

Oak Creek Performing Arts and Education Center

District Fee schedule

Please read as rules and regulations are updated yearly

Building Usage

Rehearsals and Setup (No House access, or public allowed)

All performance based, art and film district groups have the opportunity to schedule up to three setup/rehearsal hours in conjunction with a single performance within a week of that performance. Additional time is available at \$25 per hour, and is used to help offset building expenses. Building use time is calculated from when the building was scheduled to be opened, and concludes when the last person has departed the building. All in-house equipment will be set out in the general area of usage. Please calculate time to set equipment in your desired placement.

Choral risers and Orchestral Shell can be set up prior to your arrival if requested two weeks prior to the event start. Late requests are often not possible to accommodate.

If you are not a performance based group wanting to use the space, rehearsal and set up time is charged at \$25/hr.

Setup/Rehearsal No charge, (3) Rehearsal hours within a week of the performance

Setup/Rehearsal \$25, each additional hour

Performances

The building opens 60 minutes before your scheduled event. The theatre opens for seating 30 minutes before your scheduled event. There are no fees associated with performances that remain within this timeframe.

We are required by law to have a fully-trained Patron Services Staff (i.e. ushers) present whenever the theatre is being used by a public audience (rehearsal and/or performance may apply). For all shows, the OCPAEC will schedule one Patron Services Staff member for every 250 patrons expected to attend your event at a rate of \$25 per hour, beginning 1 hour before the start of the show, and concluding when the last person has departed the building.

Ushers \$25, per hour

Other

Incidentals (damage, consumables, additional equipment required, excessive cleaning, etc.) will be billed directly to the district user at actual cost.

Included with District usage:

Onsite House Manager to be onsite whenever the building is in use.

Green Room Scheduled in conjunction with rehearsals and performances.

Audio Inventory

Lighting Inventory

Chairs, Black (150) - Group sets and stores to proper racks

Music Stands, Black (150) - Group sets and stores to proper racks

Tables, 6' (7) - Group sets and stores to proper racks

Preset Curtains on Fly Rail

Grand Piano

Choir Risers

Orchestral Shell (The PAEC Director has ultimate say on if the orchestral shell is necessary even if requested due to the set up time, or scheduled events that may conflict with set up/take down)

*If you need additional rooms attached to OCHS, please schedule these rooms through rSchool and let the PAEC director know which rooms will be utilized.

Consumables:

Table Linen Cleaning \$10, each (as needed)

Gaffer Tape \$20, per roll

Spike Tape \$8, per roll

Staff and Services

Audio, Lighting and Stage Technicians

Ambitious shows may require professional design and equipment that exceeds our staffing capabilities and equipment inventory. Please contact the OCPAEC director to discuss your specific needs and connect you with the right resources and our preferred vendors.

How to know if you require a technician or crew:

-If you would like the lights to change *DURING* the show (more than turning stage lights on then off)

-If you need us to play sound/music, set up choral mics, other equipment, have solos, need sound adjusted throughout the show

-If you need someone to click through a powerpoint slide during your performance (Projector clicker available, but can be unpredictable)

-If you need curtains or batons to move *DURING* your show

-If you are hanging large or heavy backdrops/hanging things from batons

Technicians that are working within our in-house audio and lighting inventory with basic design 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 (hourly)

Rigging Technician \$45, per hour (4-hour minimum)*

Note: *If interns are in the space during your show, please note that they have specific assignments given by the director and may NOT change what they are assigned without prior permission from the director.*

Patron Services Staff

You are welcome to provide your own box office, concessions and merchandise attendants at no cost. If you prefer, we can provide this staff for you:

Box Office Attendant/Concessions Attendant/Merchandise Attendant \$25, per hour