



# Oak Creek Performing Arts and Education Center Rental Group Fee Schedule

## Rental Rates

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Fees are valid through at least July 2024:

### Rehearsals and Setup or Teardown (No Public Access/Audience, including parents)

Fees are invoiced at the time the building is contracted to be opened, and concludes when the last person has departed the building (by the quarter hour):

Monday through Thursday	\$150 per hour
Friday and Saturday	\$200 per hour
Rehearsal Hours after 10 p.m.	\$350 per hour

The OCPAEC is not available for rent on Sundays and holidays, unless in conjunction with at least one Friday event and two Saturday events by the same rental group. When approved, Sundays are invoiced at \$350 per hour.

### Performances (Full Theatre Access)

Fees are invoiced one hour prior to the scheduled show time, and concludes when the last patron has departed the theatre seating or lobby area (by the quarter hour):

Monday through Thursday	\$200 per hour
Friday and Saturday	\$250 per hour
Events after 10 p.m.	\$350 per hour

The OCPAEC is not available for rent on Sundays and holidays, unless in conjunction with at least one Friday event and two Saturday events by the same rental group. When approved, Sundays are invoiced at \$350 per hour.

## Complimentary Services and Equipment

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### Included with Rental at no charge, with the following exceptions:

Onsite House Manager	Provides building management throughout your scheduled time frame
Ushers	One usher for every 250 patrons
Ticket Takers	Scheduled, as required
Audio System and Inventory	Equipment is returned in the same condition it was received. Must be operated by a professional engineer, with COI.



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## Rental Group Fee Schedule

Lighting System and Inventory	House plot is restored and equipment is returned in the same condition it was received. Must be operated by a professional board operator, with COI.
Projector (Stationary)	Files must be able to be downloaded, Computer provided
Green Room(s)	<u>Space must be restored before departure</u>
Chairs, Black (150)	Renter sets and restores to proper racks
Music Stands, Black (150)	Renter sets and restores to proper racks
Banquet Tables, 6' (7)	Renter sets and restores to proper racks
Pit Conductor Stand	Renter must request 1 month prior to event
Orchestra Shell and Cloud	Renter must request two weeks prior to event
Choral Risers (10)	Renter must request two weeks prior to event
Live Stage Video Feeds/Monitors	Locations: Main GR, Dock, Box Office, Lobby (2)
Stage Comms/Wired Headsets	Locations: Tech Booth, Main GR, Spot Booth, SL, SR
Assisted Listening Devices	T-Coil Compatible, Patrons Check Out Day Of

### Additional Equipment Fees and Services

Lighting House Plot Restoration	\$150
Grand Piano, Tuned	\$150, first day (\$50 each consecutive additional day)
Theatre Pit Cover	\$400 (Install and Removal)
Choir Risers	\$125 (Install and Removal)
Table Linen Cleaning	\$10, each (As needed)
Gaffer Tape	\$20, per roll
Spike Tape	\$8, per roll
Snow Removal (Holiday/Sunday)	\$450 each plow (Sundays and holidays)
Catering	At actual cost
Additional Dressing/Rooms	\$6/Hr/Per Requested Room (Must be done in advance)
Excessive Garbage Removal	\$50/Per Room
Event Photography	Quote Upon Request
Basic Archival Video or Audio Rec.	\$10 (Must supply an SD card or USB)

*Note: 1 full stage camera view and usage of ambient mics. Technical issues may arise that prohibit recording. All recording copyrights are not the responsibility of the OCPAEC.*

### Other

Incidentals (damage, additional materials required, excessive cleaning, replacements, etc.) will be billed directly to the client at actual cost.



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### Staff and Services

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#### Audio, Lighting and Stage Technicians

The OCPAEC has a preferred vendor list for equipment as well as professional designers, technicians and stagehands/crew that are knowledgeable with our building and offer an impressive resume of design and technical talent to achieve any design for any type of performance. Technicians that are working within our in-house audio and lighting inventory with basic design needs start at the following hourly rates:

Audio Technician	\$35, per hour (4-hour minimum)
Lighting Technician	\$35, per hour (4-hour minimum)
Stagehands / Crew	\$25, per hour (4-hour minimum)
Projector Operator	\$25, per hour (hourly)
Spot Op Operator	\$25, per hour (4-hour minimum)
Rigging Technician	\$45, per hour (4-hour minimum)*

The OCPAEC director will make the final determination on the number of technical staff members needed per event.

#### Box Office

Box Office Set-Up Fee	\$100, per show run
Box Office Staffing Fee	\$50, per show

#### Patron Services Staff

Concessions Attendant	\$25, per hour
Merchandise Attendant	\$25, per hour
Ushers / Ticket Takers	Complementary, with Performance Rental Rate*