

**RULES AND REGULATIONS**  
**Terms and Conditions “Addendum E”**  
**For Profit – 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, 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. negotiated Percentage of gross receipt after tax.*

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

|  | Half Day<br>[<4 hrs] | Full Day<br>[>4 hrs] | With GNG<br>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 negotiated percentage 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 (4)                                |  |               |
| 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         |
| <b>SOUND</b>                                    |  |               |
| Sound System-Portable (includes one microphone) |  |               |
| First performance                               |  | \$ 75         |
| Microphones-Wired                               |  |               |
| First performance                               |  | \$ 25         |
| Each additional performance                     |  | \$ 15         |
| Microphone-Wireless Handheld                    |  |               |
| First performance                               |  | \$ 55         |
| Each additional performance                     |  | \$ 45         |
| Direct Box (passive)                            |  | \$ 5          |
| Onstage Monitor System                          |  | \$300         |
| <b>AUDIO / VISUAL / ELECTRONICS</b>             |  |               |
| If not listed P.O.A.                            |  |               |
| Fax Machine                                     |  | \$ 50         |
| DVD/VCR Player                                  |  | \$ 50         |
| Laptop  |  | \$ 50         |
| Presentation Clicker / Pointer                  |  | \$ 5          |
| <b>OTHER</b>                                    |  |               |
| Stage Risers (4'x8' section)                    |  | \$ 12         |
| Stage Thrust                                    |  | \$150         |
| Orchestra Shell                                 |  | \$125         |
| Dance Floor                                     |  | \$200         |
| Grand Piano (7' Yamaha)                         |  |               |
| Each performance                                |  | \$150         |
| Mandatory Tuning                                |  | \$150         |
| Internet Service                                |  | \$ 75         |
| Telephone line                                  |  | \$150         |
| 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 (each)                              |  | \$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             | \$20.75                |
| Assistant House Manager   | \$18.75                |
| Bartender                 | \$20.25                |
| 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                |
| Wardrobe                         | \$41.25                |
| Stagehands*                      | \$22.00                |
| Forklift Operator                | \$26.00                |
| Audio/Visual Technician          | \$26.00                |
| Riggers                          | \$41.50                |
| Head Fly man                     | \$26.00                |
| Runner per day + vehicle expense | \$200                  |

\*Traditional stagehand compliment includes: Electrician, Carpenter, 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-  
4/01/2018**