

**RULES AND REGULATIONS**  
**Terms and Conditions “Addendum E”**  
**Non-Ticketed Event**

# RATE SCHEDULE

## RENTAL RATES

<b>Georgia Neese Gray Performance Hall (GNG)</b>	Event Day Rate	Mon-Thurs:	\$1,800*
		Friday-Sun:	\$2,000*

Daily rental rate includes standard lighting package, standard sound package, lecturn with microphone, and day of event marquee signage. Tenant is charged for all necessary labor, supervision, equipment and/or utilities. Conversion to/from your event and cleanup are in addition to the rental rates listed herewith.

*\* Flat rate per day vs. ten percent (10%) of gross receipt after tax.*

### Meeting Room Rental Rates (per day use rates for rooms)

	<b>Half Day [&lt;4 hrs]</b>	<b>Full Day [&gt;4 hrs]</b>	<b>With GNG Rental</b>
<i>Sheffel Room (558.7sq ft)</i>	\$ 90	\$125	\$ 60
<i>Petro Room (812sq ft)</i>	\$ 90	\$125	
<i>Sm Conference Room (268.5sq ft)</i>	\$ 90	\$125	\$ 60
<i>Fleming Room (917sq ft)</i>	\$ 90	\$125	\$ 75
<i>Nunemaker Dance Studio (1,716sq ft)</i>	\$ 70	\$100	
<i>Hussey Playhouse** (1,940sq ft)</i>	\$320	\$450	
<i>Grand Foyer Lobby (2,028sq ft)</i>	\$210	\$500	
<i>Hill's Festival Hall (6,449sq ft)</i>	\$530	\$750	\$500

Daily rental rate includes tables and chairs. Tenant is charged for all necessary labor, supervision, equipment and/or utilities. Conversion to/from your event and cleanup are in addition to the rental rates listed herewith.

*\*\* Percentage of ticket sales to apply, whichever is greater, if admission is charged.*

Non-profit agencies receive a discount off room rentals with proof of non-profit status.

### MOVE IN – MOVE OUT – REHEARSALS

Additional move-in, move-out and rehearsal days to event rental rates are reflected at the same per day charge.

### MULTIPLE SHOWS

Multiple shows on the same day will be charged sixty percent (60%) of daily rate against (10%) of gross receipts after tax, for each additional show.

### TAX RATE

The sales tax rate for the city of Topeka is 9.15%. The Topeka Performing Arts Center will retain State sales tax from ticket proceeds when our ticket office is utilized and for merchandise sales during those events.

Non-profit agencies exempt from state sales tax, must provide proof of exemption prior to settlement for sales tax exemptions to apply.

### EQUIPMENT RENTAL RATES

All prices listed are based on TPAC inventory. Additional equipment may be rented through local suppliers at 10% plus cost and an additional 18% service charge applied. Equipment rental rates do not include labor required to set up, take down or operate the equipment. Please contact the Event & Sales Manager at least 60 days in advance of your event to determine equipment requirements.

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**EQUIPMENT RATES**

*The following are per unit daily rental rates and apply to equipment owned by the Center.*

<b>LIGHTS</b>		Cost Per Unit
Follow spots (2)		
First performance		\$150
Each additional performance		\$ 90
Lighting Snake (250ft)		\$ 75
Mid-Stage lighting pkg. -		
80 instruments		\$150
Full Stage lighting pkg. -		
150 instruments		\$400
White Light Concert Lighting		
FOH/Shell		\$ 75
Additional Instruments		\$ POA

<b>SOUND</b>		(includes one microphone)
Sound System-Portable		
First performance		\$ 75
Microphones-Wired		
First performance		\$ 25
Each additional performance		\$ 15
Microphone-Wireless Handheld		
First performance		\$ 75
Each additional performance		\$ 55
Direct Box (passive)		\$ 5
Onstage Monitor System		\$POA

**AUDIO / VISUAL / ELECTRONICS**

If not listed P.O.A

Projection Screens (5'or 6')	\$ 25
Fax Machine	\$ 50
DVD/VCR Player	\$ 50
Laptop	\$ 50
Presentation Clicker / Pointer	\$ 5

**OTHER**

Stage Risers (4'x8' section)	\$ 15
Stage Thrust	\$ 250
Orchestra Shell	\$125
Dance Floor	\$200
Grand Piano (7' Yamaha)	
Each performance	\$150
Mandatory Tuning	\$175
Internet Service	\$ 75
Telephone line	\$ 50
Chairs	\$ 3
Chairs - Armchairs	\$ 5
Tables	\$ 5
6' (72"x18") & (72"x30")	
8' (96" x 30")	
5' & 6' round	
30" café rounds	
24"x24" square high tops	
Lectern w/ microphone	\$ 60
Lectern, Small	\$ 20
Towels	
Hand towels Dz.	\$ 10
Bath towels Dz.	\$ 12
Tablecloths (white)	\$ 12

Table skirts (white or burgundy)	\$ 24
Pipe & Drape: per 8' linear section	\$ 25
Rope & Stanchion	
Per Set	\$ 15
Each Additional Set	\$ 10
Marquee	\$ 75
Gaffers Tape - Std Color (Roll)	\$ 22
Gaffers Tape - Fluorescent (Roll)	\$ 25
Flip Chart	\$ 35
Easels	\$ 10
Music Stand	\$ 2
Music Stand Light	\$ 2
Mirror Ball	\$ 30
Steamer	\$ 10
Dry Ice Fogger	\$ 75
Photocopies / Faxes (per page/side)	
Black & White	\$ .25
Color	\$ .50
Fax	\$ 2
Coat check	\$ 75
Bus Power	\$100
Convention Power (per hook-up)	\$ 25
Parking garage (evenings/weekends)	\$200
Parking meters (weekdays)	\$ 10

**LABOR RATES**

*4 hour minimum unless otherwise noted. TPAC management reserves the right to determine and set staffing needs for events. After five consecutive hours worked, Lessee must provide either a 1-hour meal break or a catered meal to all affected event staff. The Center is a non-union venue. Insurance regulations require that Center equipment be operated only by Center employees.*

**FRONT OF HOUSE**

Position	Per Person Hourly Rate
House Manager	\$21.50
Assistant House Manager	\$19.00
Bartender	\$20.25
Custodial Cleanup Service	\$20.00
Uniformed Security	\$27.00
T-Shirt Security	\$19.75
Parking Attendant	\$19.75
Ushers and Greeters	\$13.50
Ticket Takers	\$16.75
Box Office Sellers	\$16.75
Merchandise Sellers	\$16.75
Receptionist	\$18.00

**BACKSTAGE**

Position	Per Person Hourly Rate
Stage Manager	\$28.00
Stagehands*	\$23.00
Forklift Operator	\$28.00
Audio/Visual Technician	\$28.00
Riggers	\$41.50
Head Fly man	\$28.00
Runner - per day	\$225

\*Traditional stagehand compliment includes: Electrician, Carpenter, Wardrobe, Follow spot operator, Property (Props), Fly man, Truck Loader.

Above rates do not apply to persons under union contract, e.g. yellow card shows.

**-PRICES SUBJECT TO CHANGE- 1-1-2019**