

RATE SUMMARY

Effective July 1, 2023

University Theatre Facilities

All events scheduled in University Theatre facilities require the following crews and will incur the following administrative charges. An estimate of expected expenses will be provided once a completed Technical Information Sheet has been received and reviewed by the Event Manager. The Technical Director will determine the full staff necessary to present your event. At the conclusion of your event, a final invoice will be provided. You will be responsible for any overtime incurred by the crew. Minimum call is 2 hours, total hours charged include set up, break down and necessary meal breaks. A mutually agreed upon break schedule for the University Theatre crews will be determined by the organization and Technical Director.

Cancellations

If it becomes necessary to cancel an event scheduled in University Theatre facilities, contact the theatre in writing as soon as possible.

These charges apply to all users. Failure to do so shall result in the following charges:

Less than 14 Days Prior to Event Date	Administrative Fee
Less than 7 Days prior to Event Date	Administrative Fee plus Two (2) hour minimum Crew Charges
Less than 24-hours	Administrative Fee plus Full Crew Charges

University Theatre Venue Rental Rates					
Building/Room	Capacity	Student Organizations [†]	DASA Arts Depts.	University Dept.	External Organization
Talley Student Union					
Stewart Theatre	756	\$0	\$0	\$475	\$2000
Frank Thompson Hall					
Titmus Theatre	192	\$0	\$0	\$250	\$700
Kennedy-McIlwee Theatre	103	\$0	\$0	\$200	\$450
Jackson-Thiem Pre-function and Burns Lobby	120	\$0	\$25	\$50	\$50
Administrative Charge		\$0	\$50	Included in rental fee	Included in rental fee
Tiered Equipment Rates		\$25	\$50/100/150/200*	\$50/100/150/200*	\$50/100/150/200*

LABOR CHARGES (ALL CLIENTS)	RATE
Technical Supervisor	\$25/hr
Board Operators	\$21/hr
Technician/Stage Crew	\$18/hr
House Manager	\$20/hr
Ushers	\$18/hr

TICKETING SETUP CHARGES (ALL CLIENTS)	STUDENT ORGANIZATIONS	ALL OTHERS
Basic Setup /General Admission	\$25	\$50
Complex Setup / Reserved Seating	\$50	\$100

[†] Student Organizations must be registered with Student Leadership and Engagement

*Equipment rates may be charged for use of multimedia projectors, lights, wireless mics, Marley dance floor, and other high maintenance equipment; depending on the quantity and complexity of equipment requested.

Stewart Theatre is the only venue University Theatre supports and schedules in the Talley Student Union. The dressing rooms and backstage support spaces are included in the reservation of the space.