

Modlin Center for the Arts Campus Rental Rate Information

July 2017-June 2018

All prices are subject to change depending on nature of event

FACILITY LICENSE FEE – Full License Fee is charged for each day that a performance, meeting, lecture, or other event is held. If facility is used for a rehearsal, the rehearsal fee is charged per day.

Camp Concert Hall (capacity 576)

Located in Booker Hall of Music, this concert hall is specifically designed for musical performances. The hall boasts a wide stage, making it large enough to accommodate large ensembles. The hall also accommodates lectures, meetings, film screenings, and some smaller dance performances.

\$300	per event day
\$150	per rehearsal day

Alice Jepson Theatre (capacity 559 + 30 Standing Room Only)

This flexible proscenium stage theater has a size and design to provide every audience member with an intimate view of the stage. This beautiful setting features tall mahogany windows, arched openings, and elegant stairways. Alice Jepson Theatre is accessible and is equipped with an assistive listening system. Standing Room Only option available (capacity 30).

\$300	per event day
\$150	per rehearsal day

Cousins Studio Theatre (capacity 125)

This theatre is a multi-purpose, flexible black box theatre that can accommodate up to 125 patrons depending on configuration. There are two entrances for the public, and it is accessible to a loading dock and dressing room spaces. It is often used for performances, lectures, meetings, workshops, and special events.

\$175	per event day
\$87	per rehearsal day

Facility License Fee for Camp Concert Hall, Alice Jepson Theatre, and Cousins Studio Theatre includes the following staff: up to 2 Modlin Center house managers and 2 head ushers and 1 house technician if available

Booth Lobby/Modlin Courtyard (for reception; 400 standing guests)

\$75	daily rate
------	------------

CUSTODIAL SERVICES (required)

\$125	per event
-------	-----------

INSURANCE

University sponsored events are covered under the University's liability insurance.

TECHNICAL PERSONNEL

\$30/hour	Union Technician
\$20/hour	House Technician (audio & lighting)
\$10/hour	Stagehand

Please note that need is determined by Modlin Center. Holiday and overtime labor rates subject to time and a half rate.

Modlin Center for the Arts Campus Rental Rate Information

July 2017-June 2018

All prices are subject to change depending on nature of event

ADDITIONAL SERVICES

Box Office Services

\$50	event set-up fee (includes input into ticketing system, online sales set-up and support)
\$7/day	staffing each day tickets are on sale at box office (Monday-Friday)
\$50/event	box office student staffing during event (90 minutes prior to start time through 30 minutes after event start – total of 2 hours)
\$.10/ticket	processing fee

If sponsor is charging admission, please also note that the following charges will be deducted from revenue before it is returned to the client:

- 5% of credit card sales processed through box office
- 7% of all sales for City of Richmond admissions tax

All ticketing must be managed by the Modlin Center Box Office.

Security Services

Contact University Police for current pricing and scheduling

Piano Tuning

\$80/piano per piano by house tuner

Catering

Catering is priced separately through University Catering which has right of first refusal on all catering events. Ask for a list of approved outside caterers. All menus and beverage service must be approved, in advance, by the University of Richmond.

ADDITIONAL EQUIPMENT RENTALS

Marley Floor

\$100 per event (includes install and strike)

Draped table/chairs

Two draped tables are included in the facility license fee. Additional draped tables are \$25/set.

Outside equipment rentals

Will be arranged by Modlin Center staff with sufficient notice for cost plus 5% administrative fee.

Merchandise

A commission on all merchandise sales will be collected. Modlin Center allows outside merchandise sellers or can provide a seller for the event. The merchandise rate is 25% of gross sales when the Modlin Center sells or 20% of gross sales when renter sells. No outside food or beverages are allowed to be sold to patrons.

For information regarding space availability, costs, and rental policies please contact:

Modlin Center for the Arts

Chris O'Neil Operations Manager

P: 804.287.6601 or E: coneil@richmond.edu Web: modlin.richmond.edu