



# ELLIS THEATER RENTAL RATES



BASE RATE	WEEKDAYS	EVENINGS & WEEKENDS
Theater Rental	\$1,250.00	\$2,000.00
Reservation Deposit	\$300.00	

PERSONNEL	HALF DAY (4 HOURS OR LESS)	FULL DAY
*Technical Director / Audio Engineer	\$325.00	\$600.00
Head Electrician	\$275.00	\$425.00
Additional Technicians	\$250.00	\$400.00

ADDITIONAL PERSONNEL	HOURLY RATE
House Manager	\$22.00
Stagehands	\$20.00
Usher	\$12.00/person
Box Office	\$20.00/person
Police (4 hr. minimum)	\$41.00/person
Custodial Services	\$375.00

## BOX OFFICE FEES

The Ellis Theater Box Office is open 20 hours per week and will also open one hour before an event starts and close one hour after the show begins.

All ticketed events must use Ellis Theater Box Office and online ticketing platform. There are several convenient ways to purchase tickets for our shows and events.

Order Online\* – patrons can choose their own seat

Order by Phone – call the Ellis Box Office during regular Box Office hours

Order in Person at the Ellis Box Office during regular Box Office Hours.

\*Tickets purchased online are subject to a convenience fee per ticket. All sales are final and all patrons, regardless of age, must have a ticket. Tickets purchased online or over the phone will be available for pick up at the Box Office during regular Box Office hours and at Will Call on the day of the event. Will call will open one hour before the event starts.

Standard fee (all events)	\$125.00
Additional fee (2 <sup>nd</sup> show, same day)	No charge
Ticket fees	\$3 per ticket
Complimentary tickets	\$1.50 each

#### TICKETING SERVICES BUYOUT (MUST BE SPECIFIED IN CONTRACT)

Renters who do not use the COCM ticketing services must pay a Ticketing Services Buyout fee of \$300. Buyout must be specified in contract.

#### TECHNICAL SUPPORT

Concert Grand Piano	\$250.00 per event (includes tuning)
Follow Spots	Not currently available
Projection Services (Client provides computer)	\$75 per day
Risers – 4' x 8' sections	\$20.00 per unit
Orchestra Chairs	\$1 each per day
Music Stands	\$1 each per day

#### SETTLING OUTSTANDING COSTS

Additional costs may be owed by Lessee to Congress of Country Music for additional services provided. Such additional costs shall be due and payable within ten (10) days of issuance of the invoice.

#### FACILITY INFORMATION

##### THE THEATRE

Complete technical specifications for the Ellis Theater are available upon request. The Ellis has 504 seats. COCM reserves the right to operate concessions at every event.

STAGE DIMENSIONS – Stage is 32' wide x 35' deep. Proscenium opening is 17' 8" high. There is no fly loft.

DRESSING ROOMS – The Ellis has two small dressing areas defined by pipe and drape. There is a small private restroom, but no showers are available. There is a large green room area available for performer gathering and meals.

## **BOX OFFICE PROCEDURES AND POLICIES**

- All tickets will be sold through the COCM Box Office, unless permission is obtained prior to issuing of contract.
- Lessee must use tickets provided by COCM Box Office, unless permission is obtained prior to issuing of contract.
- Lessee will submit the Box Office Services Request at the same time as the Sales Agreement is returned if the lessee is holding a ticketed event under this contract.
- COCM shall have complete custody and control of the Box Office as well as all monies received from the sale of tickets therein.
- Lessee shall assume all liability for returned checks and failed credit card charges.
- All monies, fees, and transactions are conducted with COCM.
- Tickets will not be sold without a signed contract and rental deposit paid.
- Lessee is required to use COCM or Ellis Theater logo on all promotional materials, especially newspaper ads, flyers, etc.
- COCM reserves the use of four (4) tickets, at locations of its choice, for each performance, at no cost to the Center. If not needed, all unused seats will be placed on sale or returned to the lessee no later than 24 hours prior to the performance.
- Upon return of the signed contract and deposit, or at the date specified following the return of signed contract and deposit, Center will begin selling event tickets. Patrons can use cash, check, and all major credit cards (Visa, MasterCard, American Express, and Discover). A \$3 ticket fee will be retained on each ticket sold. A \$1.50 ticket fee will be retained for each complimentary ticket
- Box Office Fees:
  - \$125.00 Standard fee for all events
  - \$1.50 ticket fee per ticket for each complimentary ticket
  - \$3 ticket fee per ticket for each ticket sold
- Only COCM personnel are allowed in the Box Office.
- A link will be provided for online ticket sales. Patrons purchasing tickets online will incur a \$5.00 convenience fee.
- Merchandise sales to be settled immediately upon inventory count after performance with a Box Office employee. COCM collects a 20% commission on soft goods, 10% commission on media, and 7% sales tax.
- COCM shall supply to Lessee one (1) printed copy of the ticket report for review and approval within three days of completion of event.
- COCM shall issue a check to Lessee for all tickets sold for an event within fifteen (15) business days of the completion of the event, less expenses, fees, etc., if applicable.

## **TECHNICAL INFORMATION**

LESSEE MUST CONTACT THE TECHNICAL DIRECTOR AT LEAST 45 DAYS PRIOR TO EVENT.

### **GENERAL RULES**

- A. Complete technical information for Lessee event(s) must be provided at least 45 days in advance of the Event. Lessee is required to obtain technical rider information from the Artists and relay this information to COCM Technical Director. Please note: conventional lighting equipment, microphones, and miscellaneous equipment may be used at no charge; if available, except for items with fees

described herein. The Lessee should consult with the Technical Director as to the latest list of available equipment. All other extra equipment shall be the responsibility and costs of the Lessee.

- B. A minimum of one technical House Crew is required to be present at all rehearsals, performances, load-ins, strikes, and load-outs. Please note that all labor calls shall be a minimum of five (5) hours for load-in and four (4) hours load-out. After eight (8) hours, 1.5 time shall be charged. Lessee recognizes that holidays are subject to double time charges, and other conditions as described in this Rental Rate Schedule.
- C. Any open rehearsal attended by more than 25 non-production personnel will be considered a performance. A House Manager is required to be present and an hourly charge will be incurred in the final billing to provide adequate staffing for the rehearsal.

### **TIMES AND CREW CALLS**

The Technical Director will set the size of the crew and call times after consulting with Lessee's production personnel. Load-in, set-up, and load-out must be considered in addition to actual show time. One House Manager is required for each performance.

Labor charges begin with the scheduled load-in time or the arrival time, whichever is earlier, and continue through the restore following the performance. Labor charges for each rental day are continuous and are a minimum of four hours. After eight hours, 1.5 times the hourly rate shall be charged. After sixteen hours and on holidays, two (2) times the hourly rate shall be charged. Regardless of the number of hours worked; any event that goes past 12:00 a.m., inclusive of strike, load-out, and restore, will incur an additional half day rental rate. If there are not eight (8) hours between successive calls, then overtime rates apply. Breaks for the staff are required and will be given for each event. If the event does not allow for pauses, additional staff will be required.

If anyone enters or exits the house during a rehearsal or in association with a performance, the House Manager and Ushers must be present. There must not be more than 25 non-production personnel in the house during a closed rehearsal. Open rehearsals will be considered performances, with associated staffing and facility fees.

**PERFORMING AREA** – Standard playing area is 32' wide x 35' 7" deep from front of apron to back wall.

**LIGHTING** – The Ellis is equipped with over 150 lighting instruments to light your show. Please see technical specifications for details.

**SOUND** – Acoustics in the Ellis Theater are very good, and amplification is not always necessary. But a full complement of audio gear is available. Please see technical specifications for details.

**SCENERY** – A list and description of any scenery or objects to be used in presentation must be provided to the Technical Director. Lessee must notify the Technical Director of any flying scenery. All scenery must be stage ready and flameproof. The Technical Director can reject any scenery or props that are deemed unsafe and/or flammable.

**CUSTODIAL** – There is a standard fee for custodial service. If additional service is necessary, additional fees will apply.

**SECURITY** – There is a four (4) hour minimum call for security service.

**MERCHANDISE SALES** – Lessee is responsible for collecting and paying Sales Tax. A commission of 20% of gross sales less 7% Mississippi Sales Tax is due to the MSU Riley Center and must be settled immediately upon inventory count after performance with a box office employee.

### **THE PRODUCTION STAFF**

COCM retains the services of professional technical staff as needed. At least one technical crew member must be present at all calls. Additional stagehands may be needed as determined by the Technical Director to move and/or set-up scenery, run special equipment, coordinate performers, and other duties.

Only COCM stagehands are allowed to operate and/or move equipment belonging to COCM, including but not limited to: lighting equipment, sound equipment, stage equipment, and control boards/panels.

The **Technical Director** is the supervisor of all stage activity. The Technical Director is the direct contact for the Lessee when the event reaches MSU Riley Center.

The **Audio Technician** will handle all sound reinforcement, including setting up microphones and monitors. All backstage communication, which includes the intercom, is the audio Technician's responsibility.

The **Lighting Technician (Head Electrician)** will make sure the show is properly lit for artistic and dramatic needs from simple basic lighting to highly individualized lighting scenes requiring aiming, focusing, and gelling the lights prior to the show. If the lighting setup is extensive, the lessee will assume the cost of restoring the lighting to its standard arrangement afterwards.

The **House Manager** is responsible for many activities (concessions, ushers, merchandise sales, box office). The House Manager coordinates opening the house, assisting patrons, supervising patrons with special needs, distributing programs, and maintaining safety in the theatre.

**The Ellis Theater reserves the right to refuse service or to ask an individual to leave the premises whenever the House Manager deems necessary without explanation.**