

**RENTAL RATES**

**BASE RENTAL RATE SCHEDULE (DAILY, effective 07/01/09)**

- Facility Codes: HCH = Ham Concert Hall (entire facility)  
HCH L = Ham Concert Hall Lobby  
HCH GR = Ham Concert Hall Green Room  
JBT = Judy Bayley Theatre (all performance areas)  
JBT L = Judy Bayley Theatre Lobby  
BBT = Black Box Theatre
- User Definitions: Commercial = Commercial For-Profit Organization  
Non-Profit = Non-Profit Organization  
*(Federally chartered 501-C tax exempt status)*  
Government = Federal, State, or County Government  
 Organizations, including Clark County School District.  
University = UNLV Department or Organization  
 (non-College of Fine Arts)

	<i>HCH</i>	<i>HCH L</i>	<i>HCH GR</i>	<i>JBT</i>	<i>JBT L</i>	<i>BBT</i>
<b>Commercial</b>	\$2,700.00	\$660.00	\$250.00	\$1,350.00	\$350.00	\$375.00
<b>Non-Profit</b>	\$1,650.00	\$400.00	\$150.00	\$900.00	\$210.00	\$225.00
<b>Government</b>	\$925.00	\$225.00	\$85.00	\$475.00	\$120.00	\$130.00
<b>University</b>	\$550.00	\$130.00	\$50.00	\$270.00	\$70.00	\$75.00

*NOTE: These rates refer to rental of the facility only, and do not include charges for equipment and personnel.*

**INCLUSIVE OF RENT:** Building rent includes available power, air conditioning, heat, normal (general) illumination, loading facilities, and a basic public address sound system including 1 microphone. A minimum deposit of the rental fee plus 50% of estimated expenses is required. All dates are subject to availability.

**ADDITIONAL EQUIPMENT SUPPLIERS**

The following is a partial list of Las Vegas vendors who can supply additional lighting, sound, and audiovisual equipment for your event:

- 4-WALL ENTERTAINMENT: 3325 W. Sunset Rd. (702) 263-3858  
 AVW-TELAV: 3325 W. Sunset Rd. (702) 263-1484  
 ENCORE PRODUCTIONS (A-V): 5150 S. Decatur Blvd (702) 739-8803  
 GES EXPOSITION SERVICES: 950 Grier Dr. (702) 263-1500  
 SOLOTECH (Pro Audio): 7180 Dean Martin Dr. (702) 614-8882  
 PRODUCTION RESOURCE GROUP: 6050 S. Valley View (702) 942-4774  
 STUDIO INSTRUMENT RENTALS: 4760 S. Polaris Ave. (702) 382-9147

**LABOR AND EQUIPMENT RATES**  
FEE SCHEDULE (AS OF 07/01/09)

<i>PERSONNEL RATES</i>	<i>COMMERCIAL</i>	<i>NON-PROFIT</i>
Stage Manager (2 Hr. Min.)	\$33.00 per hour	\$33.00 per hour
Head Electrician (2 Hr. Min.)	\$30.00 per hour	\$30.00 per hour
Sound Operator (2 Hr. Min.)	\$30.00 per hour	\$30.00 per hour
Follow Spot Operator (2 Hr. Min.)	\$30.00 per hour	\$30.00 per hour
Head Grip (2 Hr. Min.)	\$30.00 per hour	\$30.00 per hour
Grip (2 Hr. Min.)	\$30.00 per hour	\$30.00 per hour
Wardrobe (2 Hr. Min.)	\$30.00 per hour	\$30.00 per hour
Bar or Box Office Additional Labor (2 Hr. Min.)	\$22.00 per hour	\$22.00 per hour
UNLV Police Lieutenant	\$85.00 per hour	\$85.00 per hour
UNLV Police Sergeant	\$80.00 per hour	\$80.00 per hour
UNLV Vehicle Officer	\$70.00 per hour	\$70.00 per hour
UNLV Patrol Officer	\$65.00 per hour	\$65.00 per hour
UNLV Reserve Officer	\$45.00 per hour	\$45.00 per hour
Student Security	\$23.00 per hour	\$23.00 per hour
Special Events Supervisor	\$28.00 per hour	\$28.00 per hour
Special Events Usher	\$22.00 per hour	\$22.00 per hour
Custodial Fee (all weekend events)	\$350.00 per day	\$350.00 per day
House Manager (4 Hr. Min.)	\$105.00 per service	\$105.00 per service
Front-of-House Rehearsal Staffing (4 Hr. Min.)	\$150.00 per service	\$150.00 per service
Ushers	Based on attendance and length of event, see chart	
Payroll Charge	3% of total payroll	3% of total payroll
<i>EQUIPMENT FEES</i>	<i>COMMERCIAL</i>	<i>NON-PROFIT</i>
House Piano	\$145.00	\$145.00
Piano Tuning (during business hours)	\$90.00 per tuning	\$90.00 per tuning
Piano Tuning (nights and weekends)	\$200.00 per tuning	\$200.00 per tuning
Piano Tuner Standby	Ask for quote	Ask for quote
Piano Moving	We will obtain a quote from the UNLV Music Department if this service is required.	
Follow Spotlights (2/Xenon)	\$100.00 ea.	\$60.00 ea.
Microphones and Choral Microphones (1 Free)	\$20.00 ea.	\$12.00 ea.
Wenger Concert Shell (12 sections)	\$50.00	\$30.00
Choral Risers (3- and 4-step)	\$30.00	\$18.00
Band Risers (8": 16": 24":)	\$10.00 ea.	\$2.50 ea.
Spotlights	\$4.00 ea.	\$1.75 ea.
General Equipment Use Fee	\$90.00 per show	\$90.00 per show
Box Office Service Charge	\$45.00 per day	\$27.00 per day
Beverages (P.A.C. Bar Service)	Ask for quote	Ask for quote
Motor Pool Vehicle	\$37.00 per day	\$37.00 per day
Forklift Charges	\$25.00 per hour	\$25.00 per hour

*Note: The venues have no wireless microphones. These units can be rented for the user. Ask for a quote.*

**BOX OFFICE RATES**  
 (EFFECTIVE 07/01/09)

**SYSTEM SETUP CHARGES (TICKET PRINTING)**

	Commercial	UNLV Dept./Non-Profit/Gov't.
All Venues	\$95.00	\$60.00

The following information will be required to set up our system to sell / print your tickets. Allow 7 business days for completion:

- *Performance Title* - can be from 1 to 4 lines in length, up to 40 characters per line including spaces & punctuation
- *Performance date and time*
- *Location of performance*
- *All prices and discount prices (and the sales categories to which they apply)*

**ADDITIONAL FEES**

**SALES COMMISSIONS:**

- 2.5% of all season ticket sales sold through the Performing Arts Center for both commercial and nonprofit entities
- 4.5% of all GROSS TICKET SALES sold through the Performing Arts Center for both commercial and nonprofit entities

**STOCK:**

- Tickets that are consigned to users or comped to guests will be subject to a *11¢ per ticket stock charge*.
- Tickets consigned to users will also be subject to the *\$1.25 per ticket facility fee*, payable by user.

**CHANGE FEE:** Once on sale, any changes made to an event (including pricing changes) will be a subject to a *\$30.00 fee per change*.

**INSTALLATION FEE:** To install a performance with prior hard ticket sales, the user will incur a *\$40.00 per hour handling charge* in addition to the normal set up charges.

**BOX OFFICE POLICIES**

- Admission to any event held on the UNLV campus must be handled by one of the two box offices located on campus: the Performing Arts Center Box Office or the Thomas and Mack Center Box Office.
- Remote outlet and internet ticket sales for events sold at the UNLV Performing Arts Center can be made available at renter's request only through the services and outlet subcontractors of UNLVTickets.
- The Performing Arts Center requires advance notification that users want their tickets sold on UNLVTickets.com when ticketing for the event is arranged. Sales of tickets through UNLVTickets are not available 48-72 hours prior to events. (If will call is not available at an event, ticket sales may be stopped prior to that point.)
- All tickets for events held in the Artemus W. Ham Concert Hall, Judy Bayley Theatre, or any of the spaces located in the Alta Ham Fine Arts building or Beam Music Center will be generated by the Performing Arts Center.
- Box Office Hours: Monday - Friday 10:00 a.m. - 6:00 p.m.; Saturday 10:00 a.m. - 4:00 p.m.; Closed Sundays. The box office is also open one hour prior to curtain time until 30 minutes past curtain time for all ticketed events held in Performing Arts Center Facilities. Box office may be kept open later at user's request for a *\$22.00 per hour charge*. Extended hours must be arranged one week in advance of the performance.
- The box office is closed on several state holidays each year, depending on the number of events for sale.
- We accept Cash, Visa, MasterCard, Discover, American Express, Diners Club and local checks (with a valid Nevada ID).
- The box office will not accept any unpaid reservations. Complimentary tickets can not be ordered on the phone.
- Tickets can be purchased over the phone with a *\$2.25 per ticket handling fee*. Tickets will be mailed if time permits.
- The UNLV Performing Arts Center Box Office Phone Number is (702) 895-ARTS (2787).

## ***BOX OFFICE POLICIES***

(continued)

- The box office is equipped with a Telecommunications Device for the Deaf; that phone number is 895-4717.
- The Performing Arts Center Box Office charges a *\$1.25 per ticket facility improvement fee* on most sales.
- Tickets can be sent certified mail, return receipt requested for an additional *\$6.00 per order charge*. The Performing Arts Center is not responsible for lost or stolen tickets, including tickets lost in the mail.
- When prepaid tickets are picked up, the patron must show picture identification and the credit card used for the ticket purchase. Individuals who receive complimentary tickets must also show picture identification to pick them up. If another individual is to pick up tickets, the person in whose name the tickets are held must give us written permission to release the tickets.
- There are NO REFUNDS on ticket purchases.
- There are NO ADJUSTMENTS on prior ticket purchases.
- Coupons must be presented at the box office ticketing window at the time of purchase.
- The box office does not downgrade tickets.
- Tickets may be exchanged for a different performance of the same production for a *\$2.25 per ticket exchange fee* (this fee is waived for season subscribers). Patron must exchange ticket(s) at least 24 hours prior to the performance date on the ticket(s) currently held.
- In order for members of the UNLV community to receive a discount on tickets, a valid, current UNLV Rebel Card ID must be presented at time of purchase.
- Tickets are void at curtain. Late seating is at the discretion of the management.
- Patrons with disabilities requiring special seating accommodations must notify the box office at the time of ticket purchase.
- We can provide sign language interpretation for most performances with a minimum of 72 hours advance notice.
- Only Performing Arts Center personnel are allowed in the box office.
- Performing Arts Center Gift Certificates may be purchased at the Box Office for any dollar amount. Gift certificates are not redeemable as cash.

## ***FRONT OF HOUSE RATES AND POLICIES***

### ***MERCHANDISE RATES AND POLICIES***

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- Per university regulations, UNLV Performing Arts Center staff must sell any merchandise offered for sale to the general public.
- The UNLV Performing Arts Center's commission is 30%\* or \$60 per performance, whichever is greater.
- Merchandise must be delivered to the Performing Arts Center's offices at least 2 hours prior to the lobby opening, for proper count-in.
- Merchandise settlement can occur immediately following the performance, at the discretion of Performing Arts Center Staff. Checks can also be mailed to clients. The Performing Arts Center will provide funds to university clients through inter-departmental requisition.
- Merchandise buy-out agreements are available for those who wish to provide their own sales staff. To negotiate a buy-out, contact Lori James, Director of Finance & Guest Relations, at (702) 895-4711, no less than 7 business days before the event.
- To arrange for merchandise sales, please contact Shaun Sewell, Director of Marketing & Patron Services, at (702) 895-4710.  
*\*Commercial rates, non-profit rates are available.*

### ***PROGRAM STUFFERS***

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The Performing Arts Center will provide staff to stuff items into your event programs. The cost is 2.5¢ per piece. Please contact Shaun Sewell at (702) 895-4710 to arrange for this service at least 7 business days in advance of your event. Stuffers must be delivered to the Performing Arts Center at least 24 hours in advance of your event.

**FRONT OF HOUSE RATES & POLICIES**  
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*FRONT OF HOUSE LABOR RATES (effective 07/01/09, all rates based on attendance)* \_\_\_\_\_

**2 HOUR PERFORMANCE (minimum staff call)**

Attendance	Rate	with use of balcony
0-500	\$365.00	add \$90
501-1,000	\$585.00	add \$90
1,001-1,376	\$675.00	add \$90
1,376-Full	\$765.00	includes use of balcony

**LONGER PERFORMANCES**

Attendance	Additional Charge
0-500	add \$40 per each 1/2 hour
501-1,000	add \$70 per each 1/2 hour
1,001-1,376	add \$80 per each 1/2 hour
1,376-Full	add \$80 per each 1/2 hour