

RENTAL RATES

BASE RENTAL RATE SCHEDULE (DAILY, as of July 2013)

- Facility Codes: HCH = Artemus W. Ham Concert Hall (entire facility)
HCH L = Artemus W. Ham Concert Hall Lobby
HCH GR = Artemus W. Ham Concert Hall Green Room
JBT = Judy Bayley Theatre (all performance areas)
JBT L = Judy Bayley Theatre Lobby
BBT = Black Box Theatre

- User Definitions: Commercial = Commercial For-Profit Organization
Non-Profit = Non-Profit Organization
(Federal 501(C)(3) tax exempt status)
CCSD = Clark County School District.
University = UNLV Department or Organization
(non-College of Fine Arts)

	<i>HCH</i>	<i>HCH L</i>	<i>HCH GR</i>	<i>JBT</i>	<i>JBT L</i>	<i>BBT</i>
Commercial	\$3,000.00	\$730.00	\$280.00	\$1,350.00	\$350.00	\$375.00
Non-Profit	\$1,950.00	\$475.00	\$180.00	\$900.00	\$230.00	\$245.00
CCSD	\$1,500.00	\$365.00	\$140.00	\$675.00	\$175.00	\$190.00
University	\$750.00	\$185.00	\$70.00	\$340.00	\$90.00	\$95.00

REHEARSAL/LOAD-IN DAY: Renters may receive a 50% discount off published rates. No audience members are allowed on a rehearsal/load-in day. **Limit 1 Day.**

The rates outlined above are for rental of the facility only and do not include charges for labor, equipment, or box office fees.

DEPOSIT: To reserve a facility, a minimum deposit of the rental fee plus 50% of estimated expenses will be required.

INSURANCE: The university requires users to maintain the following insurance coverage for the duration of their lease of any facility: (1) Commercial General Liability insurance, \$1,000,000 per occurrence / \$2,000,000 aggregate, (2) Commercial Auto Liability Insurance, \$500,000 per occurrence, combined single limit, (3) Workers Compensation insurance with employer's liability limits of at least \$100,000 per occurrence and for occupational disease. Certificate of Insurance will be required.

LABOR AND EQUIPMENT RATES
FEE SCHEDULE (AS OF 8/15/18)

<i>PERSONNEL RATES</i>	<i>COMMERCIAL</i>	<i>NON-PROFIT</i>
Stage Manager / Stage Crew (4 Hr. Min.)	\$32.00 per hour	Discount Not Applicable
Bar or Box Office Additional Labor (2 Hr. Min.)	\$22.00 per hour	Discount Not Applicable
UNLV Police Lieutenant / Sergeant	\$90.00/ \$80.00 per hour	Discount Not Applicable
UNLV Officer	\$75.00 per hour	Discount Not Applicable
UNLV Reserve Officer	\$45.00 per hour	Discount Not Applicable
Student Security	\$25.00 per hour	Discount Not Applicable
Special Event Staff	Ask for quote	Ask for quote
Special Events Usher	Ask for quote	Ask for quote
Custodial Services for Friday - Sunday Events	\$400 per service	Discount Not Applicable
House Manager (hourly staffing - 4 Hr. Min.)*	\$20 per hour	Discount Not Applicable
Usher (hourly staffing)*	\$12 per hour	Discount Not Applicable
<i>*PAC solely responsible for determining if an event is subject to hourly or per-event rates</i>		
Payroll Charge	3% of total payroll	3% of total payroll
<i>EQUIPMENT FEES</i>	<i>COMMERCIAL</i>	<i>NON-PROFIT</i>
General Equipment Use Fee	\$100 per show	\$100 per show
Piano / Harp	\$160.00	\$105.00
Piano Tuning	Ask for quote	Ask for quote
Harlequin Dance Floor (5 Sections)	\$125.00	\$85.00
Dance Floor Tape	\$25.00	\$25.00
Pipe and Drape - Lightweight / Heavyweight	\$50.00 / \$125.00	\$33.00 / \$85.00
Stage Lights	\$4.00 ea.	\$2.50 ea.
Follow Spots	\$100.00 ea.	\$65.00 ea.
Projector A - 15,000 Lumens	\$500.00	\$325.00
Projector B - 5,000 Lumens	\$100.00	\$65.00
Projection Screen A - 12' x 9'	\$100.00	\$65.00
Projection Screen B - 10' x 10'	\$50.00	\$33.00
Sound System - Ham Concert Hall Only	\$775.00	\$500.00
Microphones and Choral Microphones (1 Free)*	\$20.00 ea.	\$14.00 ea.
Lecterns	\$25.00	\$16.00
Concert Shell	\$50.00	\$33.00
Choral Risers (3- and 4-step)	\$16.00 ea.	\$11.00 ea.
Band Risers (8": 16": 24":)	\$12.00 ea.	\$8.00 ea.
Box Office Service Charge	\$45.00 per day	\$45.00 per day
Table Coverings - Cloth / Plastic	\$10.00 / \$5.00	\$10.00 / \$5.00
Beverage Service	Ask for quote	Ask for quote
Photocopies	\$.05 per copy	\$.05 per copy
<i>*The venues have no wireless microphones.</i>		

BOX OFFICE RATES
 (EFFECTIVE 07/01/10)

SYSTEM SETUP CHARGES (TICKET PRINTING)

	Commercial	UNLV Dept./Non-Profit/Gov't.
All Venues	\$100.00	\$65.00

The following information will be required to set up our system to sell / print your tickets. Allow 7 business days for completion:

- *Performance Title* - can be from 1 to 4 lines in length, up to 30 characters per line including spaces & punctuation
- *Performance date and time*
- *Location of performance*
- *All prices and discount prices (and the sales categories to which they apply)*

ADDITIONAL FEES

SALES COMMISSIONS:

- 2.5% of all season ticket sales sold through the Performing Arts Center.
- 4.5% of all GROSS TICKET SALES sold through the Performing Arts Center.

STOCK:

- Tickets that are consigned to users or comped to guests will be subject to a *12¢ per ticket stock charge*.
- Tickets consigned to users will also be subject to the *\$1.50 per ticket facility fee*, payable by user.

CHANGE FEE: Once on sale, any changes made to an event (including pricing changes) will be a subject to a *\$30.00 fee per change*.

INSTALLATION FEE: To install a performance with prior hard ticket sales, the user will incur a *\$40.00 per hour handling charge* in addition to the normal set up charges.

BOX OFFICE POLICIES

- All tickets for admission to any event held in the Artemus W. Ham Concert Hall, Judy Bayley Theatre, or any of the spaces located in the Alta Ham Fine Arts building or Beam Music Center must be generated by the Performing Arts Center.
- Online tickets for events held at the Performing Arts Center are sold at pac.unlv.edu. Other internet ticket sales portals may not be used.
- Box Office Hours: Monday - Friday 10:00 a.m. - 6:00 p.m.; Saturday 10:00 a.m. - 4:00 p.m.; Closed Sundays. The box office is also open one hour prior to curtain time until 30 minutes past curtain time for all ticketed events held in Performing Arts Center Facilities. Box office may be kept open later at user's request for a *\$25.00 per hour charge*. Extended hours must be arranged at least one week in advance of the performance.
- The box office is closed on several state holidays each year.
- We accept Cash, Visa, MasterCard, Discover, American Express, and local checks (with a valid Nevada ID).
- The box office will not accept any unpaid reservations. Complimentary tickets may not be ordered on the phone.
- Tickets may be purchased over the phone with a *\$2.25 per ticket handling fee*. Tickets will be mailed if time permits.
- The UNLV Performing Arts Center Box Office Phone Number is (702) 895-ARTS (2787).
- The Performing Arts Center Box Office charges a *\$1.50 per ticket facility improvement fee* on most sales.
- Tickets can be sent certified mail, return receipt requested for an additional *\$7.50 per order charge*. The Performing Arts Center is not responsible for lost or stolen tickets, including tickets lost in the mail.

BOX OFFICE POLICIES

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- When prepaid tickets are picked up, the patron must show picture identification and the credit card used for the ticket purchase. Individuals who receive complimentary tickets must also show picture identification to pick them up. If another individual is to pick up tickets, the person in whose name the tickets are held must give us written permission to release the tickets.
- There are NO REFUNDS on ticket purchases.
- There are NO ADJUSTMENTS on prior ticket purchases.
- Coupons must be presented at the box office ticketing window at the time of purchase.
- The box office does not downgrade tickets.
- Tickets may be exchanged for a different performance of the same production for a *\$2.50 per ticket exchange fee* (this fee is waived for season subscribers). Patron must exchange ticket(s) at least 24 hours prior to the performance date on the ticket(s) currently held.
- In order for members of the UNLV community to receive a discount on tickets, a valid, current UNLV Rebel Card ID must be presented at time of purchase.
- Tickets are void at curtain. Late seating is at the discretion of the management/artist.
- Patrons with disabilities requiring special seating accommodations must notify the box office at the time of ticket purchase.
- We can provide sign language interpretation for most performances with a minimum of 72 hours advance notice.
- Only Performing Arts Center personnel are allowed in the box office.
- Performing Arts Center Gift Certificates may be purchased at the Box Office for any dollar amount. Gift certificates are not redeemable as cash.

FRONT OF HOUSE RATES AND POLICIES

MERCHANDISE RATES AND POLICIES

- Per university regulations, UNLV Performing Arts Center staff must sell any merchandise offered for sale to the general public.
- The Performing Arts Center's commission is 30%* or \$75 per performance, whichever is greater. (**Commercial rates, non-profit rates are available.*)
- Merchandise must be delivered to the Performing Arts Center's offices at least 2 hours prior to the lobby opening, for proper count-in.
- Merchandise settlement can occur immediately following the performance, at the discretion of Performing Arts Center Staff. The Performing Arts Center will provide funds to university clients through account transfer.
- Merchandise buy-out agreements are available for those who wish to provide their own sales staff. To negotiate a buy-out, contact Lori Pullen, Executive Director, at (702) 895-4711 no less than 7 business days before the event.
- To arrange for merchandise sales, please contact Joy Montano, Guest Relations Manager, at (702) 895-4713.

PROGRAM INSERTS

The Performing Arts Center will provide staff to insert items into your event programs. The cost is 3¢ per piece. Please contact Shaun Franklin-Sewell at (702) 895-4710 to arrange for this service at least 7 business days in advance of your event. Stuffers must be delivered to the Performing Arts Center at least 24 hours in advance of your event.

FRONT OF HOUSE RATES & POLICIES
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FRONT OF HOUSE LABOR RATES (effective July 2013, all rates based on attendance) _____

2 HOUR PERFORMANCE (minimum staff call)

Attendance	Rate	with use of balcony
0-500	\$380.00	add \$90
501-1,000	\$600.00	add \$90
1,001-1,376	\$700.00	add \$90
1,376-Full	\$805.00	includes use of balcony

LONGER PERFORMANCES

Attendance	Additional Charge
0-500	add \$45 per each 1/2 hour
501-1,000	add \$75 per each 1/2 hour
1,001-1,376	add \$90 per each 1/2 hour
1,376-Full	add \$100 per each 1/2 hour