



Rental Information & Rates

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A. General

Rental reservations are accepted up to one year in advance. The same rental dates in consecutive years are not guaranteed. Dates may be held for a short period of time at the discretion of the Center for the Arts. The Center for the Arts reserves the right to refuse rental of the facility. The Center for the Arts provides NO exclusivity or protection for promoters/presenters offering similar events at any time.

A fully executed (signed) Rental Agreement and deposit are required to reserve date(s) for off campus or non-UB accounts. No event may be announced until a fully executed Rental Agreement exists.

The Center for the Arts is a multi-venue facility. Each venue is rented individually and is subject to rent, labor, and equipment charges.

Use of the Atrium as anything other than a lobby for the Mainstage or Drama Theatre must be reserved in advance and included in the Rental Agreement with additional fees (e.g. reception, information fair, book signing, etc.).

All rates are subject to change.

UNIVERSITY OVERHEAD

University accounting agencies charge the Center for the Arts a 7% administrative fee on all deposits.

All off campus or non-UB account rentals are subject to a 7% University administrative fee on the total rental cost (including all labor, equipment, fees, etc.).

UB Department Renters are subject to a 7% University administrative fee on ticket revenue.

NON-PROFIT STATUS

Non-profit organizations shall submit proof of non-profit status upon return of a signed rental agreement.

QUESTIONS

For further information regarding renting the Center for the Arts, see the Center for the Arts web site (www.ubcfa.org) RENTAL section and select USAGE POLICY or submit a RENTAL REQUEST to check on availability of venue(s).

If you have additional questions, contact Associate Director, Sandra Fazekas by phone 716-645-6917 or e-mail Fazekas@buffalo.edu

B. Theater Rates

Mainstage [maximum occupancy 1,748 seats (1,106 orchestra/642 balcony), no standing room]

Commercial or Private	\$2,500 per day <i>\$1,250 for additional performance on same day</i>
Non-Profit 501C3 or UB Department	\$1,800 per day <i>\$900 for additional performance on same day</i>

Drama Theatre [maximum occupancy 388 seats, no standing room]

Commercial or Private	\$800 per day <i>\$400 for additional performance on same day</i>
Non-Profit 501C3 or UB Department	\$600 per day <i>\$300 for additional performance on same day</i>

Black Box [Flexible seating ~150 seats]

Commercial or Private	\$500 per day <i>\$250 for additional performance on same day</i>
Non-Profit 501C3 or UB Department	\$300 per day <i>\$150 for additional performance on same day</i>

The daily rate for the Mainstage, Drama Theatre and Black Box includes (at no additional charge): basic lights and sound, dressing rooms as available, basic custodial service, and basic front-of-house staff (house manager for 8 hours, ushers, ticket takers, coat check), and production manager.

Please note: Production labor, equipment needs beyond basic lights and sound, and box office services are not included in daily rate. These charges are detailed in Sections D, E and F.

Theater daily rates apply to the use of a venue from 8AM - midnight including the time required for: load-in, technical setup, rehearsal, one performance, and load-out. Daily rates are not reduced for partial day use.

If rental consists of multiple performances on the same day, there must be at least 2 hours between the end of one performance and the beginning of another. A continuous performance/event with audience lasting more than 4 hours will be considered an "additional performance" and the rental rate will increase per rates above

OVERTIME USE: An additional charge will be added for use of theaters before 8AM or after midnight

Mainstage	\$250 per hour or portion thereof
Drama Theatre	\$150 per hour or portion thereof
Black Box	\$75 per hour or portion thereof

DARK DAYS: Full rent for the venue will be charged for days between Renter's use when stage set does not allow for another rental.

LATE CURTAIN: If event begins more than 30 minutes after scheduled start time, additional fees will apply:

Mainstage	\$250 per hour or portion thereof
Drama Theatre	\$150 per hour or portion thereof
Black Box	\$75 per hour or portion thereof

C. Rates for Other Venues

Screening Room [Maximum occupancy 210 seats, no standing room]

Commercial or Private	\$300 first 4 hours \$75 each additional hour
Non-Profit 501C3 or UB Department	\$180 first 4 hours \$45 each additional hour

Hourly Screening Room rate applies to entire time of use from set up to take down (4-hour minimum) and includes House Manager, lectern (with fixed microphone) on stage. All other A/V requirements involve the addition of:

A/V Manager \$24/hr. (4 hour minimum hire)

EQUIPMENT RATES (Screening Room daily rates for equipment):

Slide or overhead projector	\$30
8-mm projector	\$45
Video, computer, or 16-mm projector	\$75 (computer not supplied)
35-mm projector	\$250
Handheld microphone with cord	\$15/each
Cordless microphone or lavalier	\$75/each

Atrium (lobby) [Maximum of 1,000 standing or 400 seated]

The Atrium serves as a lobby for the Mainstage and Drama Theatre. Availability for private events is subject the performance schedule in both theaters.

Commercial or Private	\$1,800/day Friday-Sunday \$800/day Monday-Thursday
Non-Profit 501C3 or UB Department	\$1,000/day Friday-Saturday \$400/day Monday-Thursday

Atrium Daily Rate applies to use of space from 8AM to midnight including set up, event and load out.

Rate includes dining furniture (as available).

House Manager for an 8-hour block of time (\$24/hr. after first 8 hours).

An additional \$160 maintenance fee applies when food or beverages are served.

For events requiring furniture set up/take down, an additional \$200 labor charge will be added.

ONLY AUTHORIZED CATERERS ARE PERMITTED. See: www.ubcfa.org for list of authorized caterers.

Green Room [Maximum Occupancy 30]

Green Room rate applies to events that do not include the Mainstage.

Commercial or Private	\$220/day
Non-Profit 501C3 or UB Department	\$120/day

D. Labor Rates

TECHNICAL LABOR

Center for the Arts professional staff are required to operate the theaters and other venues. The hourly rate is \$24/hr./per person (4 hour minimum hire). Due to liability and damage concerns, the Renter may not supply personnel to substitute for Center for the Arts staff.

A mandatory one-hour meal break is required after five (5) hours of work. All time is figured on full hours.

Production labor rates vary depending on the technical requirements of each event. As a guideline for estimation purposes, the following are "typical" daily rates for technical labor:

Comedian or single lecturer	\$660
Music Concert	\$1,800
Dance Performance	\$2,000
Variety Show (with multiple acts)	\$2,300

OTHER LABOR

House Manager

The House Manager is included for 8 hours only with theater or Atrium daily rates. Renter will be charged \$24/hour for House Manager after first 8 hours. The House Manager is included in Screening Room hourly rate.

A House Manager is required for all events (except closed rehearsals or technical work on stage where no audience is present). A House Manager must be present for Atrium events for all activity relative to the event (e.g. caterer load-in/out, set up through complete take down).

Front-of-house non-technical walk-through rehearsal on a non-rented day will be charged \$88 for House Manager. House Manager is the Center for the Arts representative during an event and is responsible for patron services and safety, coordination with caterer and other vendors. House Manager is not available for furniture set up/take down, installation of decorations or displays, running errands.

University Police \$45/hour per officer [required for any safety/security needs]

Fire Watch \$35/hour [required for events with smoke effects]

School-Time Bus Coordinators \$200 per event [required for all school-time performances]

Reserved Parking \$350-\$500 per event, depending on number of lots reserved.

Free parking is available after 3PM on weekdays and all day on weekends. Guest hang tags are required for parking prior to 3PM weekdays. To ensure adequate parking for patrons Monday through Thursday during the academic semester, Renters may request reserved parking. This service is provided by University Parking & Transportation.

E. Equipment Rates

THEATER EQUIPMENT

The following items ARE NOT included in the basic rental rates.

Follow Spotlights	\$150 each/day or \$450/each/week (Mainstage) \$100 each/day or \$300/each/week (Drama Theatre)
Marley Dance Floor	\$100 stage/day or \$300/each/week
Pianos	\$400 Concert Grand/day \$200 Baby Grand/day \$100 Upright/day
Cordless Microphones	\$75 each/day
Rear Screen Projection	\$600 per day for theaters (except Screening Room)/day
Chorus Risers	\$30 section/day
Stage Platforms	\$10 section/day
Smoke Machine	\$50 each/day
Portable Sound System	\$250 day
Orchestra Shell	\$500 use
Telephone Lines	\$50 each line/day plus use charges

This is not a comprehensive list of items available for rent. For price on items not listed, other than basic light and sound, contact the Production Department. See www.ubcfa.org : *Tech Info Pack* under [VENUES](#) for basic light and sound definition.

Equipment may only be rented for use within the Center for the Arts and is never loaned for use outside the building.

ATRIUM EQUIPMENT

Equipment available for Atrium events without charge (except set up/take down labor):

400 upholstered chairs (gray w/chrome frame)	velvet ropes and stanchions
30 - 6' diameter round tables (seating 10)	limited number of easels and sign holders
30 - 3'x6' buffet tables	ice machine
9 - 18" x 6' tables	coat racks and hangers
29 - 3' diameter sitting/ standing bistro tables	CD-player and microphone for PA system
12 - 2' diameter standing bistro tables	lectern
30' pipe and drape (white or black)	US flag (floor standing)
2 portable bars	

All food and drinks, linen, serving equipment, preparation supplies, utensils, dishes and glassware, coffee makers must be provided by caterer.

F. Box Office

The Center for the Arts (under its contract with TicketMaster) retains exclusive right to produce tickets for all events in the Center for the Arts. Tickets will not be ordered without a signed Rental Agreement and deposit.

Center for the Arts/TicketMaster tickets are required for all events open to the general public that take place in the Mainstage, Drama Theatre and Black Box regardless of whether or not an admission fee is charged. Tickets are required for the Screening Room and Atrium when an admission fee is charged.

Assigned seating (rather than general admission) is required in the Mainstage and Drama Theatre for all events with an admission fee.

The Center for the Arts Box Office is open Monday through Friday from 10AM-6PM (except holidays). On the performance day the Box Office will open one hour prior to event time and close approximately one hour after event start. Only Center for the Arts personnel are permitted to enter the box office.

A Box Office report, if requested, can be prepared immediately following close of sales indicating number of tickets sold in each price category and total ticket revenue. Box Office revenue cannot be accessed the day of the performance but a settlement check (if revenue exceeds expenses) will be issued within 20 days of event.

BOX OFFICE SERVICE FEE

\$1/ticket sold or distributed plus 3.5% of gross credit card sales and SUNY Card Campus Cash/Credit.

Services provided include: pre-event ticket sales and treasuring of proceeds, access to TicketMaster outlets, day of event Box Office staff and post event audit.

For events with no admission charge tickets will be printed for the maximum occupancy of the house at \$.50 per ticket for distribution at the door.

Season or Series Tickets:

Season or series orders that are pre-sold by the Renter will be subject to \$1 Facility Fee* and \$.50 Box Office Fee.

TICKET CONSIGNMENT

No ticket(s) shall be distributed from the CENTER Box Office without receipt of the full value of the ticket(s) at the time of distribution.

COMPLIMENTARY TICKETS

Tickets with no value indicated will be printed for Renter distribution at \$1 per ticket (includes Facility Fee*)

***FACILITY IMPROVEMENT FEE**

A \$1 Facility Improvement Fee on all tickets priced at \$6 or more will be collected at the time of sale directly from the purchaser and is clearly identified on the ticket as a "Facility Improvement Fee", separate from the actual value of the ticket.

A \$.50 per ticket fee will be collected for: Tickets priced at less than \$6, tickets printed with no admission charge (charged on torn tickets).

We recommend that you provide advance notice to your patrons by including the statement: "\$1 (or \$.50 as applicable) Facility Improvement Fee will be added to price of ticket." in promotional materials for your event.

G. Sales

Food and Beverage Concessions:

The Center for the Arts retains exclusive right to sell food and drink items and its own merchandise at all events without Renter participation in the proceeds. Concession services requested for small scale events will involve a labor charge. Alcohol bars at concession are provided at the discretion of the Center for the Arts.

Merchandise:

The sale of merchandise, souvenirs, or goods of any kind (including program books) is subject to the approval of the Center and the seller will be charged 20% commission on gross sales or 30% if Center provides sales personnel. Any merchandise placed on sale must be inventoried by the House Manager before sales begin. Commission is collected in cash by House Manager at the end of the sale. CENTER will collect Sales Tax unless other arrangements are made prior to the engagement and AGENT/ARTIST confirms such arrangements in writing to CENTER

H. Payment Schedule

NON-PROFIT OR COMMERCIAL/PRIVATE

Deposit	10% of total venue rent is due upon return of signed Rental Agreement. (non-refundable)
Advance Payment	The remaining total venue rent is due 90 days (12 weeks) prior to first use (non-refundable)
Estimate Balance	Remainder of estimate (labor/equipment/services) is due 10 business days prior to first use

Payment may be made by certified check, money order, or credit card. Payable to: "University at Buffalo". Tax ID number is required on Rental Agreement.

UB DEPARTMENT

University Departments must supply a University account number and authorized signature on Rental Estimate. An Interdepartmental Invoice is sent following the event. UB Student organization events require the signature of the Student Association Treasurer and Purchase Order for deposit.

LATE PAYMENT FEE:

When final payment is not received as prescribed in the Rental Agreement, a late payment service charge on the unpaid balance at 1-1/2% per month will be added to the bill.

I. Insurance

All non-UB Renters must present proof of appropriate liability insurance no later than 30 days prior to first use, in which the State University of New York and the University at Buffalo Foundation, Inc. are named as additional co-insured in the amount of One Million dollars (\$1,000,000.00), covering: injury to persons, including those resulting in death, and property damage, including damage to the CENTER, for all dates and times rented.

J. Other Services

Videotaping Service -- Call for information (Jamie Enser 716-645-6254 or jenser@buffalo.edu)

Simulcast -- Basic one camera \$250; two cameras with zoom in and out \$750.

Atrium Televisions -- \$24/hr. service fee to broadcast Renter's powerpoint presentation on Atrium televisions during rental event.

Promotion -- call for information (Dave Wedekindt 716-645-6775 or drw6@buffalo.edu)

Talent Booking -- call for information (Rob Falgiano 716-645-6921 or rjf3@buffalo.edu)

K. Miscellaneous

To inquire about renting other campus venues:

University Gallery

Contact Elizabeth Haremza 645-6912 or e-mail: eharemza@buffalo.edu

Art Department Gallery

Contact Becky Koenig 645-6201 ext. 1364 or e-mail: bkoenig@buffalo.edu

Lippes Concert Hall (in Slee Hall) or Baird Recital Hall

Contact Phil Rehard 645-2921 or e-mail: rehard@buffalo.edu

Alumni Arena or UB Stadium

Contact William Regan 645-6147 ext. 228 or e-mail: wjregan@buffalo.edu