

## ***BOOKING PROCEDURES AND INFORMATION***

### ***RENTAL APPLICATION***

---

Prospective Performing Arts Center tenants who have not rented our facilities previously should complete a Rental License Application. The application form is included within this package, which also contains rate schedules for facility rental and most itemized event costs. Upon return of your completed Rental License Application, it will be reviewed and in our sole determination, we will decide on your requested event date, based on the following criteria:

- a) Comparison to other successful events
- b) Event feasibility and technical suitability
- c) Applicant's previous event experience and promotion capabilities
- d) Applicant's financial resources
- e) Availability of dates requested

#### ***FIRST TIME APPLICANTS PLEASE NOTE:***

***Submittal of the Rental License Application does not guarantee an awarding of dates.***

***Dates will not be held at Performing Arts Center facilities without an approved Rental License Application.***

***Date holds will not be retained for more than 30 days without renewal by further contact with the Performing Arts Center.***

### ***EXECUTION OF RENTAL AGREEMENTS***

---

All arrangements are considered tentative until the Rental Agreement has been fully executed. The Rental License Agreement must be submitted and signed by the promoter/user, at which time the rental deposit may or may not become due. When deemed appropriate, additional rental deposits may be required by Performing Arts Center management to cover the balance of the minimum rental fee, estimated staffing costs, equipment use fees and technical service expenses. The standard rental deposit is the full rental fee plus (in rough terms) 50% of estimated costs.

After discussions with the promoter/licensee, the P.A.C. Director of Production will prepare an itemized estimate of reimbursable event related expenses that the licensee will be responsible for at the time of settlement. A copy of this estimate will be provided to the promoter/licensee/user and will be considered an addendum to the Rental Agreement (contract) for the facility being rented.

Tickets may not be sold for an event until the licensee has returned the signed Rental Agreement with deposit. The Performing Arts Center also maintains the right to insist on having the Certificate of Insurance on file prior to an event going on sale. The promoter/licensee/user is not permitted to advertise the event until the Rental Agreement for that specific event has been signed and returned with the required deposit.

The P.A.C. Director of Artistic Programming & Production can be reached at (702) 895-4712 to answer specific questions about P.A.C. Rental Agreements.

### ***SETTLEMENTS***

---

At the conclusion of the event, the promoter/licensee/user will be responsible for settling all facility expenses. The settlement will take place at the Performing Arts Center, or may be conducted via mail, e-mail, or fax. Settlements may be arranged on the next working day following the event or even later (at the discretion of Center directors). All "night of" settlements should be arranged in advance. Upon settlement, the promoter/licensee/user will be presented with available documented facility expenses including, but not limited to, facility rental and labor balances, ticketing expenses, hourly stage crew, front-of-house staff, equipment use fees, catering expenses (if applicable), and ticket office settlements.

If, at the sole discretion of the Performing Arts Center, ticket sales proceeds are insufficient to cover facility expenses, promoter/licensee/user may be required to make additional deposits prior to the event. If such deposits are not made within the designated time period, the event may be cancelled, resulting in the promoter/licensee/user's deposit being forfeited. In the event that ticket proceeds do not equal the expenses due, the promoter/licensee/user will be responsible for the amount due at the time of settlement.

Refunds of net ticket sales to the promoter/licensee/user will be transferred in check from within five (5) working days of the settlement. **Any unresolved or outstanding expenses from individual events are always to be settled**



## ***BOOKING PROCEDURES AND INFORMATION***

**within thirty (30) days of the event’s conclusion, after which a late fee of five (5) percent may be applied.** Any questions regarding payment of financial settlements should be directed to the Director of Finance at (702) 895-4711.

### ***INSURANCE REQUIREMENTS***

---

The Promoter/Licensee shall carry a policy of Commercial General Liability Insurance (Insurance Services Office form or equivalent approved by the UNLV Controller’s Office) covering Promoter/Licensee and the Performing Arts Center (University of Nevada System Board of Regents). Licensee must carry a combined policy limit not less than the Minimum Liability Insurance Limit specified in the Rental Agreement (normally \$1,000,000.00) and the certificate must cover the entire period of the event, providing coverage on an “occurrence” basis (as opposed to “claims made”).

The Certificate of Insurance will name the UNLV Performing Arts Center, its agents, officers and employees as additional insureds. The Licensee agrees to indemnify, defend and hold harmless the Performing Arts Center and the University of Nevada Board of Regents from any claim or loss or damage arising out of the Event and all activities relating thereto, except those occurring by reason of the Performing Arts Center’s sole negligence.

### ***PREPARATION OF INSURANCE CERTIFICATES***

---

The University’s Risk Management Division has approved two alternate methods in preparing the Certificate of Insurance:

1. If Certificate Holder reads:  
*“Board of Regents, Nevada System of Higher Education on behalf of the University of Nevada, Las Vegas and the Performing Arts Center,”* the Additional Insured may simply be listed as *“Certificate Holder.”*
2. If the Certificate Holder is not designated, as above, then the Additional Insured must carry the above clause displayed in italics.

***The University address (Box 455005, Las Vegas, Nevada, 89154-5005) must appear on the Certificate.***

### ***BOX OFFICE SERVICES***

---

The Performing Arts Center has a fully staffed Box Office on site available year-round excepting some state holidays. Our attractive ticket stock can display up to 40 characters of text per line on 4 lines. **Our Box Office phone number is simple to remember: (702) 895-ARTS (2787).** When the Box Office is closed (after hours and on some holidays), we have an event information system detailing upcoming events for callers. We also provide service on the **UNLVTickets.com** web site for the convenience of your customers (at your request). Performing Arts Center Box Office services are available for the following fees: a percentage of gross ticket sales commission, a flat (per-performance) set-up fee, and a per-ticket stock charge for any complimentary or consignment ticket stock.

### ***MERCHANDISE SALES***

---

House must provide sellers for all merchandise in UNLV Performing Arts Center facilities. Buyouts can be arranged with advance notice.

***House Commission Rates:***     *30% Commercial*                      *15% Not-for-profit*                      *(\$50 Minimum charge to sell)*