

LABOR RATES		
TITLE	AMOUNT	RATE
Technical Director	\$100.00	per hour
Theatre Coordinator	\$75.00	per hour
Assistant Technical Director	\$35.00	per hour
Backstage Crew	\$30.00	per hour
House Manager	\$25.00	per hour
Ranger Security	\$25.00	per hour
USHERS - FULL	\$75.00	per day
USHERS - SUPPORT	\$50.00	per day
Maintenance staff	\$15.00	per hour

FEES - EQUIPMENT CHARGES		
TITLE	AMOUNT	RATE
Application Fee	\$275.00	per EVENT DATE
Ticketing ShoWare setup	\$100.00	per performance
Online ticket sales	\$25.00	per event
Handling fee - phone	\$3.00	per ticket
Handling fee - online	\$1.50 - \$6.50	per ticket
Facility Fee	\$1.00	per ticket
MAIN STAGE cleaning deposit	\$500.00	per event
BFT cleaning deposit	\$200.00	per event
Website BANNER rotation	\$250.00	per event
ASCAP/SESAC/BMI	\$30.00	per event
Grand Piano rental/tuning	\$250.00	per event
Upright Piano rental/tuning	\$150.00	per event
Follow Spot	\$40.00	per day
Fog Machine	\$40.00	per day
Projector/Large Format screen	\$600.00	per event
Rear projection screen	\$50.00	per event
Marley dance floor	\$140.00	per event
Gaffers tape 2" x 60' roll	\$30.00	per roll
Rigging hardware	\$10.00	per rigging point
Liquor License	\$50.00	per event
Box Office percentage	1.5% of gross sales	up to \$25,000 USD
Box Office percentage	1% of gross sales	over \$25,000 USD
Credit Card fees - 3% of gross credit card sales	varies	per event
Ticket sales exceeding \$25,000 USD	1% for music license	per event
Ticket stock/ShoWare fee	\$1.65	per ticket
Restore Charge	\$350.00	per event

INSURANCE RATES	AMOUNT	RATE
000 - 100 people	\$44.00	per day
101 - 250 people	\$66.00	per day
251 - 500 people	\$86.00	per day
501 - 1,000 people	\$172.00	per day

4 - RENTAL TIMELINE

Call Rental Desk to confirm available date(s);

Rental Coordinator will suggest alternate date(s) if your date falls on Season event, City event, or another Rental event.

Submit a Rental Application and Application Fee:

Applications are submitted at least three (3) months prior to the requested date(s).

Only Business owners, or their Authorized Officials, can reserve date(s), submit applications, or sign Contracts for ticketed events.

Private individuals can reserve date(s), submit applications and sign Contracts for private events.

Meet with Rental Coordinator within five (5) business days to:

Discuss the specific design and technical requirements for your event.

Have your detailed Rental Cost estimate started, based on this information.

Your Rental Cost estimate will then be sent to you for your approval, or revision.

Once you approve your Rental Cost Estimate, you will then receive your Rental Contract.

Your signed Contract is due to LPAC within ten (10) business days of receipt, with the following:

Two (2) original signed and initialed Rental Contracts.

Payment of the non-fundable twenty-five percent (25%) Rental Deposit.

A completed I.R.S. W-9 Form.

Original Certificate of Insurance with Endorsement Page;

Details for Certificate wording can be found on *LPAC Insurance Requirements*

Copy of I.R.S. 501(c.)3 designation letter, for Non-Profit Applicants

Applicant sends website information for basic show listing, online ticket sales, or website Banner advertising for approval.

Ticketing information; ticket pricing, ticket wording, event listing, seating, ticket on-sale date - will be entered into LPAC's ShoWare system.

Requests for Consignment or Complimentary tickets require a 48-hour notice to Box Office staff to prepare. Requests are processed Tuesdays through Thursdays.

One (1) copy of Rental Contract will be sent to you for your files.

Balance of seventy-five percent (75%) of Rental Fee is due twenty (20) business days from the first day in venue.

Applicant will have final technical meeting within twenty (10) business days from their event, to sign off on all relevant logistics for their event.

5 - VENUE-WIDE POLICIES

LPAC is open for RENTAL 8:00 AM to MIDNIGHT daily, except for holidays.

Entry begins at the CONTRACT start time.

No patrons, performers, staff, or camera tripods are allowed standing or sitting space in any isleway or walkway per Safety and Fire codes.

Most events use ticketing to ensure an oversold, or overbooked, condition is avoided; LPAC assigned-seat ticketing for paid admission events, or either LPAC or outside source for general count ticketing that matches LPAC's seating count.

If an oversold, or overbooked, condition has occurred, an event will not continue until the condition is corrected.

LPAC/City employees, Staff, Crew and volunteers are not responsible for lost or stolen items during a Client's event.

All Rental personnel must enter and exit at the rear glass doors at all times unless prearranged otherwise.

Rental staff/volunteers are required at the rear glass doors:

- to provide CHECK-IN/CHECK-OUT LISTS for everyone under 18 years, entering/exiting LPAC.
- to ensure they have safe and clear fields of view of everyone entering/exiting LPAC.

No exterior doors are to be propped open.

CITY Rangers are charged to Clients for providing bag check, and venue security.

SMOKING, ALCOHOLIC BEVERAGES, and GUM are not allowed in the entire building.

ILLEGAL DRUGS are not permitted on CITY/LPAC property. Persons under the influence of illegal drugs or alcohol shall be denied access to the event and removed from the venue.

ZELDA'S is available to all patrons during operating hours, and requires an Usher at the Lobby gate, as only Ticket holders are permitted lobby access.

Only specific food and drinks from ZELDA's and EAST END are permitted in the auditoriums.

No one may sign any door or wall where Season Artists have signed or Client will be charged \$75.00 USD per signature for removal.

Power/cordless tools must be used outside unless prior arrangements are made with TECHNICAL DIRECTOR.

Painting may be done outside with drop cloths/tarp with approval from TECHNICAL DIRECTOR.

All spills, trash, non-needed items must be cleared from LPAC end of each day.

6 - RENTAL EVENT DETERMINATIONS

LPAC reserves the right to book other events in proximity to your event.

Renting Main Stage space does not guarantee availability of entire Venue.

Applicants serving food must have their intent, and needs, listed on Rental Application.

All potential Renters must have their events approved by City Management. It is not the desire of City and Renters to have conflicting events (similar genres, Artists, etc.) booked in proximity of one another.

To qualify for Non-Profit status, new Applicants must submit a copy of their I.R.S. 501(c)(3) letter.

Refer to *Venue Safety Standards* for definitions of scenic construction, safety, open flame effects, and all other special needs requiring permission for use inside LPAC.

7 - APPLICATION ITEM DETAILS - RENTAL FEES

ADVERTISING

LPAC/City of Lancaster do not provide any marketing/advertising for Rental events beyond the agreements made for LPAC's website.

No advertising materials of any type may be distributed until LPAC has Client's 25% Deposit and signed Contract on file.

Print and Media advertising must be approved by LPAC staff to ensure accurate listings of LPAC building information before any materials are distributed, displayed or recorded.

LPAC and CITY logos cannot be used in any printed promotional materials.

BACK END CHARGES

Additional charges that occur during Client's event, and that are taken at settlement, are collectively referred as Back End Charges (BEC). Two types of BEC are **LISTED VARIABLE** and **LIABLE**:

Listed Variable BEC are those that are known charges in the Rental Contract, that cannot be fully calculated until event has ended, such as Credit Card charges and ticket stock fees.

Liabe BEC are unknown charges that are unplanned, and that occur any time from start to finish of Client's time in LPAC's venues. These Liabe BEC include changes to LPAC labor and building hours during an event, cleaning charges, damage/vandalism charges, or unpaid ticket stock/ShoWare fees.

Clients will have Listed Variable and Liabe BEC taken out of their Cleaning Deposit, and/or gross ticket sales.

Clients will be invoiced ten (10) business days after end of their event if their BEC cannot be paid with combination of their gross ticket sales and cleaning deposit(s).

Clients will not be permitted to apply for future events at LPAC until all outstanding charges are paid in full.

BFT HOLDING FEE

A Holding Fee of \$70.00 USD is applied to Clients who want to hold BFT as part of a Main Stage rental.

This Holding Fee allows a Client to use BFT as Performer/Staff seating or set storage.

Clients to provide catering/hospitality to Performers/Staff in BFT will be billed at full rental rates to cover cost of venue maintenance.

CANCELLATIONS

All cancellations must be made by both calling LPAC Box Office and sending written notification at least thirty (30) calendar days prior to first day of Event to avoid increased Cancellation charges.

The \$275.00 USD Application Fee and 25% Rental Deposit are not refundable if Client is cancelling after these have been paid when due.

Client will be charged expenses, incurred for cancellations less than thirty (30) calendar days from the first day of event, that include, but not limited to:

- Box Office labor charges for processing ticket refunds and Audience notifications.

- Labor for removal of Ticket set up in ShoWare computers.

- Labor to remove Event from LPAC website.

- Retention of all Facility and Handling Fees.

- Reimbursement of Credit Card charges.

- Reimbursement of Ticket cardstock for all tickets currently printed.

- Reimbursement of postage for all mailed ticket orders.

- Reimbursement of Rental loss if another Client had requested the same date(s).

CREDIT CARD CHARGES

Clients will be billed three percent (3%) of total credit card sales back to LPAC at Settlement, to cover finance charges from Credit Banks/Lending Organizations.

EQUIPMENT

LPAC divides available equipment into two categories, **INCLUSIVE** and **CHARGED EQUIPMENT**.

INCLUSIVE EQUIPMENT is what is provided as part of the Rental Fee; specifics for each venue are listed below.

CHARGED EQUIPMENT is available to Clients on a per-piece cost, as add-ons to their Contract.

Various charged equipment includes black vinyl marley dance floor, two follow spots, large scale projector and screen package, pianos, and fog machine.

EVENT INSURANCE

All Rental Clients must provide Liability Insurance for their event, naming specific City agencies as their Additional Insured.

Details for the amounts of insurance coverage, wording for 'Additional Insured', and Endorsement Page can be found on *LPAC Insurance Requirements*.

EVENT TICKETING FEE

A \$100.00 USD Box Office/Event Ticketing fee is charged for the labor and time for loading ticket prices, show title, and date(s) listed on the Application into LPAC ShoWare computers. Applicants who change their ticketing information (price changes, new pricing options, etc.) after the initial information was loaded, are charged an additional \$100.00 USD for each change.

FREE ADMISSION EVENTS

A Free Admission event can be defined as an award ceremony, party, workshop, presentation, church service, or lecture series, which does not charge admission fees, or use LPAC Box Office, for assigned seat ticketing.

Many Free Admission events rely on Client's guest list, attendance roster, or previous attendance of similar events to determine the right size venue for their event.

Due to the unknown count of patrons who may show up for a Free Admission event, LPAC's Rental Coordinator, and Technical Director, will have final determination whether general access ticketing is required for a Client's event.

If general access ticketing is required, Client can either choose to have LPAC provide Complimentary tickets at the total cost for ticket stock fees, or Client will need to show proof of ticketing that matches LPAC's seat count for the specific venue.

LPAC USHERS

LPAC Ushers are charged to Clients as either as FULL roster, or as SUPPORT roster, depending on size, length and complexity of Client's event as determined by Rental Coordinator and Technical Director.

Full roster of Ushers is twelve to sixteen (12 - 16) staff to provide all necessary lobby service; door greeters, ticket scanning, and lobby concierge required for Main Stage events.

Support roster of Ushers is three to five (3 - 5) staff to provide all necessary lobby service; door greeters, ticket scanning, and lobby concierge required for BFT events.

Clients may provide their own staff/volunteers to perform as Ushers for either venue; LPAC requires minimum Support roster of Ushers in addition to Clients' Ushers, to ensure all Venue Safety protocols are observed.

MERCHANDISE

LPAC permits the sale of hard goods (CDs, DVDs, photos, posters), soft goods (t-shirts, polos, hoodies), and E-goods (online digital photos, downloads) by Rental staff or their agents.

Clients may choose a Florist to sell flowers, floral arrangements, or stuffed animals as part of their merchandise, for applicable events. Florists must provide:

- all product, change bank/till and sales personnel.

- a valid City of Lancaster business license.

- Fifteen percent (15%) House commission each night in cash to LPAC House Manager.

LPAC provides two (2) six-foot tables, chairs, and one (1) twenty amp power supply.

Clients must provide their own change bank, till, and/or tablet with e-card reader.

Clients may provide their own merchandise sellers, or request LPAC staff to sell, based on the House Commission listed below.

All gross merch sales, excluding flowers-toys, will be assessed a House Commission as follows:

- Commerical Client; 85% Client/15% LPAC - Client sells 80% Client/20% LPAC - LPAC sells

Non-Profit Client; 90% Client/10% LPAC - Client sells 85% Client/15% LPAC - LPAC sells
A nightly tally sheet is counted between Client and LPAC House Manager for House Commission.
LPAC takes House Commission from Client in cash.

MUSIC LICENSE

Clients are charged \$30.00 USD for the use of all music played at their event, as required by Musical License providers ASCAP, SESAC and BMI.

LPAC pays ASCAP, SESAC, and BMI on behalf of the Client.

Clients who hold an existing waiver with ASCAP/SESAC/BMI for already paying music royalties, are exempt from this music license, with proof of waiver.

OVERSOLD - OVERBOOKED CONDITIONS

An event is considered oversold, or overbooked, if the number of attendees exceeds the number of available seats for the particular venue.

The two conditions causing this are:

- Client has provided a Free Admission event with no general seating ticketing.
- Client has provided their own ticketing that exceeds LPAC seating.

Both conditions cause a dangerous Fire Safety hazard, by exceeding the allowable occupancy limits to LPAC venues.

No event may continue until the oversold/overbooked condition has been corrected.

PAID ADMISSION EVENTS

All events that charge admission for tickets will be required to use LPAC's in-house ticketing software system, known as ShoWare, for printing tickets. LPAC requires Clients to have all tickets provided through ShoWare to be able track all tickets disbursed, so that no 'oversold' conditions occur.

Clients who take Consignment tickets to be sold outside of LPAC Box Office are:

- limited to 100 tickets at one time.
- required to pay \$1.65 USD per Consignment ticket for ticket stock/ShoWare fee.
- required to pay \$1.00 USD per ticket for Facility Fee.
- able to have Consignments issued once their full Rental balance is paid.
- not permitted to return any Consignments once taken.
- liable for any tickets sold over the face value printed on tickets, thereby voiding their Contract.

Clients who take Complimentary tickets to be given outside of LPAC Box Office are:

- limited to 100 tickets at one time.
- required to pay \$0.65 USD per Complimentary ticket for ticket stock fee.
- able to have Comps issued once their full Rental balance is paid.
- not permitted to return any Complimentary tickets once taken.
- liable for any tickets sold over the face value printed on tickets, thereby voiding their Contract.

Consignment and Complimentary ticket requests are accepted Tuesday through Thursdays, and require forty-eight (48) hours length of time for Box Office staff to process tickets.

A \$1.00 USD Facility Fee is levied on all tickets sold through Box Office, phone and online orders.

A \$3.00 USD Handling Fee per ticket is levied on all phone orders.

A \$4.50 to \$9.50 USD Convenience/Handling Fee per ticket is levied on all online orders.

PRIVATE ADMISSION EVENTS

A Private Admission event can be defined as a graduation, award ceremony, party, wedding/reception, dance, workshop, presentation, or lecture series, which may either charge admission, or provide Free Admission, to a private group of attendees.

Certain Private Admission events will rely on Client's guest list for attendance, such as Weddings/Receptions, private parties, workshops, and lectures.

Other Private Admission events will have Client give or sell their own tickets offsite, such as proms, dances, graduations, and private workshops.

In both cases, Client will coordinate with LPAC staff to the best method of tracking attendee counts, to avoid oversold, or overbooked, conditions. This may include LPAC or Client needing to provide tickets, or ticketing service, at the discretion of LPAC staff, to avoid these conditions.

REFUNDABLE CLEANING DEPOSITS

A refundable Cleaning/Damage Deposit is levied on all Rental Contracts specific to the venue rented; \$500.00 USD for Main Stage, \$200.00 USD for BFT.

The deposit may be returned in full if Client leaves the venues in exact same condition as when they first arrived.

Damages, vandalism, or excessive cleaning left by Client, their staff, agents, employees, volunteers, or patrons will be deducted from Cleaning Deposit.

Other deductions to the Cleaning Deposit can be ticket stock charges, meal penalty, extra labor and building hours, door signatures, or added equipment, if incurred after Client has begun their Rental.

WINE AND CHAMPAGNE

Clients may serve wine and/or champagne as part of a private catered event, party or dinner.

Serving wine/champagne is allowed by adding a limited liquor license (\$50.00 USD) through Client's Rental Contract.

Clients may not sell any alcohol, as well as concessions food; LPAC has exclusive rights for all sales of food and drink.

VENUE SPECIFICS ON NEXT PAGE

8 - MAIN STAGE SPECIFICS

The Main Stage venue is favored selection for large concerts, comedy/variety shows, dance recitals, dramas, musicals, graduations, large parties, corporate presentations, lectures, and group meetings.

Audience seating: 758 to 794

Stage capacity: 235

Stage floor, wall to wall: 80 feet wide x 40 feet deep; 3,200 square feet

Stage floor, performance space: 42 feet wide x 38 feet deep; 1,596 square feet

Four dressing rooms: 24 person total capacity

Minimum of four stage crew, one House Manager, Ushers, Ranger security

Inclusive equipment of house lighting plot, house PA, respective control consoles, amplifiers, power, fly rail and soft goods listed in Tech Specs as part of Rental Contract.

Variable equipment: microphones, monitor wedges, cabling, chairs, tables, stage risers dependant on other events running concurrently.

9 - BFT SPECIFICS

The BFT venue is favored selection for small concerts, drama workshops, wedding receptions, parties, presentations, lectures, and group meetings.

Audience seating: 80 to 140, based on seating/table configuration

Stage floor, wall to wall: 60 feet deep x 38 feet wide; 2,280 square feet

Stage floor, performance space: varies, based on configuration

Two dressing rooms: 40 person total capacity

Minimum of two stage crew, one House Manager, Ushers, Ranger security

Inclusive equipment of house lighting plot, house PA, respective control consoles, amplifiers, power, and soft goods listed in Tech Specs as part of Rental Contract.

Variable equipment: microphones, monitor wedges, cabling, chairs, tables, stage risers dependant on other events running concurrently.