50 after 9 hours)	\$105 plus staff
<b>OVERTIME (outside contracted period, as well as past midnight)</b>	\$205 per hour, plus staff rate times 1.5	\$205 per hour, plus staff rate times 1.5	\$205 per hour, plus staff rate times 1.5	\$205 per hour, plus staff rate times 1.5



## TICKET OFFICE FEES

<p><b>Ticket Office Service</b> Includes the selling and printing of all tickets for the performance. Some special prices may apply for special handling or subscribers and coupon promotions discounts.</p>	<p>Hofmann Theatre: \$285 per performance Margaret Lesher Theatre: \$195 per performance Vukasin Theatre: \$100 per performance Rudney Plaza: \$195-285, dependent on event size</p>
<p><b>Facility Use Charge</b> A facility use charge will be collected on each ticket sold, with the fee based on your highest ticket price. This surcharge will not be included in the gross ticket sales used to calculate client's rent.</p>	<p>If the highest ticket price is \$15 or more, than ALL tickets will receive an added \$6 facility use fee. E.g. \$15 (ticket price) + \$6 (facility use fee) = \$21 final customer ticket price.</p> <p>If the highest ticket price is \$14.75 or less, the facility use fee is an added \$3. E.g. \$14.75 + \$3 = \$17.75 final customer ticket price.</p> <p>Any comp tickets issued over the 5% comp allotment will incur a facility use fee.</p>
<p><b>Charge Card Fee</b></p>	<p>3.5%</p>
<p><b>Non-Center Ticket Office Fee</b></p>	<p>\$285 Ticketing Programming Fee; plus \$300 or 7% of gross, whichever is greater; and 3.5% of all charge card sales</p>
<p><b>Extra Price codes (after on-sale)</b></p>	<p>\$50</p>
<p><b>New Price Map/Seating Chart</b></p>	<p>\$400</p>
<p><b>Dynamic pricing</b></p>	<p>\$250</p>
<p><b>Order Form (per template)</b></p>	<p>\$50</p>
<p><b>Seat Concierge</b></p>	<p>\$1 per form placement</p>
<p><b>Additional will call (e.g. Goldstar)</b></p>	<p># of tickets x \$1</p>
<p><b>Additional Ticketing Programming</b></p>	<p>Varies</p>
<p><b>Fees paid by the Patron</b></p>	<p>Season mail handling: \$7 Online Orders: per ticket convenience fees and a \$5 order fee Phone Orders: \$7 order fee In Person: No additional fees</p>



## OTHER FEES AND CHARGES

Center Staff		Encore Room Rental (3 <sup>rd</sup> Floor)	Marketing Fees	Other Fees and Charges
Lighting technicians	\$28-35 per hour	Seats 25 max  Per 3 hour period: \$325 in conjunction with theater event period or \$500  Plus applicable fees for technical equipment	<u>Outdoor Portico Displays</u>  \$390 for rotation on 1 screen  \$780 for rotation on 2 screens	Contract Change Fee     \$25  Returned check fee     \$40  Lost backstage pass     \$15  Concessions                15-30%  Piano Tuning                \$185
Sound technicians	\$28-35 per hour		<u>Street Banners</u>  Starting at \$475 each for 4 banners  \$140 up and down per banner  \$40 date change per banner, per line	Catering – available upon request at market rate + 10% surcharge  Table rental – available upon request at market rate + 10% surcharge  Technical supplies – available at market rate + 10% surcharge
Rigging technicians	\$28-35 per hour			
Security	\$22-33 per hour			
Follow spot operators	\$28-35 per hour			
Ushers/House Managers	\$35-40 per hour			
Designers	available upon request			



## BEDFORD GALLERY FEES

	<b>Gallery</b> (includes use of Lederer Art Space)	<b>Lederer Art Space</b>
<b>Capacity</b>	<b>Max 250 (standing)*</b>	<b>Max 40</b>
<b>EVENT PERIOD</b>		
<b>Corporate (3 hour minimum)</b>	\$800 Includes 1 Gallery Attendant	\$175 Includes 1 Gallery Attendant
<b>Non-Profit (3 hour minimum)</b>	\$550 Includes 1 Gallery Attendant	\$175 Includes 1 Gallery Attendant
<b>Additional hours thereafter</b>	\$175 Includes 1 Gallery Attendant	\$75 Includes 1 Gallery Attendant

\*Maximum capacity is dependent on exhibition installation and requires approval by gallery curator. 50+ guests requires 2 gallery attendants.

<p><b>ADDITIONAL GALLERY SERVICES</b></p> <ul style="list-style-type: none"> <li>Gallery Attendants</li> <li>Technician Fee</li> <li>Set Up/Breakdown Fee (non-BG equip)</li> <li>Early Closure Fee*</li> <li>Excessive Cleaning Fee</li> </ul>	<p><b>(2-hour minimum)</b></p> <ul style="list-style-type: none"> <li>\$25.00/hour</li> <li>\$35.00/hour</li> <li>\$25.00/hour</li> <li>\$75/hour</li> <li>\$125</li> </ul>
<p><b>ADDITIONAL GALLERY EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>Computer/VCR/Monitor/DVD</li> <li>LCD Projector/Screen</li> <li>Cordless Mic/Sound System</li> <li>Chairs (120 available)</li> <li>36" Café Table (16 available)**</li> <li>6' Table (6 available)**</li> </ul>	<p><b>(per event)</b></p> <ul style="list-style-type: none"> <li>\$75.00</li> <li>\$75.00</li> <li>\$75.00</li> <li>\$5/chair</li> <li>\$20/table</li> <li>\$25/table</li> </ul>

\*Gallery is open to the public Wed-Sun, 12-5 pm. Any rental time falling within these hours will be charged \$75/hr.

\*\*Tables do not come equipped with linens. Linens **must** be rented. Table and chair rental fee includes setup/breakdown by gallery staff