

RULES AND REGULATIONS
Terms and Conditions “Addendum E”
For Profit – Non-Ticketed Event

RATE SCHEDULE

RENTAL RATES

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

Daily rental rate includes standard lighting package, standard sound package, lectern 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)

	Half Day [<4 hrs]	Full Day [>4 hrs]	With GNG Rental
<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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The following are per unit daily rental rates and apply to equipment owned by the Center.

LIGHTS		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		\$ 10

SOUND		(includes one microphone)
Sound System-Portable		
First performance		\$ 75
Microphones-Wired		
First performance		\$ 25
Each additional performance		\$ 5
Microphone-Wireless Handheld		
First performance		\$ 55
Each additional performance		\$ 45
Direct Box (passive)		\$ 5
Onstage Monitor System		\$300

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)	\$ 12
Stage Thrust	\$ 50
Orchestra Shell	\$125
Dance Floor	\$200
Grand Piano (7' Yamaha)	
Each performance	\$150
Mandatory Tuning	\$150
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)	\$ 7

Table skirts (white or burgundy)	\$ 24
Pipe & Drape: per 8' linear section	\$ 25
Rope & Stanchion	
Per Set	\$ 15
Each Additional Set	\$ 10
Marquee	\$ 50
Gaffers Tape – Std Color (Roll)	\$ 20
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	\$20.00
Assistant House Manager	\$18.75
Bartender	\$20.00
Custodial Cleanup Service	\$20.00
Uniformed Security	\$26.00
T-Shirt Security	\$18.75
Parking Attendant	\$18.75
Ushers and Greeters	\$13.00
Ticket Takers	\$16.75
Box Office Sellers	\$16.75
Merchandise Sellers	\$16.75
Receptionist	\$18.00

BACKSTAGE

Position	Per Person Hourly Rate
Stage Manager	\$27.00
Stagehands*	\$22.00
Forklift Operator	\$26.00
Audio/Visual Technician	\$26.00
Riggers	\$41.50
Head Fly man	\$26.00
Runner - per day	\$200

*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- 4-1-18