

SANGAMON AUDITORIUM



2014-2015 Information Guide

Updated June 2014

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Dear Reader:

This revision of the Information Guide for the University of Illinois' Sangamon Auditorium reflects our commitment to provide the very best customer service possible. Whether you are a seasoned professional event manager or a first-timer, we want the process of using our facilities to be very, very easy. We also want to provide you the tools to custom fit your event while controlling costs.

We want you to succeed, and the Event Staff of the Auditorium will do everything in their power to help. We will provide you a personal contact to support your efforts from preplanning through evaluation.

We hope that the reordering of the contents of this guide seamlessly conforms to your needs. If not, let us know, since revisions are inevitable. You can be sure that you are reading the very latest edition of this document if you are reading it online.

Thank you and welcome! Please take your time and enjoy the process of creating a successful event. It can and should be great fun, and we are honored to be part of your team.

A handwritten signature in black ink, appearing to read "Bob Vaughn", with a stylized flourish at the end.

Bob Vaughn
Director
Sangamon Auditorium

SECTION 1

GENERAL INFORMATION

About Sangamon Auditorium

Sangamon Auditorium is located on the campus of the University of Illinois Springfield (UIS), a small liberal arts campus of the University of Illinois. The Sangamon Auditorium staff manages and schedules Sangamon Auditorium as well as the Auditorium Lobby and the Studio Theatre. The only auditorium of its kind and size in the Springfield area, Sangamon Auditorium has grown to offer over 120 events each year, hosting a wide variety of events including private meetings, children's shows, university events, graduations, recitals, debates, and inaugurations. Sangamon Auditorium also presents an annual Performing Arts Series with Broadway performances, shows for families, and a broad representation of music, theater and dance.

Photo slideshows of both Sangamon Auditorium and the Studio Theatre are available on our website at <http://www.uis.edu/sangamonauditorium/rental/index.htm>

You can also view a virtual 360 panorama of Sangamon Auditorium at <http://www.prairieskycam.com/Graphics/Portfolio/360Tours/images/SangamonAuditorium.html>

Contact Information

Sangamon Auditorium
University of Illinois Springfield
One University Plaza, MS PAC 397
Springfield, IL 62703-5407

Administrative Office: 217.206.6150
Ticket Office: 217.206.6160
Fax: 217.206.6391

www.SangamonAuditorium.org

Auditorium Staff

for artists, artist managers and booking on one of our series	Bob Vaughn	Director	217.206.8280	rvaug3@uis.edu
for renting one of our spaces for your event	Elise Robertson	Event Coordinator	217.206.8289	erobe3@uis.edu
for billing, event settlements and contracts	Briana Fugnitti	Business Administrative Associate	217.206.8291	bbolt02s@uis.edu
for collaborations, partnerships and educational opportunities	Carly Shank	Director of Audience Development & Communication	217.206.8286	carmi1@uis.edu
for Ticket Office Information	Shannon Smith	Ticket Office Manager	217.206.8370	szill01s@uis.edu
for production, backstage, and technical information	Wes Abbott	Assistant Director of Stage Services, "tech director"	217.206.8293	wabbo2@uis.edu
if you are a member of the UIS campus community wanting to use our spaces for your event	Amy Zepp	Audience Development Coordinator	217.206.8287	azepp2@uis.edu
for volunteer opportunities	Mindy McCaffrey	Volunteer Coordinator	217.206.8432	mmcca5@uis.edu
for marketing and promotions	Jen Tibbs	Coordinator of Public Information	217.206.8284	jen.tibbs@uis.edu
for sponsorships, gifts, and information about Friends of Sangamon Auditorium	Brandy Stabler	Development Assistant	217.206.8290	bstab1@uis.edu

House Capacity

Sangamon Auditorium

Main Floor	1086
Lower Orchestra	66
<i>available when pit lift is at house level</i>	
Orchestra	425
Loge	595
Mezzanine	564
Balcony	368
Total	2018

Accessible and oversize seats are available on the main floor and mezzanine; the total number depends on the configuration of the accessible areas.

Studio Theatre

Main Floor	up to 197
	<i>depending on configuration</i>
Balcony	154
Total	351

Accessible and oversize seats are available on the main floor only; the total number varies depending on the configuration of the room.

Dressing Rooms

All dressing rooms have lighted mirrors, showers, makeup area, clothes racks and toilet facilities. All dressing rooms are accessed stage right. Vending machines are located on Level One near the dressing rooms for the convenience of the cast and crew of all productions. Fees associated with usage of the phone lines can be found in Section 3.

- **Rooms 1 & 2.** Stage level, stage right, can accommodate 1-2 persons each. Phones and fax lines available. Used for production office when required. One network connection is available in each room.
 - Dressing Room 1 dedicated phone lines: 206-6045, 206-7247 (Area Code 217)
 - Dressing Room 2 dedicated phone lines: 206-7006
- **Rooms 3 & 4.** * Lower level rooms will accommodate 1-6 persons each. Carpeted and equipped with sleeper sofa and easy chair.
- **Rooms 5 & 6.** * Lower level chorus rooms accommodate approximately 20 people each.
- **Rooms A-D.** * Lower level Studio Theatre dressing rooms will accommodate 1-4 people each. These rooms may be available to you if requested, but they may be in use for another event. Usage of the Studio Theatre dressing rooms without the concurrent rental of the Studio Theatre may incur additional fees for you.
- **Wardrobe Room.** * Lower level, 34' wide x 20' deep. 2 washers and sink (located in the shop across the hall), 2 dryers, steamer, irons and boards, rolling racks, tables and chairs, 8 rolling clothes racks, and 10-20 AMP electrical circuits.

** One patchable phone line is available in each room.*

Patchable phone numbers: 206-6522, 206-6862, 206-7733, 206-7734, 206-6392 and 206-7006

SECTION 2

THE EVENT PROCESS

Holding an event at Sangamon Auditorium involves a four step process: pre-planning, planning, implementation, and evaluation.

1. PRE-PLANNING

Pre-planning means talking to us about your event. Whether you have a specific purpose or just a rough idea, we begin the process by informally discussing your event so we can collectively decide if we think Sangamon Auditorium would be a good fit. Please refer to the staff list in Section 1 to see who may be able to best help you. If you are not sure who to call, please call the main line for the Administrative Office at 217.206.6150, and you will be directed to the appropriate staff member. For any event at Sangamon Auditorium, you will be assigned a staff member who will be your main point of contact and serve as your “event coordinator.”

Some charges may vary depending on whether you are a for-profit or not-for-profit tax-exempt organization. A not-for-profit tax-exempt organization is defined as having 501-(c)3 status. If your event has an “above the title” sponsor, you will be charged the for-profit rate. You must disclose your organizational status as well as any sponsors, partners or collaborators in order for the event coordinator to create an accurate estimate.

Events hosted or sponsored by two or more partnering organizations will be charged the appropriate rate for the highest of the partners.

If you are planning an event that has occurred before, either at Sangamon Auditorium or another venue, it would be helpful if you could gather notes and materials from previous years to assist in the planning process.

2. PLANNING

The second step in the event process is planning, which involves consideration of all the details related to your event. This step can be divided into smaller sections: scheduling, ticketing, marketing, merchandise, catering, and subcontractors. You must adhere to all University policies and procedures for the duration of the coordination and implementation of your event. Additional University policies can be found at <http://www.uis.edu/academicstaffhandbook/appendices/FacilitiesUsePolicies.html>

SCHEDULING

AVAILABILITY – Available dates can be ascertained by contacting the event coordinator. Dates tend to become unavailable quickly and rental requests cannot be confirmed until the internal calendar of the Auditorium is set, usually mid April for events occurring after August 15 of the same year. We reserve the right to restrict available dates depending on the type and timing of an event, but we will try to be as creative as we can in accommodating your date.

Special Note About Scheduling

Programs that are open to the general public and involve more than one performance on the same date must be scheduled and operated in such a manner that an interval of not less than one and one-half (1.5) hours exists between the end of one performance and the starting time of the next.

HOLDS – To ensure availability, a hold must be placed on a date. Holds requested more than a year in advance of the event date may not be accepted. All holds and reservations are subject to the review and final approval of the Director. At no time will a hold be placed for an event that contradicts or directly competes with our internal season calendar. When a hold is requested, a **first letter** will be sent out verifying the receipt of the request, even if we are not able to confirm the use of the space at that time. A verbal courtesy hold on any available date is effective for ten (10) working days. At the end of the 10-day period, if you are not ready to move forward with the information for us to produce an estimate and a signed agreement, then the date may be removed from hold status. (If we are already in possession of a technical rider and event details at this time, a final letter along with an estimate and a contract will be sent to you to confirm the date.) Otherwise, you will receive a **second letter** confirming that your request has been placed on the calendar and requesting additional information so that an estimate may be produced. You will also be informed of the insurance requirements and the minimum deposit amount. Once we have obtained the technical rider and event details, a **third letter** will be sent along with the estimate and contract for your signature.

ESTIMATES – You must provide the event coordinator and the Director of Stage Services with specific plans (including staging, lighting and sound), setup and equipment needs and all relevant event details. A technical rider is preferred. Technical riders and event details are used to direct the coordination and implementation processes and to produce an accurate estimate of charges. Estimates are not guaranteed and should not be construed as representative of final charges which will be based on the actual use of services and charged according to the rates in effect on the event dates. We are not responsible for adhering to the pricing provided on any estimate or for estimates that are based on incomplete or inaccurate technical information and/or event details. You are responsible for the prompt payment of all charges associated with your event whether these are less than or more than the estimated amount.

RESERVATIONS – Securing a reservation requires:

- Non-refundable deposit
- Signed copies of the rental agreement
- Acceptable Certificate of Liability Insurance
- Agreement to attend a pre-event meeting to finalize event details and a post-event meeting to discuss the event and review the settlement invoice

Deposits and Certificates of Liability Insurance are appreciated at least nine (9) weeks prior to the reserved date; these must be received no later than five (5) weeks prior to the event date for agreements to be fully executed. After this time, we may release the reserved dates. At no time will tickets for an event go on sale prior to receiving the deposit (and having it clear the bank) and signed agreement.

DEPOSIT – Deposits are set at the discretion of the Director to assure we can cover front-end expenses in the event of cancellation or postponement. Deposits are nonrefundable and applicable to expenses at settlement. The deposit held for a postponed event will be forfeited after a 12 month period unless the event is rescheduled by mutual agreement. The deposit will be at least \$500 for a not-for-profit event and at least \$1500 for a ticketed or promoted event. The deposit may be greater depending on the event; generally deposits will be higher for first time users and lower for entities that have a relationship with us.

INSURANCE – The University of Illinois requires renters to carry valid liability insurance at acceptable limits. For the purposes of establishing a contract and using the Auditorium or Studio Theatre, the following criteria must be met regarding Certificates of Liability Insurance:

- A Certificate of Insurance will be issued naming the **Board of Trustees of the University of Illinois as an additional insured**. This is in respects to all general liability, not only the negligence of the named insured. The Certificate of Insurance will be provided by an insurance company with a rating of B+:VI or better in the current edition of Best's Key Rating Guide. This Certificate of Insurance must be received and approved before commencement of operations. The Certificate must evidence the following coverage in at least the limits stipulated. You must agree to maintain such insurance for the duration of the program or the term for which services will be rendered: Workmen's Compensation (including Occupational disease) under the terms of the Illinois Workmen's Compensation Act; Employer's Liability: \$500,000; Public Liability: Bodily Injury, \$1,000,000 Combined Single Limit -OR- \$1,000,000 per occurrence, and Property Damage (Damage to Rented Premises), \$500,000 per occurrence.
- The following required wording and parameters must be included in the Certificate:
 - The Board of Trustees of the University of Illinois is an **additional insured**. (This wording must be included on the Certificate. Being a Certificate Holder is not adequate.)
 - Limits - \$1,000,000 General Liability; \$500,000 Property Damage (for Sangamon Auditorium events; events in the Studio Theatre may carry \$50,000 Property Damage).
 - If additional wording is included in the description section, the Certificate may not be considered acceptable or valid. Including the dates of the rental event (stating all load-in, rehearsal, performance and load-out dates) is permissible if desired.
- All **subcontractors** (i.e. photographers, videographers, etc...) must comply with the same insurance coverage criteria as stated and described above and secure the Certificate of Insurance in favor of the University. It is your responsibility to obtain certificates from subcontractors and to provide them to us. If we need to contact insurance companies and/or the subcontractors directly, the time spent on these tasks will be added to the total labor charge for Front of House services.
- If a performance is to include the use of **animals**, be sure your insurance covers it. Otherwise, a separate Certificate is required from the animal's owner/handler in the same amounts in addition to the one required of the booking/performance company or whomever signed the contract with the renter.
- We reserve the right to request a copy of the **full insurance policy** in addition to the Certificate of Liability Insurance for any renter or subcontractor. Policies found to be inadequate according to the aforementioned criteria will not be accepted.
- If you need **supplemental coverage**, you may be able to purchase coverage through a University of Illinois TULIP (Tenant Users Liability Insurance Program) policy. Rate schedules, availability and requirements for this program are determined by the administrator of the plan. To learn more about this option, contact the event coordinator.
- You agree to endorse the policy when the Board of Trustees is added as an additional insured to the Certificate of Liability Insurance.

CHALLENGES TO DATES – If you want a date that is already on hold by another potential renter, you have the ability to place a 2nd or 3rd hold or challenge the date, thereby forcing the holding party to go to contract within 24 hours or else lose their hold on the date. If you issue and win a date challenge, you must be ready to go to contract within 48 hours of issuing the challenge. Challenges must be secured with a non-refundable deposit.

POSTPONEMENT – In the event of postponement, all resultant charges must be paid in full before a new event date will be confirmed. Deposits will be credited to postponed events that are reconfirmed within twelve (12) months of the original reserved date.

CANCELLATION – In the event of cancellation by you, you are solely responsible for all direct costs and fees accrued on your behalf even if this amount exceeds the amount of the non-refundable deposit. Money collected by the Ticket Office for ticket sales will be returned to the ticket buyers. We will retain all ticket handling fees and Internet convenience surcharges which are charged to customers directly and have no impact on gross potential. You will be unable to place a hold or reserve another date until we have been reimbursed for these costs.

In case the premises of the Auditorium or the Public Affairs Center is destroyed or damaged, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, official or de facto state of war, police action, conflict, act of God, weather, riot, epidemic or an emergency declared by a governmental agency or any act or order of public authority, we may terminate the agreement. In the event of such termination, you waive any and all damages and any claims to payments that may have arisen had the agreement not been terminated.

TICKETING

TICKET OFFICE HOURS – The Ticket Office is open Monday through Friday, from 10:00 am to 5:00 pm. The Ticket Office will open two (2) hours prior to curtain time on performance dates. Phone numbers are 217.206.6160 or 800.207.6960. The number for the Telecommunication Device for the Deaf (TDD) is 800.526.0844.

CAPACITY – All ticketing must be done by the Auditorium Ticket Office to ensure that maximum seating capacities are enforced. In no instance will tickets to any event be sold nor persons admitted in excess of the seating capacity of the Auditorium. If we are providing ticketing services for an event occurring at another venue, no tickets will be issued in excess of the seating capacity of that venue. Additional fees apply for ticketing for an event occurring in another venue. The event coordinator can make special arrangements for groups of tickets or for sequentially numbered general admission tickets to be checked out from the Ticket Office and distributed by you. However, all reserved seating must be ticketed and distributed solely by the Auditorium Ticket Office.

FEES – You are responsible for all fees associated with tickets printed and distributed by the Ticket Office. Please see the Rental Rates and Service Fees section of this guide for more information.

TICKET STOCK – Tickets for all events will be printed on Auditorium ticket stock. We reserve the right to sell a ticket back sponsorship which will be pre-printed on the stock. You will not have access to any cash or trade benefits provided to the University for this sponsorship, since the sponsorship has a net effect of reducing the ticketing cost to you.

HOUSE SEATS & VENUE TICKETS – For each event we will hold 12 house seats in Zone 1 seating to resolve patron issues. We will do everything possible to assure that these seats are an upgrade for the patron. In addition to the house seats, you will make 20 seats in mutually agreed upon locations available to us at no charge. Unused tickets will be made available for sale not later than 24 hours before the event. A list of distributed tickets will be provided at settlement if requested.

RENTER HOLDS – Our standard practice is to hold 20 seats as renter holds unless otherwise stated in contracts or discussed with the Ticket Office manager. These seats will be released 2 business days prior to the performance.

HOUSE SCALING – We can offer recommendations on ticket price scaling prior to tickets being offered for sale. Our ticketing software will only enable certain configurations of house scaling of price zones without additional cost to you. We strongly recommend that users scale ticket prices for the following 3-Zone or 2-Zone configurations. Custom setups are subject to additional fees. Please call the Ticket Office Manager for further details.

3 Price Zones

Zone 1 = 1286*

Zone 2 = 628

Zone 3 = 100

2 Price Zones

Zone 1 = 1286*

Zone 2 = 728

* The use of the orchestra pit for staging kills 66 seats in Zone 1; having the sound mix set up in the house instead of the technical booth at the back of the main floor usually kills 18 seats in Zone 1.

ONLINE TICKETING – We have an exclusive agreement with Tickets.com for the online sale and processing of all ticket orders. This service includes the assessment of certain additional charges and fees to ticket buyers. No other online ticket sales or promotional service may be used.

ON-SALE – In order to coordinate various promotional campaigns and ensure quality patron service, the Ticket Office Manager must approve the on-sale date for all events. It is best to confirm this date as soon as possible once your reservation of the date is confirmed. We require that renters submit a completed Rental Ticket Information Sheet no later than 10 business days prior to the first ticket on-sale date. Please go to <http://www.uis.edu/SangamonAuditorium/rental/index.htm> to view the form.

- In no case will tickets be made available to the public prior to the approval of this contract, the receipt of the non-refundable deposit and the deposit must have cleared the bank in order for tickets to be put on sale. No on-sales will occur without a fully executed agreement.
- Two business days prior to the first on-sale date, you must confirm with the Ticket Office Manager any seat holds (including artist and promotional holds) and seat kills. Seat kills must be determined by the artist's tech rider.
- Ticket pricing and discounts will be agreed upon before execution of a rental agreement. If you change ticket prices after the deal memo has been issued and the agreement submitted, you will be subject to an increase in their rental rate based on changes to the gross potential at the discretion of the Director or his designee.

PRE-SALE – Sangamon Auditorium has a donor program called *Friends of Sangamon Auditorium*. Whenever possible, we encourage the renter to offer advance ticket purchase opportunities two weeks prior to the advertised on-sale date and/or discounts to this group through a targeted mailing. Upon request, we will provide a cost estimate as well as an implementation schedule for your consideration.

STUDENT DISCOUNTS – You are requested to incorporate the current student discount policy into your pricing structure for students of the University of Illinois Springfield, Lincoln Land Community College, Benedictine University, and sometimes other colleges and universities. The discount agreements with these schools are modified each semester. For further information, contact the Ticket Office Manager.

TICKET WRAPS & REPORTS – As part of a rental agreement that includes Ticket Office services, you can request and receive periodic ticket wraps that reflect the total number of tickets sold and the total dollar amount of tickets sold. Other Ticket Office report requests will be handled on a case-by-case basis by the Ticket Office Manager. Fees for additional reports vary depending on the report type and are assessed at a rate of \$23/hr (1/2 hr. min.). Recommended production timelines for additional reports are available upon request. Standard reporting is as follows:

- The Ticket Office will provide a weekly event wrap every Wednesday for upcoming events that are between one week and one month away.
- Daily event wraps will be provided each business day during the week prior to the event
- A performance sales report will be sent the week following the event
- A breakdown of Ticket Office fees will be provided in every event settlement.

DATA SECURITY & MAILING LISTS – We are unable to release names and demographic information (addresses, seating assignments, etc...) of patrons making purchases through the Ticket Office. At no time will information pertaining to purchases such as credit card information or copies of checks be provided. If you would like to send direct mail to patrons who purchase tickets to your event, the following criteria apply:

- A minimum of ten (10) working days notice is required for any mailing request.
- All mailing materials must be provided by the renter.
- Mailing preparation will be handled by Sangamon Auditorium.
- The total cost (including a fee of \$150 or \$0.11 per label, whichever is greater, plus postage) will be billed to you. Smaller quantity label requests will be priced on a case-by-case basis with a \$10 minimum.

DROP COUNT – A drop count, which is the actual number of tickets collected at the door, will be performed for every event occurring in the Studio Theatre and Sangamon Auditorium when people are present in the house.

MARKETING & PROMOTIONS

APPROVAL OF PUBLIC INFORMATION – All copy for public information about an event must be approved by the Coordinator of Public Information to assure that the venue is appropriately represented and venue and Ticket Office details are correct.

- Location: Sangamon Auditorium, University of Illinois Springfield or Sangamon Auditorium, UIS. The Sangamon Auditorium logo is required in all print and electronic advertising.
- Ticket Office Phone numbers: 217.206.6160 or 800.207.6960
- Ticket Office Hours: Monday through Friday 10:00 am - 5:00 pm, and 2 hours prior to performance time
- Website for real-time ticketing: www.SangamonAuditorium.org

STANDARD PACKAGE – We provide a standard package of marketing and promotional items for all public events held at the Auditorium or Studio Theatre and ticketed through the Auditorium Ticket Office. The following items are included in the standard rental fee, should you choose to take advantage of their availability. You must provide all copy, images, and multimedia items to the Coordinator of Public Information.

- **WEBSITE** – Presence on Sangamon Auditorium website, including a listing on the event calendar page and an individual event page OR a link to an external page with information about the event.
- **EMAIL MARKETING** – Inclusion in one promotional email to the Sangamon Auditorium patron list (approximately 20,000 addresses) announcing the event's on-sale.
- **SOCIAL MEDIA** – At your request, the event can be mentioned once weekly in our online social media vehicles.
- **CONSULTATION** – The Associate Director of Marketing will provide telephone and email consultation regarding specific local media outlets and sales strategies.

AUDITORIUM-PLACED ADVERTISING – We negotiate media rates each year with local outlets. For consistency, expediency and savings, a renter's advertising may be placed by the Auditorium marketing staff. A 15% commission (net divided by .85) is added for advertising placed on behalf of a renter. Advertising and agency fees must be paid in advance unless sales revenue held in the Ticket Office exceeds the cost of these fees. For further detailed information on a customized marketing plan for your event, please contact the Coordinator of Public Information.

PROGRAMS & HOUSE INFORMATION SHEETS – If you are using event programs, the event coordinator may provide you with House Information to include. Though we try, we cannot guarantee the distribution of programs and inserts to every patron.

If you are not using event programs, we reserve the right to require you to produce, or to pay for us to produce, House Information Sheets to be provided to patrons. If you want the Auditorium to have these printed on your behalf, you must provide at least ten (10) working days notice. The House Information is available upon request from the Coordinator of Public Information.

PROGRAM INSERTS – All program inserts must be approved by the Coordinator of Public Information. We reserve the right to use your program for Auditorium-related inserts. The following criteria apply to program inserts:

- No more than three (3) inserts are permitted per program.
- Inserts can be placed by Auditorium ushers unless other pre-show usher duties interfere with usher availability for this task. In this case, other arrangements may need to be made which may include an additional fee for insert placement.
- Inserts should be no larger than the program itself.
- Programs and insert copy should be provided to us at least five (5) days before the event for approval. Programs and inserts are to be delivered to us no later than one (1) day before the event for stuffing

purposes.

- Inserts cannot be used to promote events occurring at another venue on the same day as a scheduled Auditorium or Studio Theatre event.

PROMOTIONAL MATERIALS ON-SITE – Promotional materials to be used in the lobby and other areas of the venue must be approved by the Coordinator of Public Information. You cannot place promotional or sales materials on vehicles in UIS parking lots or distribute materials outside the Public Affairs Center.

MEDIA COVERAGE OF EVENT – Radio and television coverage of Auditorium events may be prohibited when a performer's agreement does not permit it, or when the Director feels such coverage would tend to diminish the audience's appreciation of the event.

- When an organization wishes to tape or film in the Auditorium, arrangements must be made with the event coordinator at least one (1) week in advance.
- When taping or filming, the media person must agree to: use no additional artificial light, accept house sound feed, and remain in position(s) designated by the event coordinator and/or Director of Stage Services.
- If the entity providing media services requires additional time in the space to set up or needs additional lighting, or sound feeds, you will be charged for the applicable labor and equipment costs.

MERCHANDISE SALES

APPROVAL – Materials to be sold on the premises (merchandise, recordings, books, etc...) must be approved in advance by the Director or his designee.

SIGNED AGREEMENT – The Merchandise Sales Attachment or Vendor Agreement (available at <http://www.uis.edu/SangamonAuditorium/rental/>) must be signed and returned to us prior to the event if any materials or merchandise are to be sold. If you want us to provide merch sellers, then a minimum of **four (4) weeks' notice** is required.

SALES ACCOUNTING – Accounting for sales will be handled by an Auditorium Representative and a representative of the renter/merchandiser. Merchandise will be secured by the Auditorium upon count-in and will remain under the control of the Auditorium until count-out and settlement.

SIGNING ITEMS - If an artist will be signing items for patrons, this must be done at a table separate from the merchandise table to control the access to and sale of merchandise. If this is not done and there is a shortfall, then you are solely responsible for the shortfall.

HOUSE COMMISSIONS - The house commission rates are:

- Fifteen percent (15%) of gross sales for recorded materials
- Twenty percent (20%) of gross sales for other items

SALES PERSONNEL – If you would like us to provide sales personnel, one (1) person will be provided, and you will pay an additional 5% of adjusted gross sales to the University of Illinois. This cost will be directly deducted from your share of merchandise profits.

SEATING AREAS – No products shall be sold in the seating areas.

SETTLEMENT – Settlement will be made in cash immediately following the conclusion of sales on the day of the event.

SALES TAX – It is University policy that you take responsibility for all sales tax collection, processing, payment and reporting unless you are exempted by the appropriate governmental jurisdiction and evidence of such exemption is presented to the University prior to the sale of merchandise. Please contact the Illinois Department of Revenue Special Events Unit at 847.294.4475 to obtain a Business Certificate. The Business Certificate is free and the process takes approximately five (5) minutes to complete. The Illinois Department of Revenue requires that we receive a copy of the Business Certificate before sales can occur on premises.

PHOTOGRAPHERS & VIDEOGRAPHERS – With the exception of documentary or archival photography or videography, photographers, videographers, etc. offering their products for sale (whether or not sales occur at the Auditorium) must sign a separate agreement with us and pay a session fee directly to us. Please refer to the Rental Fees in Section 3 for information about the session fee. These costs are independent of any merchandise commission agreement that they have with you (if they are a subcontractor).

REFRESHMENTS & CATERING

All food and refreshments must be dispensed and consumed only in areas designated for this purpose. All hospitality and catering requirements should be stated in the agreement and must be provided to and discussed with the event coordinator. UIS Food Service is the designated provider of all catering and hospitality on the UIS campus. An estimate can be obtained by contacting Food Service directly at 217.206.6768. For additional coordination fees, you may choose to have us arrange for your food service needs.

FOOD IN THE AUDITORIUM – At no time shall food or refreshments be carried into the Auditorium proper or consumed on stage, except as required by the script or artist agreement. Bottled water is allowed inside the house during events.

REQUIRED MEALS FOR STAFF & VOLUNTEERS – A meal will need to be provided for any usher, stagehand or Auditorium staff member when time exceeds the maximum amount allowed by union contract without a break, when ushers work more than four and a half (4.5) hours straight, or when their time is scheduled over a meal period. If a meal is required, then you are responsible for costs up to \$10 per person. If a meal has not been pre-arranged, a penalty charge will be applied.

ALCOHOL & DRUGS – University regulations prohibit possession and/or use of alcohol and/or any narcotic or stimulating drug on University property. Alcohol that is to be served as part of an event must be subject to University policies including the receipt of a signed and approved Alcohol Waiver prior to the event. Any alcoholic beverage served on the University campus must be dispensed by a trained bartender employed by UIS Food Service. You are responsible for all charges associated with the consumption of alcoholic beverages. We are unable to supply or provide alcoholic beverages in the backstage areas.

SUBCONTRACTORS

If you have subcontractors affiliated with your event such as photographers, videographers, florists, etc., you are required to provide this information to us at the time of reservation.

PROFIT – If you have a subcontractor who uses an Auditorium space for the purposes of generating profit, you are responsible for paying the session fee to us and then obtaining reimbursement from the subcontractor directly. Please refer to the Rental Fees in Section 3 for the current session fees. The subcontractor using time in the Auditorium for sales purposes or to make a profit, whether through pre-sales, sales at the venue or sales outside of it, must sign and adhere to a separate Vendor Agreement (available at <http://www.uis.edu/SangamonAuditorium/rental/>).

INSURANCE – It is your responsibility to obtain and provide to us an acceptable Certificate of Liability Insurance for each subcontractor or extend your coverage to your subcontractors. Failure to do so will result in additional coordination fees for our staff to obtain these certificates, which will be billed to you. Subcontractors not having an approved Certificate on file will not be allowed access to the venue.

CONTRACTS – We request that you initiate and directly enter into all contracts for services from outside vendors because the time required for us to process and return a fully executed, signed contract can be substantial. If we enter into such a contract on your behalf, then a minimum of five (5) months are needed to ensure that internal contract processing is completed.

3. IMPLEMENTATION

The event coordinator will work with you in the weeks leading up to your event to organize the details. An Auditorium staff member designated as the “auditorium representative” will be available during your event to assist with situations that may arise. Please carefully review the following policies, which will be enforced through the duration of your event.

BUILDING ACCESS – You are not permitted access to backstage areas or the house prior to the dates and times indicated on the rental agreement. Any changes to the load-in/load-out, rehearsal or performance times must be requested and confirmed in writing. Due to University policy, we are unable to provide you with keys to the dressing rooms or any other backstage location.

PARKING – Five (5) parking spaces are available near the stage door entrance. You must provide the make, model and license plate numbers of cars you wish to park in this area so the event coordinator can obtain temporary parking permits. Because the building is used by many groups, all the spaces may not be available for all events.

Vehicles may only park in the loading dock for load-in/load-out in conjunction with an Auditorium event. Only busses and semi or larger trucks may be parked in the loading dock lanes. Vehicles parked in Dock 2 must keep the fire standpipe access clear. Standpipes are at the right side of the loading area as you face the building. **This space must be kept clear at all times.** Please turn off engines to avoid having the exhaust go inside the building.

The Auditorium is not responsible for any parking tickets received by those not parking in the proper spaces, those double or triple parking or for those losing their parking passes. It is the responsibility of the renter to communicate all parking guidelines and policies to their performers, staff and patrons. The map in Appendix D indicates additional parking areas. Additional maps can be provided upon request.

SAFETY – You cannot obstruct any portion of the sidewalks, entries, foyer, halls, exits, stairs, fire lanes, fire hoses, etc. with vehicles, performers, scenery or equipment. Doors should not be propped open or blocked shut at any time. The tech director, auditorium representative and Campus Police each have the authority to enforce this policy.

DAMAGES – You will be charged for any damage you cause to the building, grounds or Auditorium equipment. We assume no responsibility for any property you bring on campus. We are relieved and discharged from any liability for any loss, damage or destruction of property that may be sustained in connection with any service to be carried out under the terms of this agreement.

SCENERY AND COSTUMING – Arrangements for constructing or painting scenery on the premises or for setting up scenery on the stage prior to a rehearsal or performance will be negotiated at the time the Auditorium rental agreement is signed. The tech director must be present during all construction, painting or repair. His time will be billed to you at the applicable hourly rate. At no time will the sinks, showers or washers and dryers be used to dye fabrics or costumes. Necessary cleanup charges and replacement/repair costs directly associated with these activities will be billed to you. Please refer to Section 4 for more detailed stage regulations.

The use of any type of body, face, spray or roll-on glitter is prohibited in all areas of the Auditorium as are talc, rosin, and sequins not firmly attached to clothing. Substantial clean up fees will be assessed to any group disregarding this policy. No crew or cast member in costume should leave the stage and dressing room area prior to, during, or at the conclusion of a performance due to the extensive cleanup charges that can be associated with removing makeup and other products (such as rosin/talc, glitter and sequins) from the carpet and seats of the Auditorium house.

You are expected to remove all scenery, props and materials from the stage, all dressing rooms, the house and the lobby immediately following the completion of the performance or during load-out. Items not taken will be assessed a storage fee. Storage fees depend on the size and nature of the left items and rates are assessed at the discretion of the tech director and the Director. Storage fees will continue to accrue until you claim your property and pay the accumulated fee, or until thirty (30) days have passed. After thirty (30) days, we reserve the right to dispose of any remaining property on your behalf. Items needing to be shipped to you will be sent at your expense.

MEET & GREETS / BACKSTAGE GUESTS – Guests are not allowed backstage without prior consent from the Director of Stage Services and the event coordinator. Guests approved by both you and the Auditorium must be wearing an appropriate backstage pass and should enter through the exterior stage door.

We reserve the right to determine the necessity for backstage passes for you, your agents, personnel and special guests. When needed and not provided by you, passes are produced on your behalf. If you want customized text and graphics (black and white only), you must provide this information to the event coordinator along with the quantity needed no fewer than five (5) working days before the event.

If the promoter, production management or artist have made arrangements with fans, radio stations or service trade organizations for individuals not directly affiliated with the production to attend sound checks, meet and greets or receive backstage passes, this information must be communicated to the event coordinator at least 2 weeks prior to the event date so that assessment of the risk and security needs can be conducted and adequate staffing arranged. If you fail to notify the Auditorium in advance, you will be subject to late notice labor fees of one and a half (1.5) times the applicable rate.

ADA COMPLIANCE - You must comply with current Americans with Disabilities Act (ADA) policies and regulations in effect on your event date. Compliance includes your reimbursing any coordination fees and all direct costs we incur on your behalf. These may include but are not limited to:

1. Arranging for interpretation services for the hearing impaired when a request has been received from a patron. This service is based upon the receipt of the request within the designated time frame and the availability of an interpreter.
2. When a patron requests a Braille or large-print program, it will be requested from you. If you cannot provide the program, you agree to provide the necessary materials (if available) to us in a timely fashion for the program to be produced and provided on your behalf.
3. We will provide for the use of the PAL (Personal Amplified Listening) System when a request is received from a patron. You must agree to provide audio feed to the Auditorium for operation of the PAL system. This service is based upon the availability of PAL devices.
4. We are not responsible for providing personal care assistance to patrons or anyone using the venue. Those requiring these services are kindly reminded to make proper arrangements (including purchasing a seat) for someone to assist them.
5. We will make reasonable accommodations for those needing TDD equipment or services.

SMOKING – You must adhere to all local, state and national laws and policies regarding smoking. If there are discrepancies between local, state and national policies, then the strictest set of regulations will be enforced.

- Per UIS policy, smoking is prohibited in all campus buildings.
- Per Illinois law, smoking on stage during a theatrical performance is prohibited.
- Designated smoking areas are established outside of the venue at a minimum of fifteen (15) feet from the doors. The only designated smoking area for Auditorium patrons is outside of the house left doors, immediately across from the coat check. Stagehands, cast and crew may smoke at the designated area outside the stage door.
- You are responsible and liable for any fines and fees associated with a performer's or the rental representative's violation of any portion of Smoke-Free legislation.

CAMERAS AND RECORDING DEVICES – In order to preserve the integrity of the performance, to show courtesy to the audience, for the safety of the performers on stage, and to remain in compliance with performance contracts, it is the general policy of the Auditorium that no recording equipment of any kind (including video, sound, and photography equipment) is permitted inside the Auditorium before or during performances.

Requests to record an event should be made to the event coordinator at least two weeks prior to the performance. Approval of this request will be provided in writing and you must be able to produce verification of approval on the event date or else recording may not be permitted. You must make prior arrangements with the Associate Director of Marketing for any news media who wish to take pictures or video within the Auditorium. The tech director and the event coordinator have the right to restrict the location and number of such approved photographers and camerapersons both in the house and onstage. All arrangements to record performances for broadcast must be cleared through a memo of understanding or contract with us prior to an agreement being reached with the artist. Photographers and videographers who are your subcontractors or agents are subject to the policy in Section II, part 2.

We pipe live sound feed through the backstage speaker system for the convenience of the performers and for the coordination of cues. A video feed is projected into the coat room during the performance to assist with the coordination of Front of House services. At no times are the sound or video feeds backstage or to the coat room recorded.

PAGING AND CELLULAR PHONES – We request that pagers and cellular phones be left at the coat check, or set to vibrate and adjusted for no light and no sound. Silent pagers are available free of charge at the coat check. These have a limited range and work only in the PAC building. We will not page individuals over the public address system. Our phone number for emergencies during a performance is 217.206.6150. Patrons expecting calls should advise the coat room personnel of their seat location; otherwise, we are not responsible for their inability to communicate a message to a particular patron.

LOST AND FOUND - Items found in the Auditorium, Studio Theatre or PAC Lobby during an event can be turned in to an usher or to the coat check. Lost items will only be returned to the owner, not the renter or another patron. Following the event, items will be taken to the Auditorium Administrative Office. Patrons may call the office at 217.206.6150, M-F 9:00 a.m. – 5:00 p.m., to inquire about lost items. The lost and found is cleaned out at the end of the year and at the end of the summer. Any items remaining will be donated to charity. Items found in other places on campus are turned in to the Parking Operations office, which can be reached at 217.206.8502.

DOORS OPEN – The Auditorium house will be opened to the audience one-half (1/2) hour before the publicized time of the performance, unless other arrangements have been made with the event coordinator. The auditorium representative will wait to receive approval from the stage to open the house doors. Depending on weather conditions, traffic patterns or patrons, the auditorium representative may request a delay in the opening of the house or in the performance start time. The decision to delay the opening or start time will be by mutual agreement among you, the tech director and the House Manager or auditorium representative.

PRE-SHOW ANNOUNCEMENT & HOUSE SIGNAGE – We have a generic house announcement available, with information about cameras and cell phones, should you want to use it. We will NOT post signage in the house about cameras and recording devices.

ANIMALS – No animals are permitted in the Auditorium except those required to assist individuals with disabilities. Animals that are required for a production must be thoroughly trained for stage performance and recognized as experienced performers. If your Certificate of Liability Insurance does not cover the animal, a separate Certificate must be obtained from the trainer/owner of the animal. The limits for this Certificate must match those described in Section II, part 2, or the act will be required to obtain supplemental coverage. Animal acts unable to provide and/or secure this coverage will not be permitted to perform.

FUNDRAISING AND DONATIONS – We are unable to accept contributions or donations on your behalf or on behalf of any third party. Fund-raising, donation requests or direct solicitation of money are not allowed in any form.

EMERGENCY SITUATIONS – The safety and security of all persons involved in an event is of utmost importance to us, and our ushers are trained to provide assistance when needed should an emergency situation occur.

- **Medical** – First Aid supplies are located backstage and in various locations throughout the house. The tech director, FOH staff, and ushers will assist with accessing any necessary supplies and/or contacting the appropriate emergency response personnel. UIS Campus Police can be reached at 206-7777 or 911. An automated external defibrillator is located in the lobby near the coat check.
- **Fire** – If a fire is detected, the fire alarms in the house and backstage will be activated. Ushers will assist patrons to the exits. The tech director and stagehands will assist performers to the exits. Weather permitting, the assembly area for patrons and performers is in the campus quad area which is outside the main lobby doors. During inclement weather, patrons and performers will be taken to the University Hall building.
- **Weather Evacuation** – The House Manager will be notified if a severe weather warning is issued, and UIS Campus Police will determine if a weather evacuation is necessary. The House Manager will communicate with our tech director back stage, who will work with your personnel so the performance can be stopped and an announcement can be made from the stage. Patrons will be evacuated to PAC Level 1, using the Auditorium backstage areas, Studio Theatre Concourse, and the Conference Rooms as safe shelter locations. The Studio Theatre itself is NOT a safe shelter and patrons inside this venue must also be evacuated.
- **Bomb Threat** – If a suspicious object is found, the House Manager should be notified, and UIS Campus Police will be contacted. UIS Campus Police will determine if the house needs to be evacuated due to a threat. The House Manager will communicate with our tech director back stage, who will work with your personnel so the performance can be stopped and an announcement can be made from the stage. Ushers will follow fire evacuation procedures and assist patrons in exiting the building.

4. EVALUATION

Following your event, we will schedule a meeting to discuss the settlement and review any situations that may have arisen during your event. This information can help you plan your next event.

SECTION III

RENTAL RATES AND SERVICE FEES

There is not an easy-to-quote flat rate associated with your use of Sangamon Auditorium. Costs for use of the Auditorium directly reflect the type and scope of work your event involves and will likely include fees in many or all of the following categories, though we make every effort to minimize your costs:

1. RENTAL FEES – to cover direct building costs such as utilities, fair wear and tear, basic cleaning, etc.
2. TICKET OFFICE – direct ticketing costs (labor, printing, service on the printer, licensing, etc.)
3. BACKSTAGE SERVICES – stage labor, rental of specialized equipment not in inventory
4. FRONT OF HOUSE – event coordination, ushers, house manager, ticket takers, event attendants
5. SECURITY FEE – a flat fee to help with equipment needed to maintain a safe and secure venue
6. MARKETING – a standard marketing package
7. FACILITY FEE – a per ticket item to help with emergency repairs, building and equipment upgrades
8. CHARGES FROM OTHER UIS DEPARTMENTS – custodial, parking, use of other rooms, etc.

The following pages outline rates in each of these categories. Please keep the following in mind with regard to all rates:

- Rates are subject to market conditions, union agreements, labor rates and operating expenses and are subject to change at any time, though we will make every effort to warn you of increases in enough time for you to budget.
- Rates in place at the time the event occurs will prevail.
- Rates will be reviewed and adjusted on a regular basis. For organizational budgeting purposes, please predict a 5% increase in these costs each year.

Staffing Charges – The Director or his designee will determine the minimum staffing requirements for necessary functions such as police and traffic supervision, valet, event and ticketing staff, auditorium representatives, ushers, stagehands, security, concessionaires and snow removal crews. You will be responsible for paying the costs for these individuals and their services. These costs will be estimated to the best of our ability based on communication with you to determine the scope of work that you create. We will offer lower cost alternatives when possible.

Event Estimates – The event coordinator will provide a written estimate of costs to you upon request. Please keep the following in mind with regard to estimates:

- Comprehensive estimates require the submission of technical riders and complete event details and may take up to 5 business days to generate.
- If you are unable to provide complete event details, partial estimates may be provided with “TBD” indicated for unknown line items. We recognize that even partial estimates may be useful in assisting with planning and determining the feasibility of an event.
- The estimate should not be construed as reflecting the actual and definite costs—it is understood that the estimate is an approximation based on details and information a renter provides the Auditorium.
- Final charges will reflect actual usage of University services according to the rates in effect on the date Auditorium facilities and/or University services are being utilized. You are responsible for all directly-related event costs. We will do our best to offer adjustments to the estimate based on a changing scope of work, but it is not always possible for us to do so.

Changes to Technical Riders and Front of House Requirements – We may not be able to fulfill requests that are submitted in new technical riders, Front of House information or agreement amendments if they are provided less than ten (10) working days before the event. Additional labor, material and equipment fees may be associated with new information and will be assessed to you.

Late Payment – A late payment fee of 5% per month will be added to all accounts more than 30 days overdue unless prior arrangements were approved by the Auditorium Director or his designee. This is compoundable for the duration that the account is overdue.

RENTAL FEES

We present a variety of events during the course of the year and encourage the promotion/presentation of commercial events in our facilities. These events often affect the viability of our events. We therefore change rental fees for those clients based on a percent of the gross.

RENT SCHEDULE	MONDAY - THURSDAY		FRIDAY - SUNDAY	
	No Admission Charged	Admission Charged*	No Admission Charged	Admission Charged*
Lobby only (daytime use)	\$300	\$300	\$300	\$300
Lobby only (evening use)	\$550	\$550	\$550	\$550
Auditorium, performance (for-profit)	\$1350	\$1700	\$1350	\$1700
Auditorium, performance (non-profit)	\$800	\$900	\$900	\$1100
Auditorium, rehearsal (for-profit)	\$500	\$500	\$500	\$500
Auditorium, rehearsal (non-profit)	\$400	\$400	\$500	\$500
Studio Theatre, performance (for-profit)	\$500	\$500	\$500	\$500
Studio Theatre, performance (non-profit)	\$400	\$400	\$400	\$400
Studio Theatre, rehearsal (for-profit)	\$500	\$500	\$500	\$500
Studio Theatre, rehearsal (non-profit)	\$175	\$175	\$175	\$175
Session Fee (photographer, videographer, etc.)	\$113 per hour	\$113 per hour	\$113 per hour	\$113 per hour

*For ticketed events, the rental rate is the published rate or 10% of gross ticket sales, whichever is greater.

A tiered rental rate based on gross potential may be instituted in lieu of the 10% of gross ticket sales.

Additional Events on Same Day – The Auditorium is rented on a per-performance basis. Additional performances on the same day (including open rehearsals with an audience of 200 or more, which are considered performances) can be charged 50% of the full applicable rental rate at the discretion of the Director.

Space Usage not Covered by Above Schedule – Fees for space usage not covered by the above schedule may be negotiated with the Auditorium event coordinator. If special rates are granted to a Not-for-Profit group for performances and/or rehearsals, additional performances/rehearsals on the same day will be assessed at 50% of the full applicable rental rate even if this is higher than the initial special rate.

Use of Both Sangamon Auditorium and the Studio Theatre – Sangamon Auditorium and the Studio Theatre are separate venues and are reserved and rented as such. From time to time, for safety's sake and both parties' convenience, the Auditorium may authorize a Not-for-Profit renter to use the Studio Theatre in addition to the Auditorium without assessing an additional rental fee. Any renter who wants to reserve the Studio Theatre to ensure its availability will be charged full rental fees for the Studio Theatre and this space will be incorporated into the rental agreement.

Events requiring extensive setup and tear down, thereby causing the Auditorium to be unavailable for use by other renters on additional dates will be assessed additional rehearsal or performance fees depending on the extent and nature of the event.

The Auditorium reserves the right to structure special rates for events. Your event coordinator can discuss these rate structures and they will be subject to the final decision of the Auditorium Director.

Types of Events - Definitions – The following distinctions are provided for what usage constitutes rehearsals and performances.

- **Rehearsals** should utilize the stage and backstage areas only. No one should be present in the house beyond the red curtains. All performers, production management, volunteers and guests must enter and leave through the stage door—they may not exit or enter the house through the lobby or side doors. The house doors should not be propped or blocked open at any time during a rehearsal. For safety and security purposes, the presence of people in the house may necessitate staffing by Front of House staff. This staffing will be at the renter's expense.
- **Dress Rehearsals, Sound Checks or Auditions** should have no more than 20 people present in the house, including any production management, volunteers, performers and any photographers and videographers who are recording the event for archival or for-profit purposes. All performers, production management, volunteers and guests must enter and leave through the stage door—they may not exit or enter the house through the lobby or side doors. There should not be any audience members in attendance during dress rehearsals, sound checks or auditions. At the discretion of the Auditorium, dress rehearsals, sound checks and auditions may be staffed by Front of House staff and ushers. This staffing will be at the renter's expense. These will be billed at the rehearsal rate as long as they conform to the aforementioned criteria and do not have patrons or audience members present.
- **Performances** occur when youth or adults (who are not production management, staff or volunteers) are invited (free of charge), have paid or have won the right to attend a rehearsal, dress rehearsal, sound check, audition or presentation as audience members. Whenever this occurs, the event is billed as a performance and must be staffed by appropriate ushers and Front of House staff to ensure the safety and security of those seated in the house. This staffing will be at the renter's expense.

TICKET OFFICE FEES

The UIS Ticket Office, located in the Lobby on Level Two of the Public Affairs Center, provides all ticketing services for events held in Sangamon Auditorium and the Studio Theatre. Arrangements for ticketing services are made in conjunction with your event coordinator and the Ticket Office Manager. The Ticket Office utilizes the computerized Pro Venue Max ticketing system, and all tickets are printed on-site on Auditorium ticket stock.

Ticket Office Operating Charges – These charges will be assessed to the renter as follows, using whichever of these two models is greater:

TYPE	AMOUNT	ASSESSED TO
Ticket Printing	\$0.36/Not-For-Profit or \$0.50/For-Profit per ticket handled	Billed to Renter
After Hours Charges	\$75/NFP or \$85/FP per hour the Ticket Office must be open beyond normal operating hours to accommodate the event. The Ticket Office must be open a minimum of 2 hours prior to your event until ½ hour past the start time. Please consult with the Ticket Office Manager if you require additional open hours.	Billed to Renter
OR		
Ticket Handling Fee	\$1 per ticket handled	Billed to Renter

Additional Ticket Office Charges

TYPE	AMOUNT	ASSESSED TO
Credit Card Charges	Visa/MasterCard/Discover/American Express – 5.2% of sales using these forms of payment	Billed to Renter
Specialized Ticket Office Requests	\$23/hour for work that exceeds the normal scope and expectations for event ticketing. This may include the generation of reports that are not included in the standard ticketing package, adding additional ticket prices after an event has gone on sale, or contacting patrons individually to notify them of an event detail. Please discuss your needs in advance with the Ticket Manager.	Billed to Renter
Processing Fee	\$4.00 per order for phone and internet	Billed to Patron at

	orders. \$10.00 per order of tickets discounted for group purchase, regardless of mode of sale.	Purchase
Internet Sales Convenience Fees	Minimum \$2.00 per ticket charged to patron and collected and maintained by Tickets.com, not the Ticket Office	Billed to Patron at Purchase

The setup and sale of subscription, package, or multi-event purchase options are beyond the scope of these charges and would need to be negotiated separately.

Unresolved Payment – The renter is responsible for any checks, bank drafts, and credit card charges that cannot be resolved or are returned for non-sufficient funds. The renter will be responsible for any losses due to disputed credit card transactions that are resolved in favor of the cardholder.

BACKSTAGE SERVICES

LABOR CHARGES – Renters will be charged for stagehands and other workers at the existing rates for all rehearsals, set-up, shows, load-in/out and stage restoration. The number of stagehands needed is determined by the Director of Stage Services according to Auditorium and the Union agreement and work rules, which can be viewed online at <http://www.uis.edu/humanresources/labor/index.html>. There is a required four (4) hour minimum with subsequent time calculated in half hour increments.

STAGEHANDS – Stagehand rates are subject to change from those quoted below, per Union agreement. The applicable negotiated rates in effect on the performance date supersede any and all printed rates contained in this guide. Rates are as follows:

TYPE	AMOUNT	NOTES
Regular time	\$21.28 per hour (negotiated rate) labor charges plus 9% payroll tax	
Overtime - assessed after 8 hours worked in a 24 hour period)	\$31.93 per hour (negotiated rate) plus 9% payroll tax	
On holidays and/or when the University is closed	\$53.20 per hour (2.5 times the regular rate) plus 9% payroll tax	
Yellow card rate - per the International Alliance of Theater and Stage Employees (IATSE) union	\$23.82 per hour (negotiated rate) plus 9% payroll tax	Overtime does not apply to the Yellow Card rate. Copies of all materials pertaining to a Yellow Card show must be provided to the Auditorium for its master files including a copy of the card signed by the local union representative.

PRODUCTION MANAGER – Renters are responsible for having a knowledgeable Production Manager (as determined by the Director of Stage Services) who will be on stage and function as the primary point of contact for all technical matters for the duration of load-in, all rehearsals, all shows, and load-out. Renters unable to identify a qualified Production Manager themselves are required to have the Auditorium provide one at the rates provided below:

TYPE	AMOUNT	NOTES
Production Manager	\$36.58 per hour, plus 9% payroll tax	These rates only apply if the production manager must be provided by Sangamon Auditorium.
Production Manager overtime	\$54.86 per hour, plus 9% payroll tax	
Production Manager on holidays and/or when the University is closed	\$91.45 per hour (2.5 times the regular rate) plus 9% payroll tax	

DIRECTOR OR ASSISTANT DIRECTOR OF STAGE SERVICES – The Auditorium requires that either the Director or Assistant Director of Stage Services provide onsite supervision for the duration of set-up, load-in, all rehearsals, all shows, load-out and stage restoration. The Director and Assistant Director of Stage Services are not included in the overall number of stagehands required by Union agreement. Rates are as follows:

TYPE	AMOUNT	NOTES
Director or Assistant Director of Stage Services	\$37.85 per hour, plus 9% payroll tax	Yellow Card rates do not apply to Technical Directors
Director or Assistant Director of Stage Services Overtime	\$56.77 per hour, plus 9% payroll tax. Overtime will be assessed after eight (8) hours.	
Director or Assistant Director of Stage Services on holidays and/or when the University is closed	\$94.62 per hour (2.5 times the regular rate) plus 9% payroll tax	

Renters are responsible for all costs associated with set-up and stage restoration.

Additional fees will be assessed for any changes requested or made less than 72 hours prior to an event (including rehearsals) that cause the scope of work to change, the working times or hours to change or more equipment to be requested. Any actions by the renter or their representatives that result in the load-in/load-out, set-up, rehearsals, performances, or restoration changing, extending or exceeding the time frames specified in the agreement will cause all associated labor fees for the overage portion to be assessed at one and a half (1.5) times the applicable rate. This includes fees billed for the Auditorium Representative, concessionaires, valet parkers, etc...

EQUIPMENT CHARGES

PIANOS

ITEM	CHARGE
Grand Piano	\$200 (For-Profit) and \$100 (Not-for-Profit)
Upright Piano	\$75 (For-Profit) and \$40 (Not-for-Profit)
Tuning	\$83 per tuning or \$72 per brush-up

Sangamon Auditorium owns two 9' Steinway grand pianos and two upright pianos. Whenever one of the Auditorium's pianos or a rental Steinway is used in a performance, the following language must be printed in the program: *"Sangamon Auditorium owns two Steinway grand pianos, one being the Robert A. Barker Memorial Piano. The instrument used in this performance has been selected by the performer."*

Tuning – Pianos used in conjunction with Auditorium and Studio Theatre performances must be tuned. It is required that the piano tuning be brushed-up if it is moved following the initial tuning. The selection of tuners and other service providers for the Auditorium's pianos are at the sole discretion of Auditorium staff.

Moving/Positioning Pianos – There will be stagehand labor charges associated with moving, positioning and preparing either a Steinway or an upright piano for use by the renter.

ORCHESTRA SHELL

ITEM	CHARGE
Orchestra Shell	Per day rental rate \$110 (For-Profit), \$55 (Not-for-Profit)

- Full - 2 ceiling, 55' wide down stage, 39' wide up stage x 25' deep
- Half - 1 ceiling, 55' wide down stage, 45' wide up stage x 12' deep
- Chamber or Soloist - 2 or 3 towers down stage, as required
- Floor Stage - Floor stage area storage is 25' x 15' and can be shifted up or down stage.

Shell Positioning – There will be stagehand labor charges associated with moving, positioning and preparing either a Steinway or an upright piano for use by the renter.

MUSIC EQUIPMENT

ITEM	CHARGE
97 Wenger musicians' chairs	Per day rental rate \$2 per chair (For-Profit); \$1 per chair (Not-for-Profit)
100 Wiese music stands	Per day rental rate \$1 per stand
20 music stand lights	Per day rental rate \$.50 per light

LIGHTING EQUIPMENT

ITEM	CHARGE
Standard Light Charge (includes only FOH lighting fixtures. Additional lights that are requested by the renter must be hung and require a per day, per light usage fee)	Per day rental rate \$55 (For-Profit), \$28 (Not-for-Profit)
Follow spot	\$100.00 per light per day (For-Profit) and \$50.00 per light per day (Not-for-Profit)
Instruments	Per Light Per Day Rental Rate \$5.00 (For-Profit), \$2.50 (Not-for-Profit)

SOUND REINFORCEMENT SYSTEM

ITEM	CHARGE
Sound Reinforcement System	Per day rental rate \$36 (For-Profit), \$18 (Not-for-Profit), includes one mic
Portable PA without subwoofers	\$210 (For-Profit), \$105 (Not-for-Profit)

Portable PA with subwoofers	\$320 (For-Profit), \$160 (Not-for-Profit)
Additional Microphones	Per Day Rental Rate- \$8 (For-Profit) \$5 (Not-for-Profit) / Wireless Microphones: \$15 (For-Profit) \$7.50 (Not-for-Profit)

OTHER EQUIPMENT AVAILABLE

ITEM	CHARGE
2 - Tascam 102 cassette	\$30 (For-Profit), \$15 (Not-for-Profit)
1 - Tascam CD 301 CD player	\$30 (For-Profit), \$15 (Not-for-Profit)
Risers	\$10 (For-Profit) per section, \$5 (Not-for-Profit) per section
Strobe/Fog Machine/Black Light	\$15 (For-Profit), \$8 (Not-for-Profit)
Hazer	\$25 (For-Profit), \$15 (Not-for-Profit)
Mirror Ball	\$36 (For-Profit), \$18 (Not-for-Profit)

RENTING EQUIPMENT – Prior arrangements must be made with the Director of Stage Services to rent additional stage equipment on your behalf. All rental equipment costs are charged back to the renter.

The Auditorium recognizes that event technical needs may vary slightly from technical riders or requirements, and every attempt will be made to accommodate these needs, however, increased technical costs for any last minute changes or requests will be reflected in the renter's final billing. Equipment that is able to be obtained with less than seventy two (72) hours notice will be billed at two (2) times the actual cost.

CONSUMABLE SUPPLIES – All non-reusable supplies required for rehearsals and performances (i.e. lumber or other construction supplies, etc.) will be charged to the renter at the actual cost plus 10%.

STORAGE – If items are left behind in our spaces, you will be assessed a minimum storage fee of \$40 per day.

FRONT OF HOUSE FEES

Coordination Fees – All event coordination services for Sangamon Auditorium and the Studio Theatre will be handled by an event coordinator and may include sending correspondence, providing estimates and agreements, phone calls, hosting event meetings, drafting work orders, coordinating services, hosting a follow-up meeting, and developing and reviewing the final bill.

The event coordinator's time will be billed in 15 minute increments. All renters, including University groups, are responsible for charges associated with the Auditorium Representative's time both during and outside of normal working days and hours.

Staff-on-Duty – Attendants are required for all performances and include at least one Auditorium staff member, identified as the staff-on-duty. The staff-on-duty will arrive a minimum of two (2) hours prior to the event start time, and will remain onsite until the house is cleared of all patrons and all doors have been locked. The staff-on-duty provides supervision and are billed in quarter hour increments at the aforementioned rates.

When 20 or more people are present in the house at any time (including load-in, rehearsal, sound check, audition, load-out, etc), or when any of the house doors are being used for the renter or their representatives, volunteers or performers to come and go, a staff-on-duty must be present.

FEE	RATE
Event Coordination & Staff-on-Duty	\$22 or \$28/hr. (depending on staff member)
Event Coordination & Staff-on-Duty Overtime (more than 8 hours in a day on a single event)	\$27 or \$34/hr.

Ushers – When 200 or more people are present in the Auditorium house, or when Auditorium staff deems that any number of people in the house requires special attention or additional monitoring to ensure safety and security, usher staff are required in addition to the Auditorium Representative.

A portion of the usher fee covers the staff costs associated with training and scheduling the ushers. The fee also helps to provide the supplies that are necessary for the continued operation of the usher program such as equipment upgrades for radio communication devices, printing of coat check claim tags, and the restocking of first aid items.

EVENT TYPE	USHER SERVICE FEE
Ticketed event in Sangamon Auditorium	\$660/performance (non-profit) \$760/performance (for-profit)
Non-ticketed event in Sangamon Auditorium	\$690/performance (non-profit) \$790/performance (for-profit)
Studio Theatre event	\$175/performance (non-profit) \$250/performance (for-profit)

Fees and additional criteria for usher services are as follows:

- Ushers must arrive at least one hour prior to the event start time and must remain until all patrons have exited the house and the house has been cleared of debris and lost and found items. If a rehearsal or performance requiring ushers runs long, crosses a meal time, or requires them to be present more than

4.5 hours in total, then the Renter will be responsible for covering the cost of a meal for the ushers or may be assessed multiple flat rates if multiple usher shifts are scheduled. Your event coordinator and the Auditorium Volunteer Coordinator will determine how your event will be staffed and whether a meal will be provided.

- Additional performances on the same day are charged the full rate for usher staff for each performance. When there are two performances on one day, the Renter may be responsible for covering the cost of a meal for the ushers in addition to the flat fee.

Runner – Sangamon Auditorium can provide a runner when requested. This request should be confirmed with the Event Coordinator 4 weeks before your event. The fees listed below cover the hourly pay for the runner, as well as the cost of the vehicle and the mileage.

FEE	RATE
Runner (9:00 am – 7:00 pm)	\$200
Runner (8:00 am – 11:00 pm)	\$300

Backstage pass lanyards – Backstage pass lanyards can be produced at a cost of \$4 per badge/lanyard if they are returned for reuse or \$8 per badge/lanyard if they are not returned.

SECURITY FEE

A minimum flat security fee is charged for every event occurring at Sangamon Auditorium or the Studio Theatre, with additional performances on the same day charged full rates. The security fee helps to cover the cost of equipment and materials needed to maintain a safe and secure venue. Rates are as follows:

TYPE	AMOUNT	ASSESSED TO
Security Fee – Sangamon Auditorium	\$125 per event	Billed to Renter
Security Fee – Studio Theatre	\$50 per event	Billed to Renter

MARKETING

Along with the standard marketing package outlined in Section 2, you may also choose to have our marketing team promote your show in other ways. Please contact the Coordinator of Public Information for more information.

DESCRIPTION	COST
Website	
Event Calendar Listing	\$0.00
Individual Show Page	\$0.00
Homepage Rotating Image	\$0.00
Email Marketing (In addition to what is provided in the standard options)	
Custom Individual Email - Sent to over 20,000 patron addresses	\$250.00
Email Coordination	15% Commission
Press Release	
Press Release Mailing	\$25.00
Press Release Drafting	\$32.00
Inclusion on website Media Page	\$0.00
Public Relations Coordination with Local Media	Hourly Charge*
Social Media	
Facebook Posting - 1 post weekly	\$0.00
Facebook Marketing - Paid Advertising	Direct Charge Back
Facebook Marketing Coordination on Paid Advertising	15% Commission
Direct Mail	
Direct Mail Postage	Direct Charge Back
Direct Mail Design and Production	Direct Charge Back
Direct Mail Coordination	15% Commission
Consultation	
Consultation with External Renter	\$0.00
Ad Schedule Placement	15% Commission
Street Team	
Production Cost	Direct Charge Back
Production Coordination	15% Commission
Street Team Coordination	Hourly Charge*
*Hourly Charge - \$32/hour, 1 hour minimum charge	

FACILITY FEE

Each ticket sold is assessed a per-ticket facility fee earmarked for Auditorium stage and equipment maintenance and technical services. For non-ticketed events when no admission is charged, a minimum flat fee for each performance is assessed. Additionally, for ticketed events that involve the distribution of a large number of complimentary tickets, a per-ticket Complimentary Ticket Charge is assessed to cover lost Facility Fee revenue. Rates are as follows:

TYPE	AMOUNT	ASSESSED TO
Facility Fee	\$2 per ticket for ticketed events	Billed to Patron at Purchase
Complimentary Ticket Charge	\$2 for each complimentary ticket issued per authority of the Renter (does not include house seats or comps issued by the venue); this charge not assessed for the first 20 complimentary tickets	Billed to Renter
OR		
Facility Fee – Sangamon Auditorium, less than 1000 attendees	\$300 per event for non-ticked events	Billed to Renter
Facility Fee – Sangamon Auditorium, more than 1000 attendees	\$500 per event for non-ticketed events	Billed to Renter
Facility Fee – Studio Theatre	\$100 per event for non-ticketed events	Billed to Renter

CHARGES FROM OTHER UIS DEPARTMENTS

The Auditorium is unable to control or have any say in the pricing of goods and services provided by other University units. Rates are subject to change without notice and the Auditorium will attempt to notify the renter of these changes in a timely manner. As the Auditorium is billed by other units for the goods and services provided on behalf of a renter, the charges/ fees assessed including service charges are non-negotiable and must be remitted to the Auditorium as part of the final settlement. All other services provided by the Auditorium or the University, including but not limited to hospitality, electronic media, equipment rental, building services, printing or duplicating services, transportation of materials or people in University vehicles, etc... will be charged at the current rate plus 10%.

University Parking Surcharge – The University provides parking areas free of charge for its patrons. A fee for repair and maintenance is assessed to all Auditorium and UIS facility users, as follows:

CATEGORY	FEE
School Bus Event	\$82.50
Events of 1-1000 Attendance	\$110.00
Events Over 1000 Attendance	\$137.50

Rental clients are billed based upon actual ticket sales figures, or estimated attendance if the event is non-ticketed. Multiple events on the same day will be charged for each "new" audience in the parking lots.

Custodial and Maintenance Fees

SERVICE	FEE
Custodial services in Sangamon Auditorium house only	\$175 per performance with \$87.50 assessed for each additional performance on the same day
Custodial services in Studio Theatre only	\$55 per performance
Additional custodial services for backstage cleaning, lobby setup/tear down, and anything other than house cleaning	\$22 per hour (services are subject to change without notice depending on the needs of the renter, concessionaires, patrons, weather conditions, labor agreements, etc)
Removal of snow and ice	If snow and ice have to be removed from parking lots and sidewalks solely for a rental event to occur (evenings, weekends, or if the campus is officially closed), then the renter is responsible for the total cost to provide this service. Fees for snow removal depend on the staffing patterns and wages in effect on the event date, but typically range from \$250 - \$600 depending on the number of lots to be cleared and the amount of snowfall/ice coverage.

Traffic, Security & University Police Officers – All direct charges for University Police Officers or off duty contracted officers providing traffic direction services are passed on to the renter. Labor rates for officers are determined by the seniority of the officer and are billed according to a four (4) hour minimum.

The Auditorium Director or his designee has the discretion to arrange on the renter's behalf for two or more officers to direct traffic for a rental event on nights when there is inclement weather, high campus traffic or other mitigating factors. The renter is responsible for these labor costs. This service is necessary for ensuring the safety and security of the patrons. Labor rates vary depending on the seniority of the available officers and are typically around \$350 for two officers for five (5) hours.

Additional trained security personnel may be required for certain events such as high profile music acts. The application of this requirement is at the discretion of the Auditorium Director, as is the final decision on the number of security personnel needed. In such instances, the renter is required to either provide trained personnel or to reimburse the Auditorium for the charges associated with coordinating and providing this service on their behalf. Costs for security depend on the service provider and would be no less than \$21/hour/person but could be as much as \$40/hour/person. Renters are expected to allow for necessary breaks and to provide or have the Auditorium arrange on the renter's behalf any meals for security personnel who work over meal periods.

Backstage Phones / Fax Fees – There are five phone lines available backstage—three upstairs and two downstairs. There are two dressing rooms at stage level with dressing room 1 having one line configured for faxing and one line with call waiting available; dressing room 2 has only one line with call waiting available. Renters are required to charge long distance calls/faxes to a credit card or calling card as these are not included in the usage fee and all phones are set up for local access only. All charges will be included on the final billing summary.

SERVICE	FEE
Backstage phone line	\$110 per line per day
Phone instrument	\$29 per day

SECTION 4

TECHNICAL SPECIFICATIONS

Sangamon Auditorium Stage Dimensions

- Sprung tongue and groove southern yellow pine with black aniline dye surface
- Proscenium - 52'-60' wide x 30' high
- Proscenium to up stage wall - 47' 6"
- Proscenium to up stage edge of orchestra pit - 6' 6"
- Proscenium to down stage edge of orchestra pit - 20' 7"
- Stage right wing - 16' wide x 47' 6" long
- Stage left wing - 36' wide x 47' 6" long
 - Approximately 15' wide x 30' long taken for orchestra shell storage
- Wing to wing - 114'
- Height of stage - 3' 6"

Fly Information (Hanging plot on Page 41)

- Grid - 63' 8" total, 62' clear
- Locking and pin rails stage right - 29' above stage
- Pin rail stage left - 39' above stage
- Counter weight house - 55 pipes, 63' long
- All pipes operated stage right only
- Grand drapes and grand teaser can be operated from stage level
- Arbor capacity - 700 pounds
- House has 80% of total capacity for all arbors

Structural Analysis of the Gridiron above Center Stage (Gridiron Framing Plan on Page 42)

1. **Pipe Spreaders.** Three (3) 1-1/2" diameter pipes welded together in a triangular configuration are used to support the slings and bear on the steel grating. The three (3) 1-1/2" diameter pipes need to be at least 4' long. The pipes can support a load of 2,000 pounds hanging from its center.
2. **Steel Grating.** The steel grating can support a 2,000-pound load, as long as the 4' pipes are parallel to the grid beams.
3. **Grid Beams.** The 6" wide flange grid beams are capable of supporting a 4,000-pound hanging load anywhere along their length. If there is a 4,000-pound hanging load on the grid beam, no load can be supported on the adjacent grating. If a 2,000-pound load is supported on the grating on one side of the grid beam, then only 2,000 pounds can be supported by the grid beam. In no case should the contributory load on the grid beam exceed 4,000 pounds.
4. **Well Beams.** The 10" channel well beams can support a 6,000-pound load anywhere along their length. The load should be applied to the well beams by laying the pipe spreader across the top of the two (2) channels that form the 10" slot. If adjacent areas of grating and/or grid beams are loaded, the 6,000-pound load should be reduced to 2,000 pounds maximum. In no case should the contributory load on the well beams exceed 6,000 pounds.

5. **Roof Beams.** Any roof beam located above the gridiron can carry an additional hanging load of 3,500 pounds. The hanging load should be applied to the beam by utilizing flange clamps or slings over the top of the beam.

Available Rigging Points Downstage of Proscenium

10 rigging points are available downstage of proscenium. Points are drilled holes through the ceiling and are accessed in the attic space above the ceiling.

- 7 points are 1' 3" from downstage edge of proscenium wall
- Distances are measured from center line (Center: 8' 10", 18' 9", 24' 7")
- 2 points are located 9' 6" from the downstage proscenium wall and are 29 feet from center line

Drapes

- Grand Valence – Flys only
- Grand Drape – Red velour, flys and runs
- Travelers – 2 54' wide x 30' high, line sets 18 & 40, black velour, fullness sewn in
- Swivel legs – 6 10' wide x 32' high, fullness tied in, line sets 5, 15, 27, 35, 47, 52
- Borders – 6 60' wide x 12' high, line sets 4, 14, 26, 32, 39, 50
- White scrim
- Black filled scrim
- White muslin sky cyclorama (flat) 62' wide x 28' high
- 60' wide x 30' high fiber optic (star) curtain with 6 TPRFI-150 DMX controlled illuminators

Loading Doors

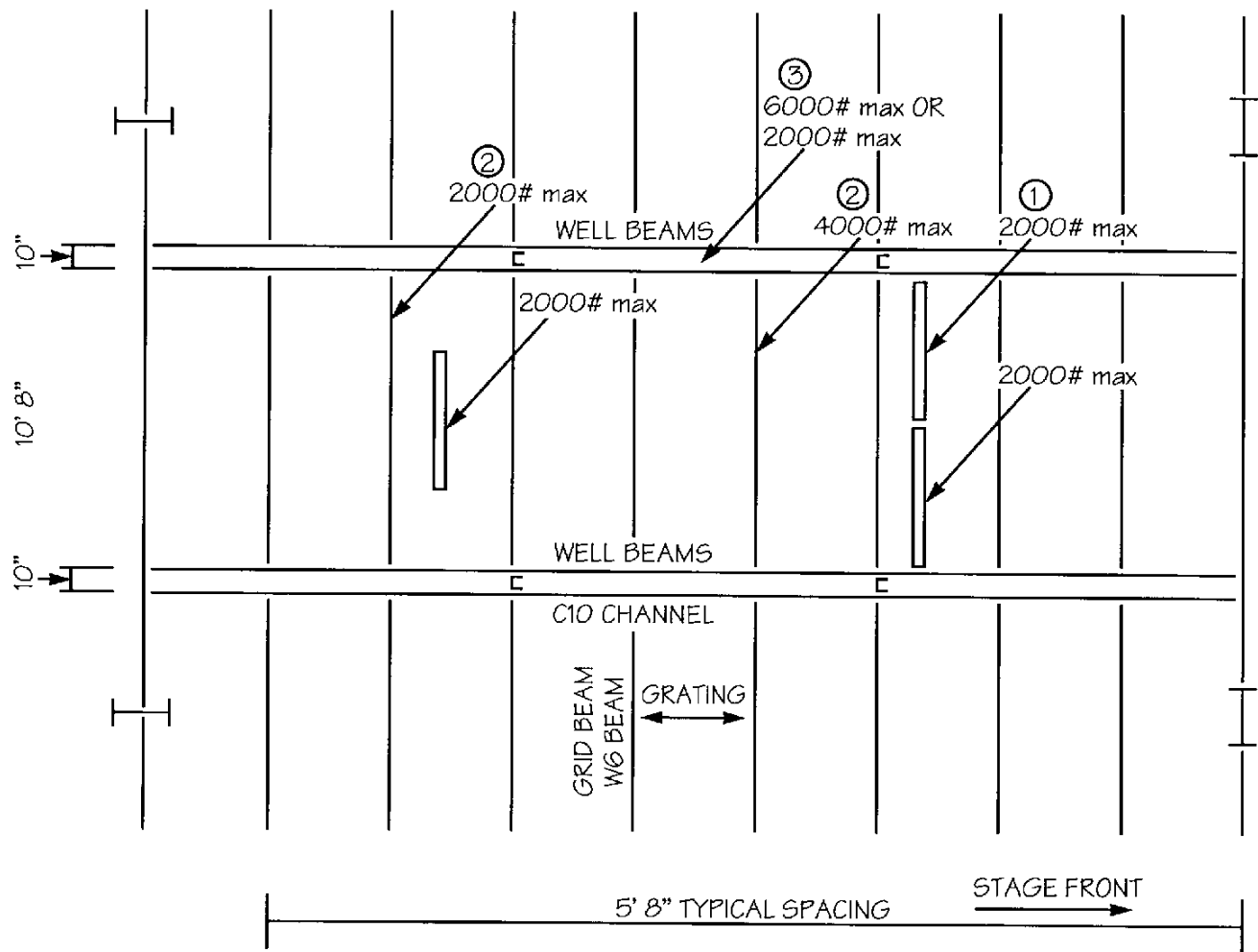
- 2 up stage right @ 8' wide x 10'8" high
- 3' 6" above pavement
- Door #1 loads straight onto stage
- Door #2 can handle only low (7') loads (routes through cargo elevator)

Orchestra Pit

- Electric Spiral Lift
- Will handle 9' Steinway piano and accommodate approximately 40 musicians
- Length 44' (fan shaped)
- Width 9' 14' (oblong)

SANGAMON AUDITORIUM HANGING PLOT

LINE SET NUMBER	USE	DISTANCE FROM PLASTER LINE	SINGLE PURCHASE	DOUBLE PURCHASE	CANNOT BE CLEARED
Fire Curtain	Same	0'3"	X		X
Grand Teaser	Same	2'0"	X		X
Grand Drape	Same	2'9"	X		X
1		3'9"	X		
2	#1 Elect.	5'3"	X		
3		6'7"	X		
#1 Orchestra Shell	Same	7'7"	X		X
4	Border	8'6"	X		
5	Legs	9'0"	X		
6		9'6"	X		
7		9'11"	X		
8	#2 Elect.	10'4"	X		
9		10'10"	X		
10		11'4"	X		
11		11'10"	X		
12		12'4"	X		
13		12'10"	X		
14	Border	13'4"	X		
15	Legs	13'10"	X		
16		14'4"	X		
17	#3 Elect.	15'7"	X		
18	Traveler	17'7"	X		Track Can't Be Cleared
19		18'0"	X		
20		18'6"	X		
21		19'0"	X		
#2 Orchestra Shell	Same	20'0"	X		X
22		21'1"	X		
23	#4 Elect.	21'6"	X		
24		22'0"	X		
25		22'6"	X		
26	Border	23'0"	X		
27	Legs	23'8"	X		
28	#5 Elect.	25'0"	X		
29		26'7"		X	
30		27'1"		X	
31		27'7"		X	
32	Border	28'1"		X	
33		28'7"		X	
34	#6 Elect.	29'1"		X	
35		29'7"		X	
36	Legs	30'1"		X	
37		30'7"		X	
38		31'1"		X	
39	Border	31'7"		X	
40	Traveler	32'1"		X	Track Can't Be Cleared
41		32'7"		X	
42		33'7"		X	
43	#7 Elect.	35'0"		X	
44		36'4"		X	
45		36'10"		X	
46		37'4"		X	
47	Legs	37'10"		X	
48		38'4"		X	
49		38'10"		X	
50	Border	39'4"		X	
51	#8 Elect.	39'10"		X	
52	Legs	40'4"		X	
53	Full Black	41'4"		X	
54	Cyc.	42'4"		X	
55	Star Curtain	43'4"		X	



GRID IRON FRAMING PLAN

1. All loads on grating to be supported by 3 - 1 1/2' steel pipes x 4'-0" long pipe to run parallel to grid beams. Not more than two (2) 2000# loads on any grate section. (5'-8" x 10'-8").
2. 4000# hanging load on grid beam. If 4000# load hanging from grid beam, no load can be on any adjacent grating. If adjacent grating is loaded, 2000# is maximum hanging load.
3. 6000# hanging load on the well beams. If 6000# load hanging on well beam, no load can be on grate of grid beams. If adjacent grating or grid beam is loaded, 2000# is the maximum hanging load on well beams.
4. 3500# hanging load from any roof beam is acceptable.

LIGHTING

Light Board

- E.T.C. Expression III X with 800 channels of control

Dimmers

- AVAB 2.4k digital and AVAB digital conversion of strand-century dimmers, 320 2.4k dimmers

Company Switch

- A.C./400 amp per leg, 3 leg, 5 wire, water pipe or case ground available (3 each), ends required

Instruments

Ellipsoidal

Front of House

6 x 12 Colortran – 10
10 Degree Source 4-12
19 Degree Source 4-48

Stage Instruments

6 x 9 Axial – 24
4.5 x 6 – 16
26 Degree Source 4-40
36 Degree Source 4-40
50 Degree Source 4-10

Strip Lights

6', 3 color 300w R-40 - 12
8', 3 color 500w Par-56 – 24
16 cells– Altman 1000 W Econo Cycs

Fresnels

8" – 51
10" – 7

Pars

Par64 1000w - 77

For design purposes, assume 5% of every type are not usable. Do not design using all instruments!
All instruments quartz, 8" - 1,000 watt, 6" Ellipsoidal - 750 watt, 1000w in beam positions
Source 4 Fixtures, 750 watt HPC in Beam Positions, 750 or 575 on stage

Follow Spots

3 Lycian Superstar 1200 located in booth at rear of Auditorium. 55' above stage, 140' throw to proscenium.

Gel

House stocks most Roscolux and Lee. If other gel is required, sufficient notice (4 weeks) must be given for house to obtain it or it should be supplied by the user. Supplies ordered for the renter by the Auditorium are charged to the renter and include an additional service charge.

Electrics

Stage Electric Pipes

There are 8 stage electric pipes, 30 circuits on electric pipes 1, 3, 5 and 7. 24 circuits on electric pipes 2, 4, 6 and 8.

Front of House Pipes

There are 3 Front of House pipes

- #1 FOH - Just down stage of proscenium, usable for down light only. 14 circuits on #1 FOH 31' 6" above stage.
- #2 FOH - 24 circuits, 36' 6" above stage level, 48' throw to proscenium line. 104' cable run from center line FOH to stage right edge of proscenium.
- #3 FOH – 38 circuits, 41' above stage level, 67' throw to proscenium line. 140' cable run from center line of FOH to stage right edge of proscenium.

Torm Positions

- Torm positions, 15 circuits, paired stage left and stage right. Pipe from stage level to 30' high
- FOH and Torm positions patchable to road boards at company switch
- Plugs are grounded stage pin male on 20 amp breakers.

Miscellaneous Lighting Equipment

- 80 Side Arms
- 10 Boom Stands, Adjustable to 12' 0" high
- Sufficient jumpers to cable to all lighting positions
- 8 ladders, 6 instruments per ladder
- Small number of pattern holders for 6" instruments and source 4
- 2 Drop in Iris for source 4 instruments

SOUND REINFORCEMENT AUDIO SPECIFICATIONS

A two-way active central cluster approximately 27' above and 5' downstage of proscenium and stereo three-way floor speaker system located on stage level (left and right wings).

Monitor System

- Four separate mixes from the house location. Each monitor mix has a 31-band equalizer for personal tone contour.
- Cast call leads to all dressing rooms and can supply show feed simultaneously.

Communication System

- Two-channel Clear Com headset system with permanent receptacles in all possible production sites throughout Auditorium.

Sound Mix Positions

- Position A – Sound Booth, Loge Level, 250' snake run, approximately 90' from proscenium line. This is the preferred mix position, as house center position creates hazard with mobility-impaired patrons and patrons with wheelchairs. There is no significant change in sound quality between booth and center house position. *The Sound Booth is not isolated from house.* The entire front of the booth opens to house. The house system is located in Sound Booth.
- Position B – House Center Position, 160' snake run, approximately 50' from proscenium line. (NOTE: LOCATED IN THE ACCESSIBLE SEATING SECTION.) 16' wide front and back, 6' deep, 18" below seating level.

System Breakdown:

General Cluster

- 4 JBL 60 horns with 2445J 120 watt drivers
- 1 Altec dual 15" low-frequency enclosure
- 1 DBX Driverack 480

Floor Speakers

- 4 EAW KF360 Z
- 2 EAW SB 528 Z
- 1 DBX Driverack 480

Monitor Speakers

- 2 Electro Voice FM12-21A
- 6 Electro Voice FM 1202

Processing

- Monitors, 1 - 4 channel ME60 Rane 31 band equalizer
- 1 DBX 1046 compressor / limiter
- 1 Lexicon PCM-42
- 1 Lexicon PCM-60
- 1 DBX Drive Rack 480

Mixer

- 1 Midas Verona 400, 40-channel mixing console, 40 x 8 x 3 with 8 aux sends

Microphones

- 2 SHURE ULXS wireless receivers with Beta 87 handheld WL-185 Lavalier
- 8 SM58
- 10 SM57
- 9 Crown PZM 30 GPs
- 7 Crown PCC
- 4 SM81
- 4 ProCo Direct Box (passive)
- Sufficient cables and stands to compliment system

Power Amps**Center Cluster**

- 1 – Crown DC 300
- 1 – Crown DC 150

Floor

- 2 – Crown MT 2400 (EAW SB528 Z)
- 2 – Crown MT 2400 (Low/Mid EAW KF360 Z)
- 2 – Crown MT 600 (High EAW KF360 Z)

Miscellaneous

- 1 - 24x4 house snake
- 1 - Tascam DA 20 DAT machine

Communications

- Clear Com 2 channel
- 5 - Dbl muff
- 5 - Single muff
- 1 - Biscuit for loading rail
- 9 - Belt packs
- 4 - Wireless belt packs
- 1 - Clear low WBS-6 wireless receiver

UIS Radio Frequencies

Auditorium								
Mics	Headsets	174.1	Mhz					
		174.5						
	Headsets	182.0	204.025					
		205.2						
		PAL				75.675	75.775.1.1	(Studio Theatre)
	Media							
	Mics	174.6						
		181.6						
192.6								
Mics 2X	UIS TV	WRSP	WICS					
	171.905	190.6	171.125		NA			
	177.6	195.6	177.600					
	183.6	199.6	184.425					
		215.2	202.200					
Headsets	49.845							

PPO/Building Services & Sangamon Auditorium Volunteer Association

Radio

Channel I 467.050 mhz (Send/Receive)
462.050 mhz (Repeater)

Channel II 464.0625 mhz (Send/Receive)

Pagers 155.925

Police 458.9
453.9

Springfield Police CH 1 & 2
ISPERN Dist.9
ISP Freq. 39.5

I-REACH
Sangamon Co. Sheriff Ch 1 & 4, 5
ERT TAC

STAGE REGULATIONS

1. **Auditorium Stage Crews** –Only Auditorium-approved personnel will be allowed to operate our stage equipment, the elevators, sound equipment and lighting systems. We will engage all stage crews as needed. Conditions of employment, wages and extra help stagehand quotas are regulated through an agreement between the Board of Trustees of the University of Illinois and the Local 138 IATSE.
2. **Auditorium Representative** – An Auditorium Representative or stage supervisor will be on duty during all rehearsals and performances. The supervisor's authority is second only to the tech director.
3. **Renter Representative** – You must have an authorized representative present when the doors to the venue are unlocked, prior to rehearsals and performances, and that person must remain until all performers have exited the building, and doors are locked by our staff. We have the right to delay or decline to unlock and open house or stage doors until the representative is present. Any situation causing the authorized representative to leave the premises prior to the completion of a rehearsal or event may result in halting the event until the representative has returned. You are responsible for supervising the use of all dressing rooms, backstage areas, holding locations, etc... and agree to promote, support and help enforce our policies. You are solely responsible for the property of your performers, crew or others during the period of rental use.
4. **Building Access** – Access to reserved space(s) is permitted 30 minutes prior to rehearsal start times; one hour prior to performance times; 30 minutes following rehearsal end times and one hour following performances. Doors are locked at all other times, and you will not have access to Auditorium spaces unless alternate previous arrangements have been made in writing and confirmed by both the tech director and the event coordinator. Early arrivals and late departures not approved beforehand will be treated as changes requested or made less than 72 hours prior to an event and assessed labor rates and one and a half (1.5) times the applicable rate plus usage fees. Exiting the Level One backstage area may result in lock-out, as all doors are secured for both rehearsals and performances.
5. **Rehearsals** – Rehearsals in the Auditorium or Studio Theatre should not extend past 11:00 p.m. without the prior written consent of both the tech director and the event coordinator. Otherwise, at 11:00 p.m. the cast and staff will make preparations to leave the building.
6. **Scenery** – No scenic building or painting will be allowed in the Auditorium or on stage without prior approval of the tech director. All major construction should take place in the shop. No one is allowed to use paint or stain on stage. The submission of an acceptable Certificate of Liability Insurance is required.

No scenery, props or platforms can cross the fire curtain line so as to prevent its full operation.

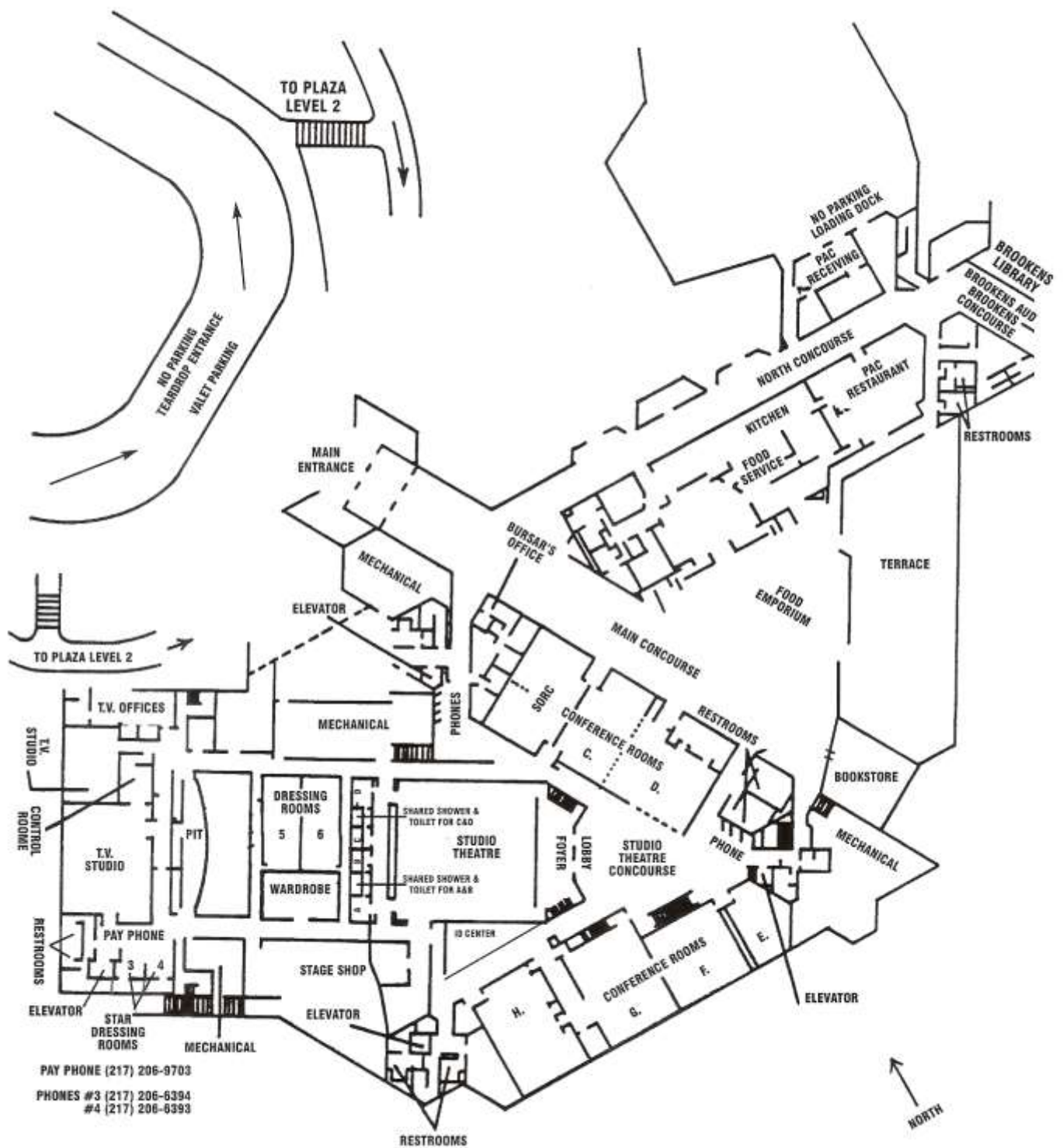
7. **Stage Equipment** - No stage equipment is to be moved or taken down, no electrical connections for lights or sound are to be changed, and no appliance is to be installed without consent of the tech director.

Nothing is to be nailed, taped, glued, pinned or attached in any way to any curtain, floor, wall, orchestra shell or ceiling without consent of the tech director.

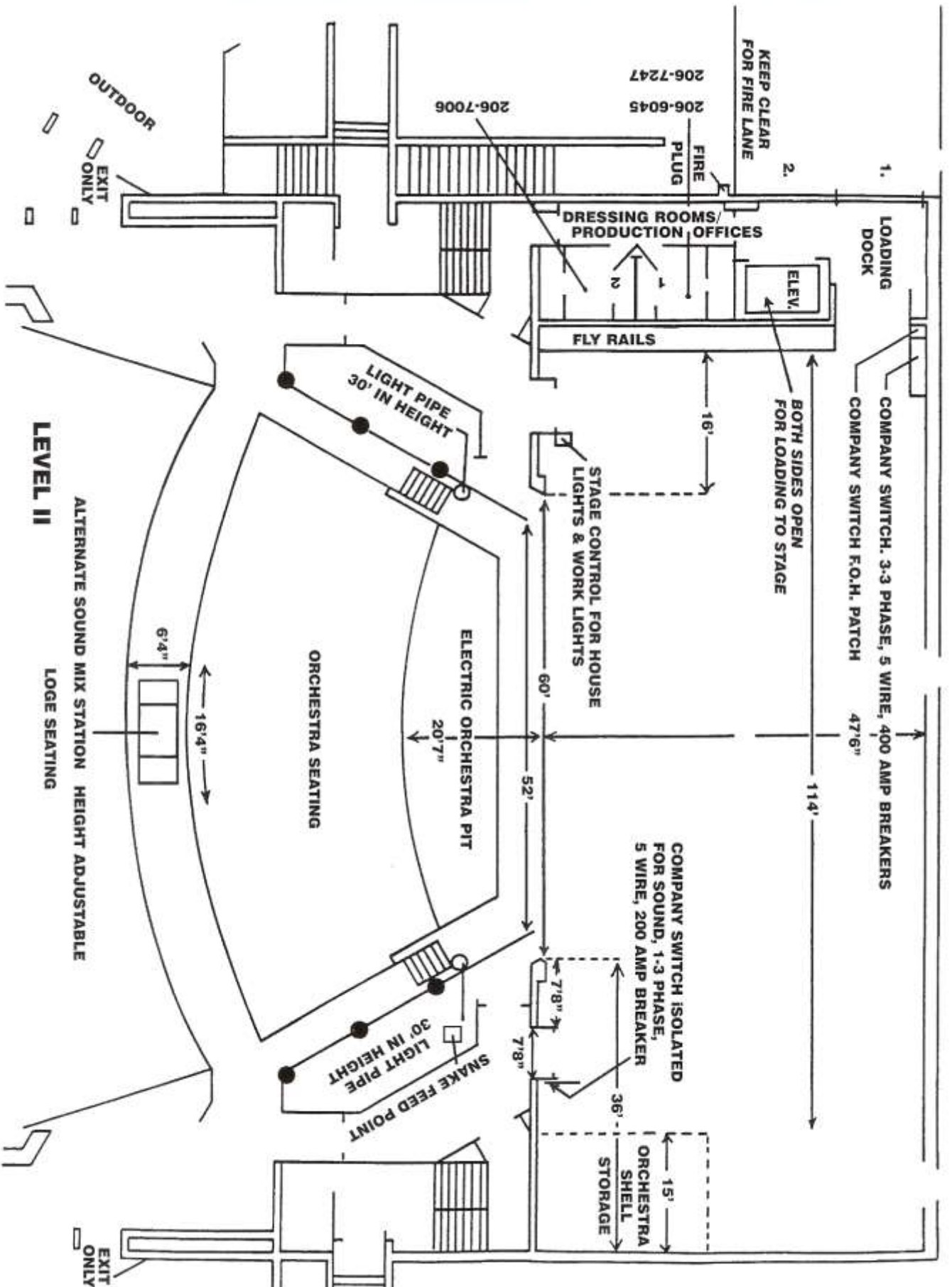
Lighting and/or sound equipment may not be attached in any manner to any part of the Auditorium not specifically designed for this purpose. Exceptions to this policy must be approved in advance in writing by the tech director.

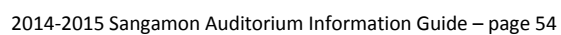
8. **Fireproofing** – Scenery and props must be fireproofed before they are brought into the Auditorium. Open flames will not be permitted unless properly shielded. All scenery must pass the open-match test, as set forth in the Chicago Fire Code. The tech director reserves the right to reject any equipment or scenery that does not meet minimum building specifications or that is deemed to be unsafe per weight or construction standards.
9. **Unusual Electrical & Effects** – Unusual electric connections or any unusual staging effects (such as water effects, etc.) may be permitted in connection with a performance only with the prior written consent and approval of the tech director.
10. **Lifts** – Outriggers must be used on all lifts at all times.
11. **Lighting** – The Auditorium assesses per day, per light usage fees to all renters. Those concerned about the impact of this on their overall lighting costs are encouraged to speak with the tech director who can recommend strategies for reducing costs, design a more cost-effective lighting plot, or recommend a contractual lighting designer who can design/alter your lighting plot. Services provided by the tech director will be billed according to the normal hourly rate.
12. **Smoking** – Smoking is prohibited at any location in the venue including on the stage and backstage due to Illinois law. Per University policy, **smoking is not permitted in any campus building**. The designated smoking area for stagehands, casts and crew is at the end of the stage door canopy.
13. **Food** – No food or drinks are permitted on the stage or in the house with the exception of bottled water. Food will only be permitted on stage if it is required by a script or contract and we agree to the conditions. Food and drinks are permitted in non-carpeted dressing rooms only and in non-carpeted stairs/hallways.

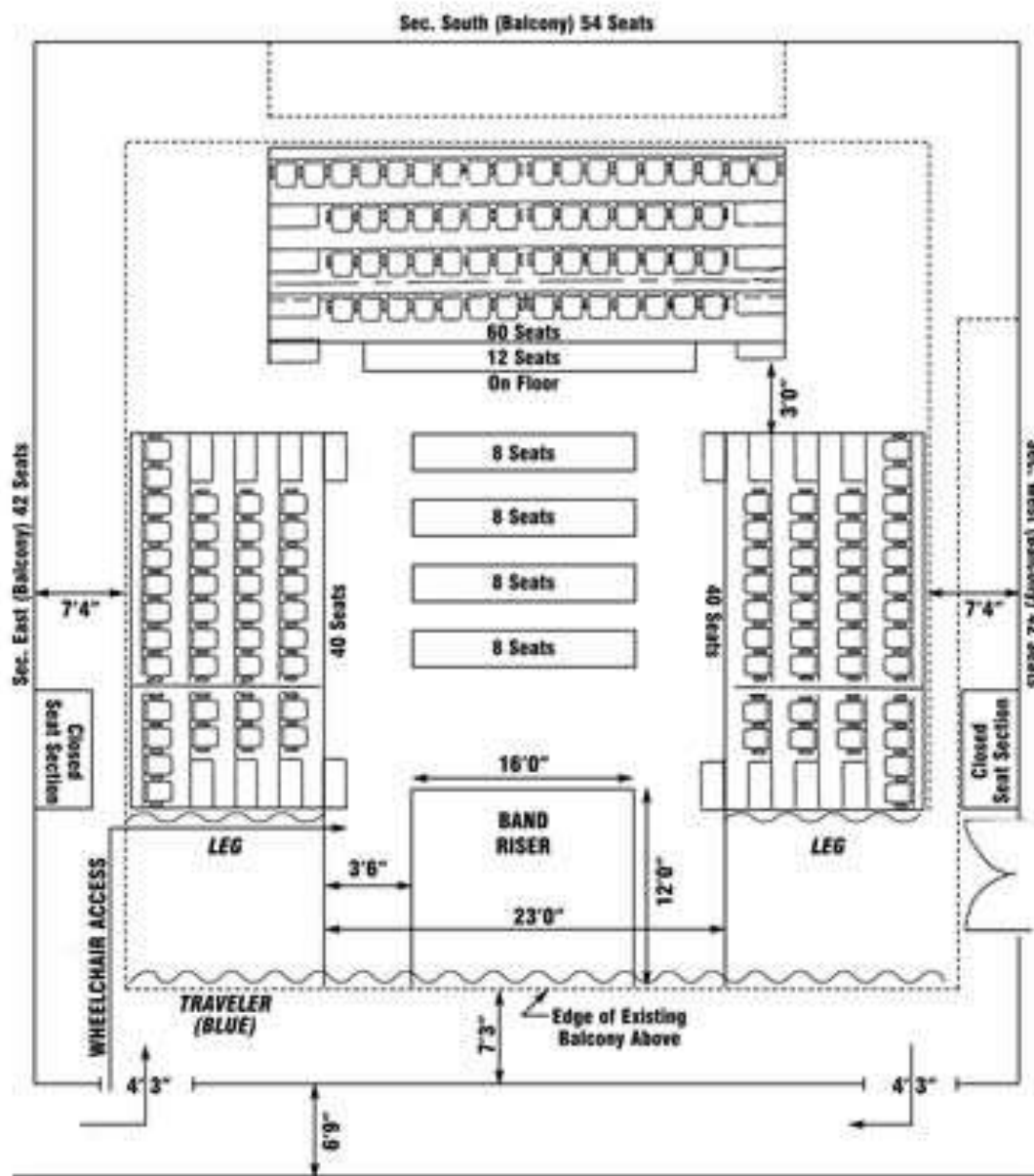
APPENDIX A BUILDING DIAGRAMS



Public Affairs Center Level 1



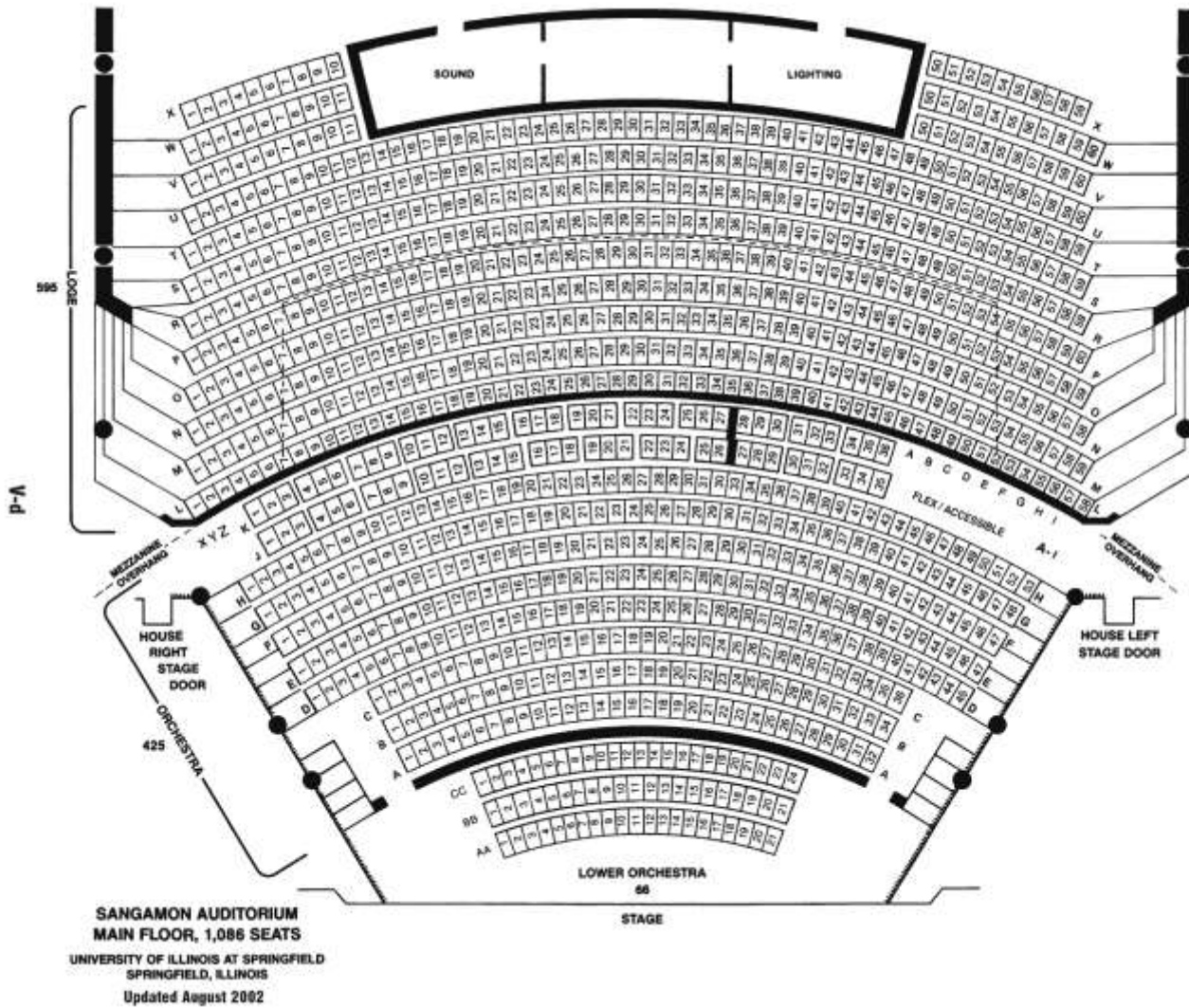




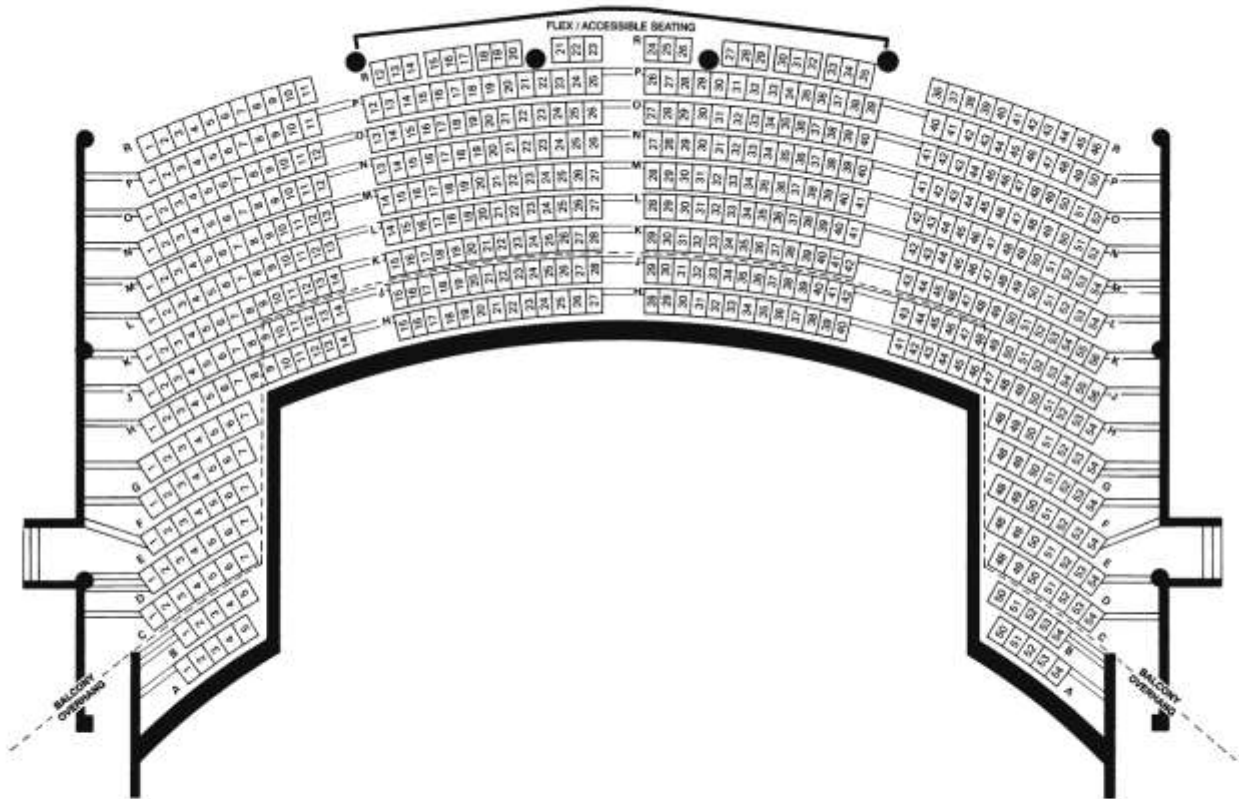
NOT TO SCALE

Studio Theatre

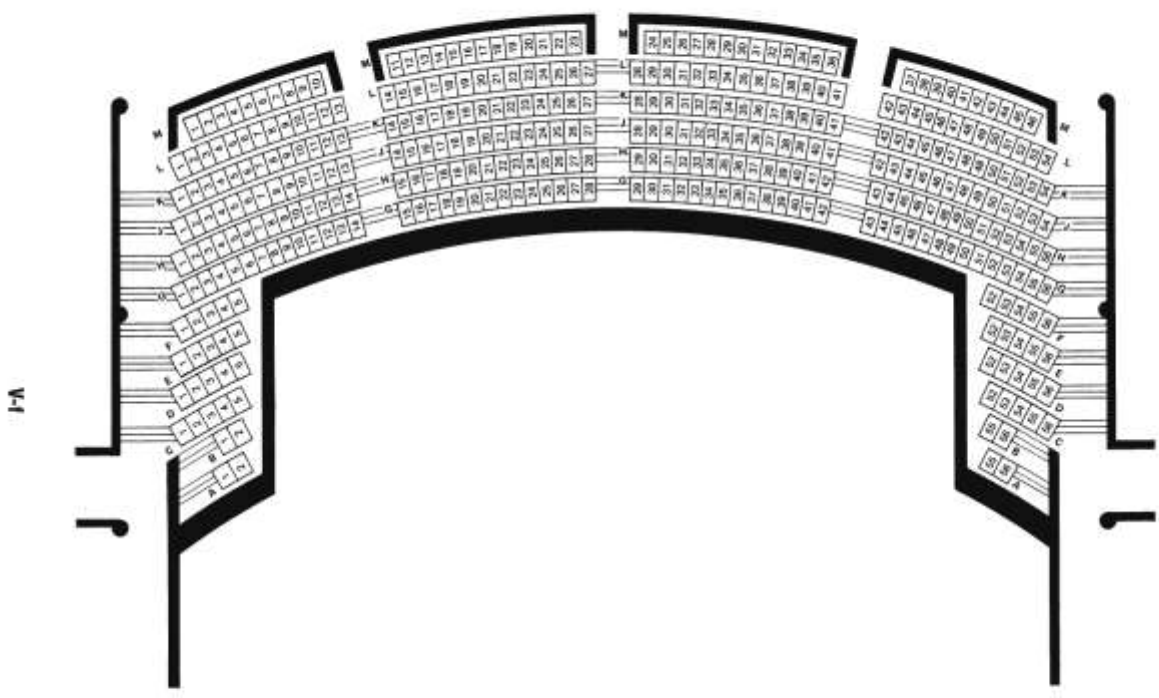
APPENDIX B SEATING CHARTS



9-A



**SANGAMON AUDITORIUM
MEZZANINE, 564 SEATS**
UNIVERSITY OF ILLINOIS AT SPRINGFIELD
SPRINGFIELD, ILLINOIS



I-A

SANGAMON AUDITORIUM
BALCONY, 368 SEATS
UNIVERSITY OF ILLINOIS AT SPRINGFIELD
SPRINGFIELD, ILLINOIS

APPENDIX C

DRIVING DIRECTIONS

Southbound on I-55

Exit right (west) at Exit #94 onto Stevenson Drive. Proceed to the intersection of Stevenson Drive and Taylor Avenue/West Lake Shore Drive (3rd stoplight). Turn left (south) onto West Lake Drive, which will become University Drive. Turn right at campus entrance onto Edgar Lee Masters Drive and follow signs to Public Affairs Center.

Northbound on I-55

Exit right (east) at Exit #90 onto Toronto Road. Turn left onto 11th Street. Turn right onto Vachel Lindsay Drive and follow signs to Public Affairs Center.

Westbound on I-72

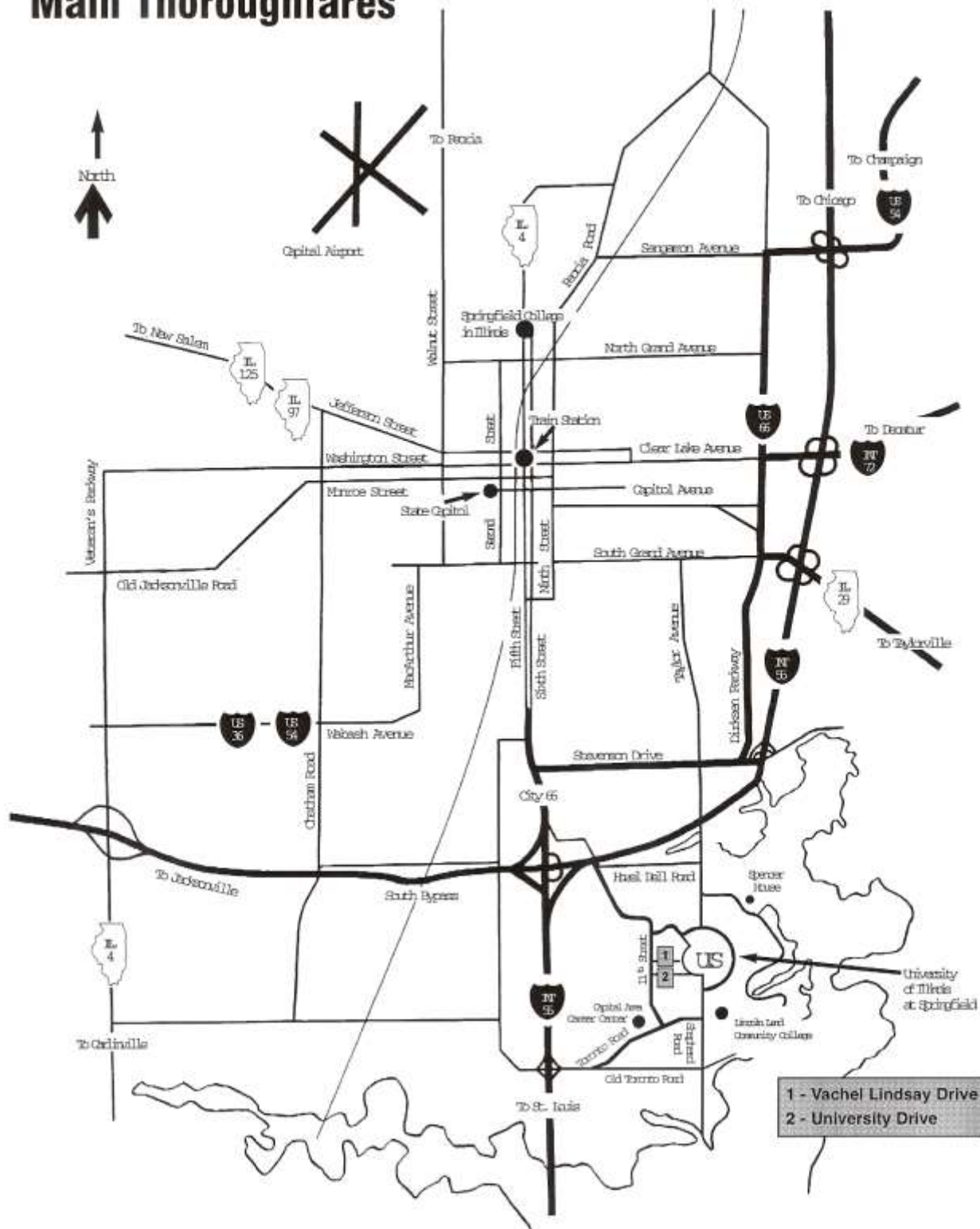
Exit onto I-55 South. Exit right (west) at Exit #94 onto Stevenson Drive. Proceed to the intersection of Stevenson Drive and Taylor Avenue/West Lake Shore Drive (3rd stoplight). Turn left (south) onto West Lake Drive, which will become University Drive. Turn right at campus entrance onto Edgar Lee Masters Drive and follow signs to Public Affairs Center.

Eastbound on US 36

US 36 merges with I-55 North. Exit right (west) at Exit #94 onto Stevenson Drive. Proceed to the intersection of Stevenson Drive and Taylor Avenue/West Lake Shore Drive (3rd stoplight). Turn left (south) onto West Lake Drive, which will become University Drive. Turn right at campus entrance onto Edgar Lee Masters Drive and follow signs to Public Affairs Center.

City of Springfield

Main Thoroughfares



APPENDIX D

PARKING INFORMATION

Free Parking – Free parking is available for patrons for all events. On Friday evening, Saturday, and Sunday you may park in lots A, B, C, D, F, G & I. During daytime events Monday-Friday and evening events Monday-Thursday, you may park in lots A, B, C-north, D & I. Twenty-five parking spaces for patrons with mobility impairments are available for all events.

Parking Tickets – Vehicles parked in lots other than those mentioned above will be subject to ticketing by Campus Police. The minimum fine for parking violations is \$25. Patrons are responsible for any tickets and fines associated with parking in lots other than those mentioned above or for any illegal parking in any of the above lots.

Parking Lots	Distance to PAC	Average Walking Time to PAC
A	975 feet	5 minutes
B	900 feet	4 minutes
C	600 feet	3 minutes
D	600 feet	3 minutes
E	400 feet	2 minutes
F	750 feet	3 ½ minutes
G	600 feet	3 ½ minutes
I	850 feet	3 ¾ minutes

Passenger Drop Off/ Pick Up – Passengers may be dropped off at the main entrance of the Public Affairs Center on Level One. To reach the Level One entrance (i.e. Teardrop), vehicles should proceed down Ernest Hemingway Drive and stay in the **left** lane. Wheelchair assistance to the Auditorium can be obtained at this location.

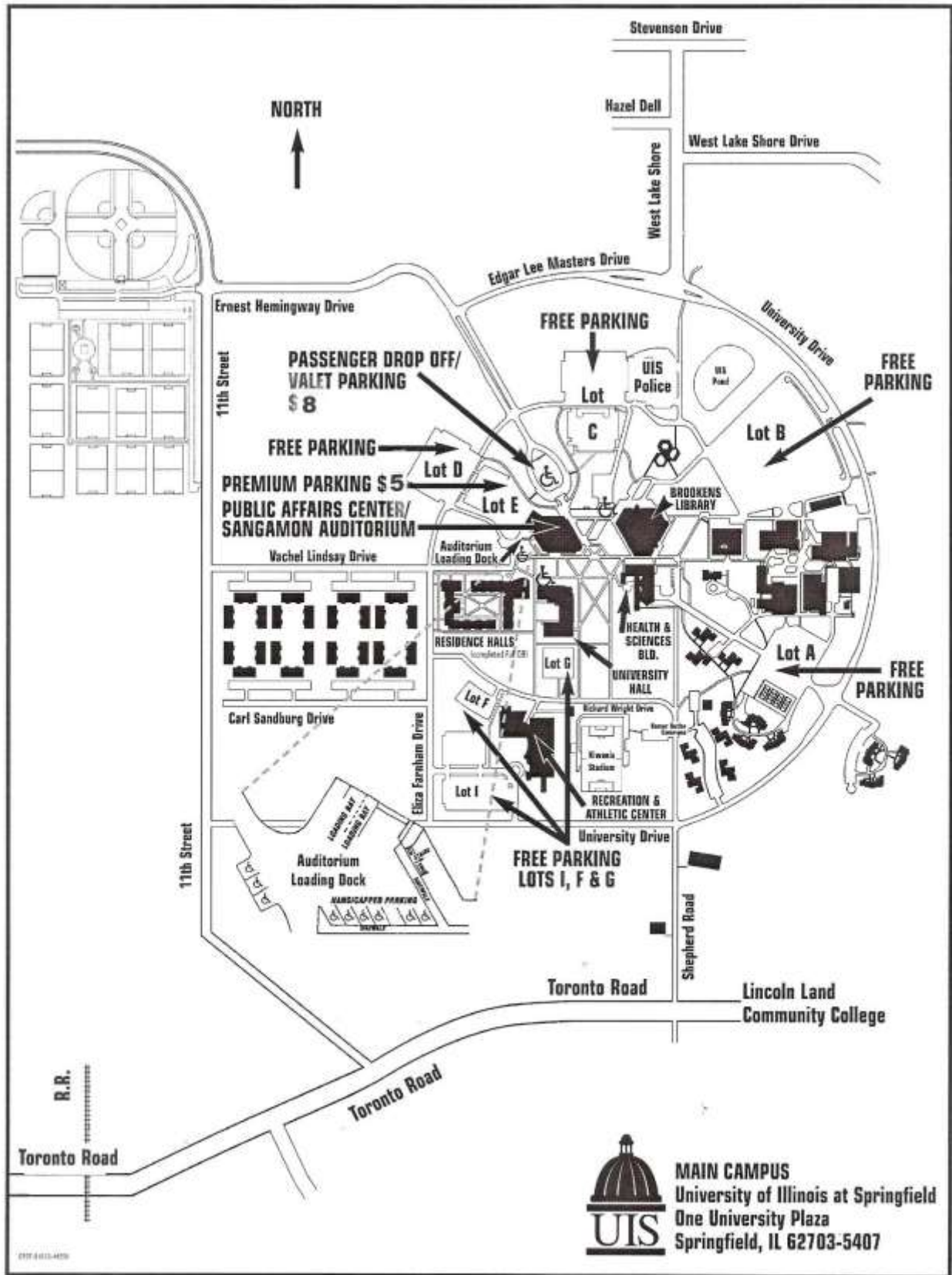
Valet & Premium Parking – For many events, valet and premium parking are available on a first come, first served basis. One hundred valet spaces are available at \$8 per vehicle. For this service, vehicles should proceed to the Level One entrance (i.e. Teardrop) down Ernest Hemingway Drive and stay in the **right** lane. Premium parking is available in lot E, just north of the PAC building, for \$5 per vehicle. The capacity of this lot varies depending on the day of the week and its use by UIS students and faculty/staff.

Event Parking Trends – As Sangamon Auditorium is part of the UIS campus, students and faculty/staff generally have first access to the campus parking lots. Classes are in session in the PAC Building Monday – Friday from about 9 am to 9:30 p.m. The last evening classes begin at 6:00 p.m. Please take this information into account when determining in which lots to park as student and faculty cars will be parked there as well.

Typically for events at Sangamon Auditorium, lots C and D fill first. Premium parking in lot E also fills quickly. Lots F, G and I will fill quicker when there are events in the Recreation and Athletic Center and the Kiwanis Stadium. Generally, lots A and B are the last to fill, but require more time spent on foot to get to the Auditorium as they are located further away from the Public Affairs Center.

For the easiest access in and out of free campus parking, it is recommended that patrons use Edgar Lee Masters Drive/University Drive to park in lot B. This helps patrons avoid the intersection near the Teardrop, which is generally filled with patrons seeking valet service.

Arrive early, and allow ample time to be seated. Patrons who arrive after the performance has begun may have to wait to be seated at an appropriate break in the performance as determined by the artist.



APPENDIX E AREA SERVICES

UIS EMERGENCY MEDICAL ASSISTANCE

In the event of an injury or illness on campus, the Campus Police Department 206.7777 should be summoned immediately by any individual on the scene. The following information should be given by the caller:

- Name of Caller
- Name of Victim
- Nature of the Illness/Injury
- Specific Location of the Victim
- Other Information that may be Necessary

AREA HEALTH SERVICES

Memorial Medical Emergency Room

Phone: 217.788.3030

Address: 701 North First

Hours: 24 hours a day, 7 days a week

Method of payment: Will bill insurance – pay co pay if applicable

Website: www.memorialmedical.com

St. John's Hospital Emergency Room

Phone: 217.544.6464 & 217.525.5610

Address: 800 East Carpenter

Hours: 24 hours a day, 7 days a week

Method of payment: Will bill insurance

Website: www.st-johns.org

Memorial Express Care

Phone: 217.588.2600

Address: 2950 S. 6th St. or 3220 Atlanta Street or 3132 Old Jacksonville Rd.

Hours: 9:00 am – 8:00 pm, 7 days a week (closed on holidays)

Method of payment: Will bill insurance – pay co pay if applicable

Springfield Priority Care

Phone: 217.789.1403

Address: 1836 MacArthur Boulevard

Hours: 9:00 am – 9:00 pm, 7 days a week

Method of payment: Cash, check or credit card at the time of visit

Springfield Prompt Care – Springfield Clinic

Phone: 217.753.2273

Address: 1025 South 6th Street or 2200 West Wabash Ave.

Hours: 9:00 am – 9:00 pm, 7 days a week (S. 6th);

8:00 am – 8:00 pm, 7 days a week (closed on holidays) (West Wabash)

Method of payment: Cash, check or credit card at the time of first visit

Website: www.springfieldclinic.com/patient_services/prompt_care.asp

Acupuncturist

Susan Minder – 2025 West Iles, Suite B / Phone: 217.241.5300

Bank Services

Tom Gerdes, Bank of Springfield – 2600 Adlai Stevenson Drive / Phone: 217.529.5555 / www.bankwithbos.com

Chiropractic Services

Capitol Chiropractic Health Center – 3631 South 6th Street / Phone 217.391.5446

M-F 7:30am-6pm, Sat. 8:30am-Noon / 3 doctors available / www.capitolchiropractic.net

Dental Services

Dr. Downing – 1007 Leland Ave. / Phone: 217.787.7787, Emergencies: 217.787.7787

Dr. Albert Capati & Dr. Mark Link – 1027 South 2nd St. / Phone: 217.522.4451 / M-Th 8am – 4pm

www.capatidental.com

Dermatologist

Dr. Elizabeth Strow – 2041 West Iles Ave., Suite C / Phone: 217.793.5517

Dry Cleaning / Laundry Services

Village Cleaners – 1297 Toronto Rd. / Phone: 217.585.0415

Village Cleaners – 2640 S. 6th St. / Phone: 217.753.4540

Porter's Premier Cleaners – 2120 S. MacArthur Blvd. / Phone: 217.528.4444 / M-F 7am-6pm, Sat 9am-1pm

Legacy Cleaners – 1400 S. 8th Street / Phone: 217.544.6621 / M-F 7am-5:30pm, Sat 8am-4pm

Next day service / www.legacycleaners.com

Legacy Cleaners – 3124 S 6th St. / Phone: 217.789.2902

Sally Ward Cleaners & Launderers – 116 East Jefferson / Phone: 217.528.4313 / M-F 7am-5:30pm,

Sat. 7am-12pm

Ears, Nose, & Throat

Phil Garcia, Springfield Clinic – 1025 South 6th / Phone: 217.528.7541, Pager: 217.744.1691, Home: 217.529.6938

Family Practice – Physicians Group Assist

Springfield Clinic Prompt Care – 1025 S. 6th St. / Phone: 217.753.2273 / Everyday 9am-9pm

Springfield Clinic Prompt Care – 2200 West Wabash Ave. / Phone: 217.726.2273 / Everyday 8am-8pm

Closed on Holidays

Food Service

Dominos Pizza – Phone: 217.535.1559 / www.dominos.com

Cracker Barrel – 2975 S. 6th St. / Phone: 217.529.2290 / www.crackerbarrel.com

Jimmy John's – 3128 S. 6th St. / Phone: 217.522.2261 / www.jimmyjohns.com

Panera Bread – 3019 S. Dirksen Pkwy. / Phone: 217.529.6200 / www.panerabread.com

Grocery Store

County Market – 2777 S. 6th Street / Phone: 217.744.2290 or 217.528.2230 / 24-Hour Service

www.countymarket.com

Schnucks – 2801 Chatham Road / Phone: 217.698.2980 / 24-Hour Service

Shop 'n Save – 1501 S. Dirksen Parkway / Phone: 217.525.2372 / 24-Hour Service

Wal-Mart Supercenter – 1100 Lejune Dr. / Phone: 217.529.6299 / 24-Hour Service / www.walmart.com

Hardware Stores

Lakeside True Value – 2221 Stevenson Dr. / Phone: 217.529.2987 / M-F 8am-8pm, Sat 8am-6pm,
Sun 9am-5pm / www.truevalue.com

Lowe's of Springfield – 3101 West Wabash Ave. / Phone: 217.787.2300 / M-Sat. 6:30am-10pm,
Sun 8am-7pm / www.lowes.com

Menard's South – 3325 S. Veterans Pkwy or 2701 Marketplace Dr. / Phone: 217.698.8815 or 217.522.1835
M-Sat 6:30am-10pm, Sun 8am-8pm / www.menards.com

Hotels

Hilton Garden Inn Springfield – 3100 S. Dirksen Parkway – Phone: 217.529.7171
www.hiltongardeninn1.hilton.com

Baymont Inn – 5871 S. 6th St. / Phone: 217.529.6655 / www.baymontinns.com

Limousine Service

Executive Transportation – Phone: 217.523.5466 or 877.868.5466 / 24-Hour Service
website: www.etlimos.com

Mail Services

Federal Express – 600 Corporate Ct. (Off I-72 on Sixth St. Frontage Road) / M-F 9am-7:30pm, Sat 9am-3pm
Phone: 800.463.3339 / www.fedex.com

U.S. Postal Service – 2105 East Cook / Phone: 217.788.7200 / Open Saturday / www.usps.com

Massage Therapist

Jerry Stutler, Massage Therapist – Phone: 217.787.7546

OB/GYN

Dr. Patricia Knod – 415 North 9th Street, Suite 600 / Phone: 217.545.5117, after 4:30pm Pager: 217.788.2900

Orthopedic Sports Medicine

Diane C. Hillard-Sembell, Springfield Clinic – 800 N. First Street / Phone: 217.528.7541

Ask specifically for Dr. Hillard-Sembell and identify yourself as a performer at Sangamon Auditorium.

Pediatrician

Springfield Clinic TeleNurse – Phone: 217.528.7541 or 800.444.7541

24-Hour Service where a Registered Nurse will refer you to a doctor or give medical advice.

Pharmacies

County Market – 2777 S. Sixth St. / Phone: 217.744.2296 / M-F 8am-9pm, Sat 9am-6pm, Sun 10am-6pm
www.countymarket.com

CVS Pharmacy – 2703 Stevenson Dr. / Phone: 217.529.5908 or 217.529.5468 / M-F 8am-9pm, Sat 8am-6pm,
Sun 10am-6pm / www.cvs.com

Walgreens Pharmacy – 2625 Stevenson Dr. / Phone: 217.529.8185 / M-F 7am-10pm, Sat 8am-6pm,
Sun 10am-6pm / www.walgreens.com

Wal-Mart Supercenter – 1100 Lejune Dr. / Phone: 217.529.6299 / 24-Hour Service / www.walmart.com

Physical Therapist

Dean Anderson, Montvale Physical Therapy – 2951 Montvale Dr. / Phone: 217.698.4055 / M-F 8am-4:30pm

Podiatrist

Mitch Parker, Springfield Clinic – 800 N. 1st Street / Phone: 217.528.7541 / Pager: 217.788.2053

Marten Sikorski, Springfield Clinic – 800 N. 1st Street / Phone: 217.528.7541 / Pager: 217.467.6479

Shoe Repair

Dick's Shoe Service – 314 West Laurel / Phone: 217.523.5233 / M-F 7:30am-5:30pm, Sat 9am-1pm

Taxi Companies

Airport Cab – Phone: 217.789.2624

Lincoln Cab – Phone: 217.523.4545 or 217.522-7766 / 24-Hour Service

Mid-State Cab – Phone: 217.522.9039 or 800.216.1886

Trucks & RVs

Prairie Archway International Trucks – 401 S. Dirksen Parkway / Phone: 217.523.5631

Sangamon Diesel Services – 949 N. Lincoln / Phone: 217.544.1868 or 217.544.1877

APPENDIX F

NOTES FOR DANCE RECITALS

1. **Performance Running Time** – Reservations and agreements for dance recital events are based on a maximum performance time of three (3) hours including the standard twenty (20) minute intermission. If the event exceeds this time frame (as calculated from the posted start time to completion), it will be billed as two separate performances with all associated rental rates, Front of House services, stagehand labor, security, parking, etc... assessed per performance.
2. **Rehearsals** – For dance recitals/dance productions, a rehearsal that has more than 200 people in the house (including parents, performers, staff, production management, volunteers, etc...) will be billed as a performance with all applicable charges assessed including performance rental rate, usher fees, etc... Dance productions are responsible for notifying us when anyone will be present in the house. Failure to provide notification will be considered a late notice change and assessed labor minimums at one and a half (1.5) times the applicable rates.
3. **Stage Door Monitor** – Dance recitals will provide a stage door monitor to be on duty for the duration of performances and rehearsals whose purpose is to monitor access to the backstage areas and to check performers and volunteers in and out. No performers or volunteers will be admitted to the venue for a rehearsal or performance until either the monitor or the production manager has arrived. The information collected by the monitor must be provided to the Auditorium Representative or tech director when requested.
4. **Backstage Volunteers** – The tech director has the authority to limit the number of volunteers backstage and on the stage if their presence is disruptive to the performers, the audience or the performance, if they impede the work of the stagehands, or if they are not fulfilling their assigned role.
5. **House Lights** – For all dance recital events, the house light will remain at half (1/2) for the duration of the performance.
6. **Scenery & Props** – All scenery and props are subject to inspection by the tech director. No construction (nailing, gluing, cutting, etc...), painting, dying, other costuming or building or use of our machines and equipment (i.e. washers and dryers) will be permitted without prior approval from the event coordinator and the tech director. Approval will be granted on a case by case basis. Any violation of this requirement will result in additional cleanup charges and may include additional replacement/repair costs assessed directly to you.
7. **Costumes & Makeup** – The use of glitter (spray-on included), rosin and/or talc, and sequins (not firmly attached to costumes) on stage or in the house is forbidden. Substantial clean up charges will be assessed if clean up resulting from the use of glitter, rosin or talc occurs. The same applies to makeup that has to be removed from carpet or upholstery.