

whartoncenter

FACILITY USAGE AGREEMENT

Event Name: _____

Presenter: _____

Location/Theatre: _____

Performance Date(s): _____ Time(s): _____

Additional Reservation Date(s): _____

Center Code: _____

This Agreement must be signed by an authorized User Representative in order to validate reservations. **BY COMPLETING AND SIGNING THIS AGREEMENT, THE USER ACKNOWLEDGES RECEIPT OF A COPY OF THE POLICIES AND PROCEDURES CONCERNING USE OF FACILITIES AND AGREES TO BE BOUND BY AND ADHERE TO THESE POLICIES AND PROCEDURES.**

THIS CONTRACT MUST BE RETURNED SIX (6) WEEKS PRIOR TO THE DATE OF THE EVENT. NO PUBLICITY OR TICKETS CAN BE DISTRIBUTED PRIOR TO THIS SIGNED CONTRACT BEING RETURNED TO WHARTON CENTER.

BILLING INFORMATION:

Name: _____

Authorized Signature: _____ Date: _____

Billing Address: _____

Email: _____ Phone: _____ Fax: _____

Primary Event Coordinator (if different): _____

Email: _____ Phone: _____ Fax: _____

Charges will be assessed for services according to rates set by the Venue. These charges include, but are not limited to: venue usage, equipment usage, ticket office charges, stage hand labor, and usher and security charges. Basic charges are detailed in Schedule A and event specific estimates can be completed upon request.

Rate Category

University Event/Academic (must be req. for class credit) MSU Acct # _____

University Event/Non-Academic (ex. RSO) MSU Acct # _____

Non-University Affiliated Non- Profit Organization Non-profit # _____

Non-University Affiliated For-Profit Organization

All events taking place in the Cobb Great Hall or Pasant Theatre must complete a Backstage Parking Request and return it one week prior to event.

RENTAL/SPECIAL SERVICES:

rentalevents@whartoncenter.com

To ensure the success of your event, please complete this form to the fullest extent possible. Please provide an outline of the event with this contract or at the rental meeting. If additions, deletions, or changes become necessary, please immediately contact the person listed above their specific area to convey your adjustments.

Has your organization done an event here before? YES NO If yes, when: _____

Please provide a brief description of your event including the type of event that you are hosting.
(i.e. performing arts, concert, lecture, talent show)

Approximate length of event: _____ Intermission: YES NO If yes, length: _____
Event end times in presumed to be 11pm or earlier unless prior arrangements have been made. Events ending past the agreed upon closing hours will be subject to penalty fee per Facility Usage policy, page 3.

TICKET OFFICE:

Roslyn James, roslyn.james@whartoncenter.com, 517-884-3105

Will event be ticketed? YES NO RESERVED SEATING GENERAL SEATING

TICKET PRICES:

PUBLIC \$ _____ STUDENT \$ _____ CHILD \$ _____ SENIORS \$ _____ FREE
All tickets are assessed a \$3.00 restoration fee. Please take this into consideration when setting your ticket prices.

Does STUDENT price apply to all students or only MSU students? _____ Limit per ID? _____

Please indicate any additional discounts that will be offered. _____

Would you like the Wharton Center Children's Policy enforced for your event? YES NO
Wharton Center Children's Policy states that children under 5 years of age are not permitted and that everyone attending must have a ticket.

Do you wish to take any tickets out on consignment? YES NO If yes, how many: _____
Tickets can be taken out on consignment to be sold by your group members. Your organization must keep the income from the sale of these tickets. Any unsold tickets must be returned to the Wharton Center Ticket Office by 12pm (noon) one business day prior to your event. You will be charged ticket printing prices and restoration fees on any tickets you do not return.

Will you need any complimentary/PR tickets? YES NO If yes, how many: _____

Do you wish the ticket office to remain open later at a charge of \$50/hour? YES NO
Wharton Center will staff the ticket office on the night of your event and will remain open 30 minutes past the advertised start time unless additional time is requested.

TICKET TEXT: Tickets are printed with the venue location, date and time included in the format of the ticket. You may select three lines of ticket text with 25 characters per line including spaces.

REQUESTED ON-SALE DATE: _____

Would you like your event to be listed on whartoncenter.com? YES NO
If yes, please email images (jpeg file) and a brief description of your event to Roslyn James.
We require three images: 155 pixels wide x 155 pixels tall; 680 pixels wide x 370 pixels tall; and 450 pixels wide x 225 pixels tall.

Would you like to receive sales reports for your event? YES NO
If yes, how often: _____ Email: _____

HOUSE MANAGEMENT:

Matt Kribs, matt.kribs@whartoncenter.com, 517-884-3199

A minimum number of staff will be provided for each event at a cost to the user. User may choose to provide some volunteer ushers in place of additional Wharton Center staff. Volunteer ushers will be expected to work entire event. List of volunteer names must be submitted 1 week prior to event. Actual numbers of staff necessary will be determined at the rental meeting.

Do you wish to provide volunteer ushers? YES NO

To be completed by venue: # of supervisors: _____ # of Wharton Center ushers _____

of volunteers _____ Arrive at: _____ Report to: _____

Does the artist have specific security requirements? YES NO (If yes, please provide security rider.)

To be completed by venue: # of DPPS officers: _____ #of green coats: _____ Private security: _____

Late seating instructions: _____

Will you have any special seating requirements (i.e. VIP, performers)? YES NO

location: _____ # of seats _____

Will you be providing a program? YES NO

Will merchandise be sold at your event? YES NO Tables requested: _____

If an artist sells merchandise in the lobby areas, Wharton Center will collect commission. Standard commission rate is 20%, 30% if Wharton Center provides the seller. Requests for staff to sell merchandise must be made 2 weeks in advance of the show. Artist must claim 6% Michigan sales tax.

Other requests (i.e. Information tables, backstage access, videotaping from house, simulcast, webcast, etc.):

SPECIAL ACTIVITIES: If you plan any special activities before or after the performance please list them here.

Activity: _____

Location: _____ Time: _____

Activity: _____

Location: _____ Time: _____

RECEPTIONS:

Nina Silbergleit, nina.silbergleit@whartoncenter.com, 517-884-3119

Does your performer require any catering in the venue? YES NO

If yes, please provide the artist's catering rider. All arrangements must be made through Nina.

Will you be hosting an on site reception in connection with your event? YES NO

Separate room rental rates apply.

Will the event be: Public Private Number of guests: _____

Breakfast Lunch Dinner Reception Beverage Service

Reception Location: _____ Date: _____ Time: _____

Any special requests or details: _____

MARKETING AND PUBLIC RELATIONS: Diane Willcox, diane.willcox@whartoncenter.com, 517-884-3132

Event Marketing Coordinator: _____

Email: _____ Phone: _____ Fax: _____

Promotion of any event is the sole responsibility of the Presenter. Please refer to Page 6 of the Policies and Procedures regarding promotional material and event advertising.

Please attach a news release, or forward release to the Wharton Center prior to the on-sale date. Heralds or fliers (8.5x11 or smaller) for your event may be brought to the Wharton Center lobby for distribution.

PRODUCTION SERVICES:

Ron Fenger, ron.fenger@whartoncenter.com, 517-884-3164
Steve Heinrich, steve.heinrich@whartoncenter.com, 517-884-3110
Maureen Murphy, maureen.murphy@whartoncenter.com, 517-884-3163

If your artist has a technical rider it MUST be presented as soon as possible.

Wharton Center Facilities are Union houses, with IATSE Local #274 having a presence. All events must be staffed by the appropriate union stagehands as determined by venue staff. All labor costs will be billed to the user. In an effort to keep these labor costs at a minimum it is helpful to work with our production stage managers to establish an event day schedule (set-up, rehearsals, etc.) that will allow the necessary meal breaks and avoid penalty and overtime charges where possible.

DATE

TIME

| | | | | | |
|----------------------|-------|------|-------|----|-------|
| Additional Rehearsal | _____ | FROM | _____ | TO | _____ |
| Rehearsal | _____ | FROM | _____ | TO | _____ |
| Set-Up | _____ | FROM | _____ | TO | _____ |
| Performance | _____ | FROM | _____ | TO | _____ |
| Strike/Tear Down | _____ | FROM | _____ | TO | _____ |

Equipment, staging, costume drop off, if any: _____
(All items must be removed at completion of event)

Event Stage Manager: _____
(1 person should be responsible for making on-stage decisions during your event).

Email: _____ Phone: _____

Total number of people in production: _____
(List of performers, organizers, assistants who will need access to backstage on the day of the event should be forwarded prior to the event)

Specific dressing room needs: _____

Other: _____

EQUIPMENT NEEDS - no additional usage charge. Additional labor charges may apply.

| ITEM | YES | NO | QUANTITY |
|---|--------------------------|--------------------------|-----------------------------------|
| Special Lighting General Lighting is included. Please attach a detailed description of requested lighting. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Wired Microphones | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Archival Audio Recording | <input type="checkbox"/> | <input type="checkbox"/> | CD must be provided by user. |
| Video Recording | <input type="checkbox"/> | <input type="checkbox"/> | VHS tape must be provided by user |
| Lectern | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Conductor's Podium | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4' Table on stage | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6' Table on stage | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Orchestra Chairs | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Music Stands | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Music Stand Lights | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4 Step Choral Risers | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Orchestra Shell | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4'x8' Band Platforms | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6 available at each height, please indicate quantity needed. | 8" _____ | 16" _____ | 24" _____ 32" _____ |

EQUIPMENT NEEDS - additional usage charges apply. Additional labor charges may also apply.

| ITEM | CHARGES (per item per day) | YES | NO | QUANTITY |
|---|-------------------------------|--------------------------|--------------------------|----------|
| Wireless Microphones | \$60 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Overhead Projector | \$30 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Video Projector | \$300 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Projection Screen | \$75 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Dance Floor (installation included) | \$150 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Sound Monitor System (Cobb Great Hall only) | \$1000 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Concert Grand Piano | \$100 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Upright Piano | \$85 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Piano Tuning (A-442 Tuning available upon request) | \$150 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Organ (Cobb Great Hall only) | \$150 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Pearl Custom Drum Kit | \$300 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Phone Line Installation | \$100 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Use of 5 Gallon Water Cooler | \$5 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Bottled Water - 5 Gallon | \$6 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Bottled Water - individual | \$2 | <input type="checkbox"/> | <input type="checkbox"/> | _____ |