

## Rental Rates and Support Charges for the Hayes Concert Hall

Rental - each Performance Date plus tax: \$1000 Performance / \$750 Rehearsal

Non Profit/Tax Exempt Rate plus tax: \$ 500 Performance / \$375 Rehearsal

Rehearsal rate is available only in conjunction with rental of hall for performance(s).  
Rates subject to change.

### Required Personnel

- 1 (required) Coordinator Technician @ \$16.00 per hour
- 1 (required) House Manager @ \$10.00 per hour

### Mandatory Support Fees

- x  Ticket Printing @ \$0.45 per complementary ticket issued
- x  Advance Box Office services @ \$1.00 per ticket sold plus \$25.00 set up fee.
- x  Ushers @ \$9.00 per hour (1 trained usher for every 250 patrons is required).  
(You may provide additional volunteers as needed but the Head Usher is required).
- x  Cleaning Fee (required) \$40.00
- x  UTC Security Officer(s) as needed @ \$40.00 per hour with a minimum of 3 hours.  
REQUIRED for ticketed events, maybe required for other events depending on event.

### Optional Support Fees

- x  Additional Technicians @ \$9.00 per hour
- x  Percussion Equipment rental is per Music Department
- x  9' Grand Piano rental \$75.00
- x  Piano Tuning: \$70.00 - \$100.00
- x  Other requested services or equipment at standard University prices including: tables @ \$5.00 ea. and chairs @ \$1.00 ea, 4'x8' risers @ \$15 ea. Other supplies at cost (gel @\$7.50/sheet, gaff tape @ \$15.50/roll, etc.)
- x  Staff Overtime Rates are 1-1/2 times regular pay rates. Above rates will apply to any individual(s) requested or required. Staff members' hours which exceed 40 hours for this event within a Monday thru Sunday weekly period or any hours exceeding 10 hours for this event on any single contracted day will constitute Overtime.
- x  Groups leaving the facility and/or dressing rooms in a messy state will incur an additional cleaning fee.

X = number as needed or per request

**The rental process requires at least a month's notice for all non-campus activity.  
You may hold no more than two (2) activities per calendar year.**