

# MARRIOTT CENTER FOR DANCE

## UNIVERSITY OF UTAH

### THEATRE RENTAL INFORMATION SHEET

#### RENTAL PROCEDURES

- An online Theatre Event Request Form must be completed by the Renter and submitted to the School of Dance: [https://uofudance.formstack.com/forms/theatre\\_rental\\_request](https://uofudance.formstack.com/forms/theatre_rental_request) a minimum of 30 days prior to requested rental dates. The form will request:
  - Who the renter will be
  - What the renter will do
  - Why the renter is renting
  - When the renter will occupy
  - Services requested along with the rental
- Once the request is received, the School of Dance Production Director must approve availability of requested dates and dates be verified by email as soon as possible. Upon your response to hold the space, a temporary hold will be entered for your desired date/time. No contracts or bids will be done until the \$175 non-refundable Administrative Fee is received as there is a cost related to these services.
- After the School of Dance Director approves the rental, the Renter and Production Director ("PD") must meet to finalize the contract.
- The \$175 non-refundable Administrative Fee is due the day of the consultation and finalization of the contract.
- The Rental Deposit and/or payment of 100% of the estimated rental/crew fees must be paid to the School of Dance Administrative Officer, Will Maguire within ten (10) days of the contract consultation. If not received, the dates reserve may be released to another renter.
- Additional Fees will be invoiced immediately following the event and must be remitted to the School of Dance within thirty (30) days of receipt of an invoice.

#### SERVICES AND PERSONNEL CONDITIONS

Renter agrees (i) to pay personnel a minimum of four (4) hours during any time period i.e. "work lighting", "lighting/dress rehearsal", and "performances". Up to a two (2) hour "continuity" time period is allowed before and/or after a "dress rehearsal" and "performance" to be paid at the established hourly rate.

Renter agrees that a "rehearsal" or "performance" personnel time period may begin one (1) hour or one-half (1/2) hour (to be predetermined by the PD) prior to scheduled curtain time and ends as the last performance "cue" is taken with the total time lapse to be less than three and one-half (3-1/2) hours, at which time "continuity" time begins.

## **HAYES/CHRISTENSEN THEATRE RENTAL RATES**

Standard Rate for Each Performance*:	\$650
Current School of Dance Faculty / Student:	\$325
University of Utah-General / Alumni**:	\$525
 Studio 60 (Mandatory with Theatre Rental)	 \$15 / Hour
 (Other Rates)	
Filming:	\$1,000
Fully Lit Rehearsal Rate:	\$325
Work Light Rehearsal Rate:	\$175
Lobby Refreshments/Concession Sales***	\$300
Triangle Lounge or Lobby Reception+***	\$1,225

\*Box Office / Ticket Sales area included. Lobby Refreshments/Concession Sales are additional.

\*\*Students who have graduated from the Department of Ballet and/or Modern Dance / School of Dance with a BFA or MFA, prior faculty for Ballet and/or Modern Dance (this does not include visiting faculty or guest artists)

\*\*\*Prior approval necessary

+Includes space, set-up, 2-hours of building supervision during the event (additional hours will be charged at \$72 per hour/person) plus cleaning fees

## **RATE STIPULATIONS**

Theatre/space must be fully restored after vacancy with the costs as part of the contract.

Only one performance allowed per 4-hour block unless permission granted. If two performances or more are desired, or a change in audience at any time, Renter will pay for the additional performances at the same standard rate and will pay for entire crew for an additional 4-hour call for each performance, or, negotiate with PD on a suitable solution for both parties.

## **STUDIOS**

Studio 60 Rental is mandatory with Theatre Rental and will be reserved as overflow changing, warm-up, and holding space of theater rental participants. A minimum of one Authorized Adult must be stationed by this studio. Additional studios may be reserved by completing the Studio Rental Agreement, separate from this agreement.

## **RECEPTION AREAS**

Lobby, Triangle Lounge, and outdoor Rooftop may be rented for events to use as a reception area.

## **PRODUCTION STAFF**

- Renter is required to hire the School of Dance Production Director, Technical Director, House Manager, Light Board Operator, Sound Operator, and Stage Manager.
- A Lighting Designer is required for anything beyond "lights up, lights down".
- Ushers must be pre-arranged if provided by venue.

## **PRODUCTION STAFF STANDARD RATES**

Production Director:	\$45 / Hour
Technical Director:	\$35 / Hour
Authorized Adult (Minors on Campus):	\$35 / Hour
Theatre Manager:	\$26 / Hour
Stage Manager:	\$26 / Hour
House Manager:	\$26 / Hour
Projectionist:	\$26 / Hour
Sound Engineer:	\$35 / Hour
Light Board Operator:	\$18 / Hour
Sound Operator:	\$18 / Hour
Flyman:	\$18 / Hour
Deck Hand:	\$18 / Hour
Spotlight Operator:	\$18 / Hour
Weight Loader:	\$18 / Hour
Usher:	\$18 / Hour
Lighting Designer:	
Up to 100 Cues	\$250
Up to 200 Cues	\$500

Lighting Designer fee negotiated on a per show basis. \$2 per cue after 200 cues per show; if another show is using the same cues but in a different order, this is considered a second and different show and additional charges will apply.

## **VIDEO & FILMING RATES**

Production Director:	\$45 / Hour
Stage Manager:	\$26 / Hour
House Manager:	\$26 / Hour
Sound Operator:	\$18 / Hour
Board Operator:	\$18 / Hour
Deck Hand:	\$18 / Hour

## **JANITORIAL SERVICES**

Cleaning Fee (for Each Weekday Performance):	\$75
Cleaning Fee (for Saturday Performance or 2 Same-Day Weekday Shows):	\$75
Cleaning Fee (for 2 Same-Day Saturday Shows):	\$150

## **RATE STIPULATIONS**

- There is a 4-hour minimum for production staff
- A 1-hour break is required between each 4-hour call for dinner or lunch
- A fee of \$25 will be assessed per employee for lunch and dinner break violations
- A two-hour "continuity" period before and/or after a performance or rehearsal is an available option at overtime (1.5 time). Beyond 2 hours will be considered a full call (4 hours).
- Any time beyond an 8-hour day is charged as overtime (1.5 time)
- All time from midnight to 8:00 am will charge at double time
- A projectionist must be hired for use of facilities projector equipment
- Props and sets must be cleared by production director before day of performance
- Tap shoes are not allowed without prior permission and notification
- Ballroom shoes must have heel guards

## **MISCELLANEOUS CHARGES**

Other requests made by Renter are charged at the following rates, per performance:

Projector:	\$125	Follow Spot:	\$50
Piano:	\$100	Dry Ice Fog:	\$100
Piano Tuner	\$150	Vari-Lites:	Per-show negotiation
Barres:	\$25 Each	Chairs:	\$2 Each
Fogger:	\$50	Tables:	\$10 Each
Hazer:	\$50	Gel:	\$10 per Sheet
Microphone:	\$50	Gobos:	\$15 Each
Body Mic:	\$75	Podium:	\$25
Black Light:	\$50	EFX projector:	\$100
Spike tape roll:	\$12	Gaff tape roll:	\$20

## **TICKETING**

- No more than 330 tickets per show are to be distributed.
- Please inform all participants that any questions they have concerning ticketing and/or your performance are to be directed to your staff and not to the staff at the School of Dance.
- A separate contract with Kingsbury Hall ticketing ([www.kingtix.com](http://www.kingtix.com)) can be obtained by calling Brooke Day at (801)-585-5645.