

# Modlin Center for the Arts Rental Rate Information

July 2017-June 2018

*All prices are subject to change depending on nature of event*

The below facility license fees are for the rental of the spaces only. The facility license fee is subject to 5.3% state sales tax. Proof of insurance and custodial services are also required. Additional costs for audio, lighting, and labor will be determined by the Operations Manager in consultation with the Licensee. Theatre seating capacity may vary according to configuration and technical requirements.

## **FACILITY LICENSE FEE (multi-day booking discount will be considered)**

### **CAMP CONCERT HALL** (capacity 576)

Located in Booker Hall of Music, this concert hall is specifically designed for musical performances. Its sophisticated acoustical design makes it one of the premier halls to play and record in Richmond. The hall boasts a 38' deep by 41' wide stage, making it large enough to accommodate large ensembles. The hall also accommodates lectures, meetings, film screenings, and some smaller dance performances.

<b>Rental Period</b>	<b>Commercial Rate</b>	<b>Non-Profit Rate</b>
Daily	\$2,600	\$1,600

### **ALICE JEPSON THEATRE** (capacity 569 +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).

<b>Rental Period</b>	<b>Commercial Rate</b>	<b>Non-Profit Rate</b>
Daily	\$2,600	\$1,600

*\*Minimum of two technicians and two house managers required for rental of Camp Concert Hall and Alice Jepson Theatre.*

### **PERKINSON RECITAL HALL** (capacity 150)

This intimate recital hall is home to many smaller events including recitals, lectures, and rehearsals. One piano and one harpsichord are available for rehearsals and performances.

<b>Rental Period</b>	<b>Commercial Rate</b>	<b>Non-Profit Rate</b>
4 hour-minimum	\$700	\$400
Additional hours	\$175/hour	\$100/hour

### **COUSINS STUDIO THEATRE** (capacity 125)

This theatre is a multi-purpose, flexible black box theatre that can accommodate up to 125 patrons. 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.

<b>Rental Period</b>	<b>Commercial Rate</b>	<b>Non-Profit Rate</b>
Daily	\$1,500	\$950

**BOOTH LOBBY** (for reception; 400 standing guests)

**MODLIN COURTYARD** (outdoor space for receptions, small presentations; 400 standing guests)

**BOOKER LOBBY** (for reception)

Rental Period	Commercial Rate	Non-Profit Rate
Daily	\$1,000	\$400

**FREDERICK REHEARSAL HALL** (dance studio)

Rental Period	Commercial Rate	Non-Profit Rate
Daily	\$950	\$400

## RECORDING FACILITY

Rental Period	Standard Rate
4-hour minimum	\$450
Additional hours	\$120/hour

**FILMING/RECORDING RENTAL** (Camp Concert Hall or Alice Jepson Theatre)

Rental Period	Commercial Rate	Non-Profit Rate
Daily (8 hours)	\$500	\$300
Additional hours	\$40/hour	\$20/hour

**BOOKER LOUNGE** (capacity 30; for meeting space)

Secure space with phone and internet access.

Rental Period	Commercial Rate	Non-Profit Rate
4 hours	\$400	\$200

**BOOKER HALL OF MUSIC, BB 101** (capacity 40; for rehearsal, meeting space)

Rental Period	Commercial Rate	Non-Profit Rate
Daily	\$200	\$100

**BOOKER HALL OF MUSIC, B216 and B217** (capacity 28; for rehearsal, meeting space)

Rental Period	Commercial Rate	Non-Profit Rate
Daily	\$200	\$100

**GARDNER LECTURE ROOM,** (capacity 28; for lectures, meeting space)

Rental Period	Commercial Rate	Non-Profit Rate
Daily	\$200	\$100

**BOOKER HALL OF MUSIC, PRACTICE ROOMS** (4 rooms available)

Rental Period	Commercial Rate	Non-Profit Rate
Daily	\$200	\$100

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## **INSURANCE** (required)

Non-campus renters must provide a certificate of insurance that covers the event and all related activities. Contact us for required limits.

## **CUSTODIAL SERVICES** (required)

\$125/per event

## **LABOR**

### **Technical Personnel**

\$30/hour	Union Technician
\$20/hour	House Technician (audio & lighting)
\$15/hour	Stagehand

*4-hour minimum call for technical personnel.*

### **Front of House Personnel**

\$20/hour	House Manager
\$15/hour	Usher Staff

*4-hour minimum call for front of house personnel.*

## **ADDITIONAL SERVICES**

### **Box Office Services**

\$100	event set-up fee (including online sales and support)
\$10/day	staffing each day tickets are on sale at box office (M-F)
\$50/event	box office student staffing during event
\$20/hour	1 box office manager (2-hour minimum)
\$.20/ticket	processing fee

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.*

### **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.

### **Security Services**

\$50/hour	Police
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*Off-duty officers are hired through the Operations Manager based upon scope of the event.*

### **Parking Services**

\$18/hour	Event Parking Staff
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*Event parking is hired through the Operations Manager based upon scope of the event.*

**Piano Tuning**  
\$80/piano per piano by house tuner

## **ADDITIONAL EQUIPMENT RENTALS**

**Piano Rental**  
\$150/piano per event

**Marley Floor**  
\$100 per event

### **Draped table/chairs**

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

### **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 and beverage are allowed to be sold to patrons.**

## **CONTRACTS**

All contracts must be signed at least four weeks prior to the event date. In the event that a contract is not signed four weeks prior, the Modlin Center reserves the right to cancel the event. At the time a contract is signed, renters are required to submit a deposit, proof of insurance, proof of nonprofit status (if applicable) and a Ticketing Services Request Form (if applicable). The contract must be fully executed prior to occupancy of space. Any violation of the above may result in cancellation of the event.

## **RENTAL INCLUDES**

- Access from 7 am – 11 pm unless otherwise noted
- Requests for access outside of the hours stated in contract will result in the following overtime costs:
  - Overtime labor rates subject to time and a half rate
  - Early arrival or late occupancy subject to \$100 per hour
- Technical amenities as basic contract services:
  - Sound: use of specified venue audio equipment suitable for performance
  - Lighting: use of specified venue theatrical lighting suitable for performance
  - Draped Tables: two draped tables/chairs for lobby, if needed
  - Any additional outside equipment above venue inventory may be rented at cost + 10%
- Access to specified loading docks, corridors, dressing rooms, green rooms, lobby, stage, and audience areas.
- Standard orchestra chairs, music stands, and podium/lecterns.

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](mailto:coneil@richmond.edu)**

## **Modlin Center for the Arts**

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