



Benvenuti Performing Arts Center 2008-09 Theater Use Fees

SECURITY DEPOSIT

Licensees will pay security deposit for renting the Center in the amount of \$1000 per 3 calendar days of rental. The security deposit must be returned with a signed Use Agreement. If the Use Agreement is signed and returned 45 days prior to the load-in date, the security deposit may be paid by check. **NAEF will deposit the check upon receipt.** If the Agreement is signed and returned 44 days or less prior to the load-in date, the security deposit must be paid in cash, by money order or cashier's check. All payments should be made payable to the Natomas Arts & Education Foundation (NAEF).

THEATER USE FEES

- \$150 every hour up to 2 hours
- \$575/ 1/2day (up to 4 hrs) \$100/hr after up to 3 additional hours
- \$950/day (8 hr period) \$100/hr after
- \$25/hr Custodial (estimated at 4 hrs per performance day)

TECHNICAL SERVICES

NAEF can, pending availability, provide Licensees with all technical services associated with the running of the theatre including but not limited to lighting and sound design, stage management, light and sound board operators and back stage staff at the following rates:

Lighting Design: \$35/hr
Sound Design: \$35/hr
Stage Management: \$25/hr
Light and Sound Board Operator: \$25/hr
Back stage Crew: \$20/hr

There will be a \$100 surcharge for any NAEF staffing request made with less than 24 hour notice.

As part of our ongoing educational relationship with Natomas Charter School, the following positions can be filled, pending availability, by student interns:

Light/Sound Board Operator
Back stage crew

All student interns are engaged in rigorous and ongoing training under the supervision of NAEF's Technical Director. There will be a \$100 surcharge for every 3 performances Natomas Charter School are provided.



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THEATER RENTAL AND EQUIPMENT USE

Standard rental of the Center includes use of the stage, wing space, light/projection booth, house/auditorium, lobby, concession area, backstage area and dressing rooms. The use of additional space backstage (including the dance studio) and the use of theater equipment must be pre-arranged. Special needs such as tables, chairs, podium etc. should be arranged during the technical meeting prior to load-in. Any special need not established prior to load-in cannot be guaranteed. Standard rental includes the house lights on, a/c or heat on and the use of one wireless, handheld microphone. Additional rental rates for equipment and space are as follows:

Marley Dance Floor:

Dance Floor: \$100 per day

Setup/Strike Labor: \$100

9' Grand Piano:

Use: \$100 per day

Tuning: \$95 (request up to 2 weeks in advance)

Projector

Use: \$50 per day

Wireless Lapel or Handheld Microphone (1 handheld microphone is included with rental)

Use: \$20 per day

Dance Studio Rental

Use: \$100 per day



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Charges for the following equipment only apply if Licensee is utilizing technical services outside those provided by NAEF:

Sound Board

Use: \$100 per day

Light Board

Use: \$100 per day

Fly System

Use: \$100 per day

The following are rented for a flat rate:

Chairs: \$1 per

Tables: \$5 per

Music Stands: \$5 per

Podium: \$5 (one available)

ADDITIONAL FEES

TICKETING - For ticketed events at the Center, Licensees may opt to sell and distribute tickets in-house, to contract with a third-party or to utilize the Center Ticket Office service, provided through Ticket Turtle, for the following non-negotiable fees:

Event Set-up Fee: \$150

Per ticket Charge: \$1.50/ticket or a minimum of \$100

If Licensee has a complicated ticketing structure requiring several tiers of pricing and/or cancels shows requiring changes within the Ticket Turtle system, Licensees may incur additional fees.

NAEF recommends that Licensee offer general admission rather than reserved seating.

BOX OFFICE STAFF – All on-site ticket sales must take place in the designated Box Office area. Any exceptions must be cleared in advance with NAEF. If utilizing the Ticket Turtle system to sell on-site tickets, Licensees are required to have an NAEF staff member work in the Box Office for the following non-negotiable fees:

- Box Office Staff: \$15 per hour/ 2 hour minimum

WEBSITE* - A one-time \$40 fee applies for any Licensees to be included on the Calendar Listing at www.benarts.com. Licensees must submit the following prior to the event to be included on the Calendar Listing:

- Title, date and show times of all performances
- Low resolution jpeg or gif image
- 3-4 sentence description of show
- Ticket prices

Licensee's event will not be posted on the website until the Use Agreement has been signed and security deposit received.



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E-MAIL* - A one-time \$150 fee applies for Licensee to be included in monthly e-mail updates , "The Ben Arts Showcase" sent to the Ben Arts mailing list. Any additional communications the Licensee request to have sent to the Ben Arts mailing list will incur a fee of \$30 per communication.

***NAEF reserves the right to choose those performance groups who will be given the option of being included on the Ben Arts website and in "The Ben Arts Showcase" monthly e-mail updates.**

INSURANCE

GENERAL - The applicant is required to maintain a \$ 2,000,000 liability insurance policy. The applicant must secure the policy as NAEF does not provide insurance. The following 3 organizations must be named as additional insured to the Licensee's insurance policy:

- **Natomas Arts & Education Foundation** (theatre operator)
- **Natomas Charter School** (property manager)
- **Natomas Unified School District** (property owner)

by "No Limitation" endorsement, and which meets the following minimum insurance requirements: General Commercial Liability in the amount of \$1,000,000 Bodily Injury/Each Occurrence plus a copy of the endorsement. Additionally Licensee shall provide a written stipulation from the insurers notifying the NEF at least 30 days prior to cancellation or refusal to renew a policy.

TIMELINE - Proof that the policy is in effect must be furnished to NAEF in the form of a "Certificate of Additionally Insured" a minimum of 96 hours (4 days) before load-in to allow time for corrections if needed. NEF reserves the right to request a copy of the actual policy.

***** NO CERTIFICATE... NO SHOW... NO EXCEPTIONS... NO REFUND *****

It is at the sole discretion of NAEF that individual artists/arts organization will be booked into the theater. NAEF does not discriminate against any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status.