

**Dallas City Performance Hall
Pricing Sheet 2016**

Effective 8/2015

Summary of Facility Rental and Labor Fees

	City of Dallas-based Nonprofit Arts & Cultural Organization	Other Nonprofits	Commercial / Industrial / Private
Base Rental / Performance (6-hour block)	\$1,400	\$1,800	\$2,500
Base Rental / Rehearsal, load-in, tech (6-hour block)	\$1,050	\$1,350	\$2,500
Base Rental Full Day (12-hour block)	\$2,000 + staff overtime	\$2,600 + staff overtime	\$5,000 + staff overtime
Lobby only (6-hour block)	\$1,000	\$1,800	\$2,500
Base Rental / Off-peak discount	50% discount on regular rate	20% discount on regular rate	Not available
Base Rental / Weekly rate (40-hour block)	\$9,000	\$11,700	\$20,000
Pre-event hang	\$150/hr	\$150/hr	\$150/hr
Staff / Event coordinator	Included in base rental	\$25/hr	\$25/hr
Staff / Theater technicians (one lighting, one sound)	Included in base rental	\$25/hr	\$25/hr
Staff overtime	1.5 x hourly rate	1.5 x hourly rate	1.5 x hourly rate
Cleaning fee (theater performance)	\$200	\$200	\$200
Cleaning fee (rehearsal, load-in, tech)	\$100	\$100	\$100
Cleaning fee (galas, lunches, other)	Cost	Cost	Cost
Ushers	\$12/hr	\$12/hr	\$12/hr
Security	\$20/hr	\$20/hr	\$20/hr
Stagehands	Outsourced	Outsourced	Outsourced
Facility preservation fee	\$1.50 per ticket sold; \$1 student shows; \$375 Flat fee for non- ticketed events	\$2.50 per ticket sold; \$1 student shows; \$1,000 Flat fee for non-ticketed events	\$2.50 per ticket sold; \$1 student shows; \$1,250 Flat fee for non-ticketed events

Please see pages 2-3 for additional information on fees and charges
Proof of nonprofit status required for nonprofit rates

Facility Rental and Labor Fees
Additional Information

The Base Rental is the basic fee that pays for the use of the City Performance Hall for the allotted amount of time, utilities, along with basic lighting and sound equipment. The rental fee does not include labor, cleaning fee, ushers, security, preservation fee, and special lighting and sound equipment.

Fee / Charge	Description
Base Rental / Performance (6 hour block)	Exclusive use of the theater, lobby and support spaces for a 6-hour continuous block (generally 8-2 or 5-11 p.m., specific times can be negotiated subject to personnel availability). Additional hours over the 6-hour block: \$200/hr billed in 30 minute increments plus staff overtime if applicable.
Base Rental / Load-in, Tech, Rehearsal (6 hour block)	Exclusive use of the theater and support spaces for load-in and tech, rehearsal for a 6-hour contiguous block. Additional hours: \$150/hr billed in 30 minute increments plus staff overtime if applicable.
Base Rental / Full Day (12 hour block)	12 consecutive hours, between the hours of 7 a.m. and midnight. Can be used for load-in, tech, rehearsal (exclusive use of the theater). If the organization wants to use a 12-hour day for load-in, tech, rehearsal and performance, please note that a minimum of 4 hours will have to be used for tech subject to the approval of the CPH Technical Director.
Lobby	Exclusive use of the lobby space for special events held in the lobby. Limited technical support.
Base Rental / Off-Peak Discounted Rates	50% discounted rate of base rental fees for non-peak use times, which are defined as follows: (1) Tuesdays and Wednesdays (all year); (2) any date from January 5-31; (3) any date from July 1-31 and August 1-31. City Holidays and furlough days excluded; overtime labor fees may apply. Base Rental / Off Peak Discounted Rates only available for nonprofit organizations.
Base Rental / Weekly Rate	Exclusive use of the theater with 40-hour access (schedule to be worked out with the organization, Monday through Sunday). No other events will be booked at the theater during the week; events may be booked in the lobby if they do not conflict with the organization's use of the space (pre-agreed upon). No more than three consecutive weeks may be rented at the weekly rate. Staff overtime may apply.
Discounted rates for short-term rentals	Dates that are not booked within 30 days of the day will be available for short-term rental at a 50% discounted rate. Dates on "hold" do not qualify for this discount.
Pre-event date hang	Subject to staff and space availability, organizations submitting light plot prior to the load-in may ask for a pre-event hang.
Staff / Event Coordinator & Theater Technicians	A CPH personnel team of one event coordinator and two theater technicians are required for performances and public events (staff for load-in, tech and rehearsal varies and is generally limited to the theater technicians). For City of Dallas-based arts and cultural organizations <u>only</u> , the base rental includes one event coordinator, one lighting technician, one sound technician. For all other renters, labor is billed at \$25/hr per person.
Staff Overtime	CPH personnel are subject to overtime rates of 1.5 times the base rate for hours worked over 8 in one day.
Cleaning Fee / Public Performance	Includes 2 janitorial staff for 6-hour block of time.
Cleaning Fee / Rehearsal	Includes 1 janitorial staff for 6-hour block of time.
Cleaning Fee / Galas, lunches, other events	Cleaning fee for galas, lunches, etc. will be billed at cost.

Fee / Charge	Description
Ushers	<p>Ushers billed at \$12/hr per usher. Call time for Head Usher is 2 hours prior to start time; call time for ushers are 1.5 hours prior to event time. Head Usher will remain onsite during performance and until all patrons have left and the FOH is secured. 50% of all other ushers will remain onsite during performance and until all patrons have left; the other 50% will be released after intermission. User is billed according to these scheduled times.</p> <p>Examples of typical minimum usher charges:</p> <p>\$444 = Estimated cost for 9 ushers for performances using orchestra and balcony level. Additional ushers billed at \$12/hr</p> <p>\$252 = Estimated cost for 5 ushers for performances using the orchestra level only.</p>
Security	<p>Security officers billed at \$20/hr per officer. Call time for Security is 30 minutes prior to start time. Security will remain onsite until all patrons, artists and crew have left and the building (FOH and BOH) is secured. User is billed according to these scheduled times. Additional Security Officers may be scheduled when the Organization requests more than one entry point for BOH; in such instances, a Security Officer will be placed at each entry point as Stage Door positions.</p> <p>Examples of typical security charges:</p> <p>\$280 = Estimated cost for 2 security officers, one stationed front-of-house, one stationed by the stage door for a public performance.</p> <p>\$140 = Estimated cost for 1 security officer stationed by the stage door for a rehearsal.</p>
Stagehands	<p>The City Performance Hall is not a union house, but welcomes organizations that want to work with union stagehands. Organization may provide own stagehands, including trained volunteers; contract with own vendor for stagehands; or ask CPH to contract for stagehands with its own vendor.</p> <p>Please note that CPH reserves the right to require trained or certified stagehands for activities which in our estimation required a trained professional rigger or other specialized stagehand task. If OCA contracts for stagehands, the organization will be billed at cost plus a 10% administrative fee. Please note that the CPH lighting and sound technicians are not stagehands.</p>
Facility Preservation Fee	<p>A per-ticket facility preservation fee will be charged on the following basis:</p> <ul style="list-style-type: none"> ▪ \$1.50 City of Dallas-based nonprofit arts & cultural organizations ▪ \$2.50 all other nonprofits & commercial ▪ \$1 student shows (waived for student shows if tickets are \$5 or less) ▪ Non-ticketed events (free events, galas, lunches, etc.) flat fee added to base rental