

# UB CENTER FOR THE ARTS GENERAL RENTAL AND SERVICE INFORMATION AND FEES

- Rental reservations are accepted up to one year in advance. The Center for the Arts (CFA) is a multi-venue facility. Each venue is rented individually and is subject to rent, labor, and equipment charges. All rates are subject to change but will be honored on fully executed rental agreements.
- Rental dates in consecutive years are not guaranteed. Dates may be held for a short period of time at the discretion of the CFA. The CFA reserves the right to refuse rental of the facility. The CFA provides NO exclusivity or protection for promoters/presenters offering similar events at any time.
- A fully executed (signed) Rental Agreement and deposit are required to reserve date(s) for off campus or non-UB accounts. No event may be announced until a signed Rental Agreement is received by CFA with deposit.
- Use of the Atrium as anything other than a lobby for the Mainstage or Drama Theatre must be reserved in advance and included in the Rental Agreement with additional fees (e.g. reception, information fair, book signing, etc.).

## UNIVERSITY ACCOUNTING FEE

All off campus or non-UB account rentals are subject to a 10% University accounting fee on the total rental cost (including all labor, equipment, fees, etc.). UB Department Renters are subject to a 10% University accounting fee on ticket revenue.

## INSURANCE:

All non-UB Renters must present proof of appropriate liability insurance 30 days prior to first use, in which the State University of New York and the University at Buffalo Foundation, Inc. are named as additional co-insured in the amount of Two Million dollars (\$2,000,000.00), covering: injury to persons, including those resulting in death, and property damage, including damage to the CENTER, for all dates and times rented.

## NON-PROFIT STATUS

Non-profit organizations shall submit proof of non-profit status upon return of a signed rental agreement.

## FOOD AND BEVERAGE CONCESSIONS

The CFA retains exclusive right to sell food and drink items and its own merchandise at all events without Renter participation in the proceeds. Concession services requested for small scale events will involve a labor charge. Alcohol bars at concession are provided at the discretion of the CFA.

## MERCHANDISE SALES

The sale of merchandise, souvenirs, or goods of any kind (including program books) is subject to the approval of the Center and the seller will be charged 20% commission on gross sales or 30% if Center provides sales personnel. Any merchandise placed on sale must be inventoried by the House Manager before sales begin. Commission is collected in cash by House Manager at the end of the sale. CENTER will collect Sales Tax unless other arrangements are made prior to the engagement and AGENT/ARTIST confirms such arrangements in writing to CENTER

## PAYMENT SCHEDULE FOR NON-PROFIT OR COMMERCIAL/PRIVATE

**Deposit** 10% of total venue rent is due upon return of signed Rental Agreement. (non-refundable)  
**Advance** The remaining total venue rent is due 90 days (12 weeks) prior to first use (non-refundable)  
**Balance** Remainder of estimate (labor/equipment/services) is due 10 business days prior to first use

Payment may be made by certified check, money order, or credit card. Payable to: "University at Buffalo". Tax ID number is required on Rental Agreement.

## UB DEPARTMENT

UB Departments must supply a University account number and authorized signature on Rental Estimate. An invoice is sent following the event. UB Student organization events require the signature of the Student Association Treasurer and Purchase Order for deposit.

## LATE PAYMENT FEE:

When final payment is not received as prescribed in the Rental Agreement, a late payment service charge on the unpaid balance at 1-1/2% per month will be added to the bill.

## QUESTIONS

For further information regarding renting the CFA, see the CFA web site ([www.ubcfa.org](http://www.ubcfa.org)) RENTAL section and select USAGE POLICY or submit a RENTAL REQUEST to check on availability of venue(s). If you have additional questions, call 716-645-6917.

VENUE RATES	FEE	PER	NOTES/DETAILS
<b>MAINSTAGE</b>			<i>1,748 seats (1,106 orchestra, 642 balcony) - no standing room</i>
Commercial/Private	\$2,500	Day	Plus \$1,250 for additional performance on same day
UB/Non-Profit	\$1,800	Day	Plus \$900 for additional performance on same day
<b>DRAMA THEATRE</b>			<i>388 seats - no standing room</i>
Commercial/Private	\$800	Day	Plus \$400 for additional performance on same day
UB/Non-Profit	\$600	Day	Plus \$300 for additional performance on same day
<b>BLACK BOX</b>			<i>150 flexible seating - no standing room</i>
Commercial/Private	\$800	Day	Plus \$400 for additional performance on same day
UB/Non-Profit	\$600	Day	Plus \$300 for additional performance on same day
<b>SCREENING ROOM</b>			<i>210 seats - no standing room</i>
Commercial/Private	\$300	4-hr	\$75 each additional hour
UB/Non-Profit	\$180	4-hr	\$45 each additional hour
<b>ATRIUM (lobby)</b>			<i>800 standing or 400 flexible seating</i>
Commercial/Private	\$1,800	Day	Friday-Sunday
	\$800	Day	Monday-Thursday
UB/Non-Profit	\$1,000	Day	Friday-Sunday
	\$400	Day	Monday-Thursday
<b>CENTER SUITE</b>			<i>20 seated</i>
Commercial/Private	\$220	Day	
UB/Non-Profit	\$120	Day	

**DAILY RATE:**

The Daily Rate for the Mainstage, Drama Theatre, and Black Box includes (at no additional charge): basic lights and sound, dressing rooms as available, basic custodial services, House Manager for 8-consecutive hours, ushers, and ticket takers. Theater and Atrium daily rates apply to the use of a venue from 8AM-midnight including the time required for: load-in, technical set up, rehearsal, one performance, and load-out. Daily rates are not reduced for partial day use, dark days, or rehearsal days. If a rental consists of multiple performances on the same day, there must be at least 2 hours between the end of one performance and the beginning of another. A continuous performance/event with audience lasting more than 4 hours will be considered an "additional performance" and the rental rate will increase per rates above.

Theater daily rates do not include production/technical labor, equipment needs beyond basic lights and sound, box office service, university police, reserved parking, bus parking coordinators, porter, fire marshal, marketing or other specialized services.

**OVERTIME USE:**

An additional charge will be added for use of theaters before 8AM or after midnight.

Mainstage Overtime	\$250	Hr.
Drama Theatre Overtime	\$150	Hr.
Black Box Overtime	\$75	Hr.

## EQUIPMENT INCLUDED IN ROOM RENTAL

### MAINSTAGE:

**STAGE:** Hanging hardware for 1 banner, basic stage soft goods, 8x8 drum riser with rug, stairs and handrails (if needed), podium (black), up to 40 chairs, music stands/lights, 1 quick change booth (if needed) **LIGHTING:** Standard theatrical plot, EOS lighting console, tech table with video node (if needed) **AUDIO:** Wired intercom with 8 stations, 8 wired microphones, FOH console-Yamaha M7CL Mixer with house processing, paging and dressing room show relay, 4 stage monitors from 2 mixes controlled from FOH.

### DRAMA THEATRE:

**STAGE:** Hanging hardware for 1 banner, basic stage soft goods, 8x8 drum riser with rug, stairs and handrails (if needed), podium (black), up to 40 chairs, music stands/lights, 1 quick change booth (if needed) **LIGHTING:** Standard theatrical plot, Obsession 2 Lighting Console **AUDIO:** Wired intercom with 6 stations, 6 wired microphones, Yamaha M7CL Mixer with house processing, paging and dressing room show relay, 4 stage monitors from 2 mixes controlled from FOH.

### ATRIUM:

Up to: 400 upholstered chairs (gray w/chrome frame), 30 - 6' diameter round tables (seats 10), 30 - 3'x6' buffet tables, 9 - 18" x 6' tables, 29 3' diameter tables (seated or bistro height), 30' pipe and drape (white or black), 2 portable bars, velvet ropes and stanchions, ltd number of easels and sign holders, ice machine, coat racks and hangers, CD player over PA, flags, lectern **Caterer must provide: serving equipment, utensils, dishes and glassware, coffee makers. Only authorized caterers permitted in CFA.**

**SCREENING ROOM:** STAGE: Lectern with built-in microphone, fixed screen.

## PORTABLE EQUIPMENT FEE PER NOTES/DETAILS

### Projection

Screen 6x6	\$100	Day	
Screen 8x8	\$150	Day	
Screen 10x14	\$200	Day	
Screen 15x20	\$300	Day	
Overhead Projector	\$50	Day	
Slide Projector	\$50	Day	Standard Table Top
Slide Projector - Buhl	\$100	Day	1500 lumens
Slide Projector - Xenon	\$150	Day	3500 lumens
Projector Processor/Half Rack	\$250	Day	Projector Processor/Full Rack \$500/Day
Small Video Projector	\$300	Day	1200 lumens
Medium Video Projector	\$500	Day	3000 lumens
Large Video Projector	\$800	Day	10,000 lumens

### Projection Packages \*

Small Single Screen Projection	\$250	Day	Not for Mainstage. Laptop not included (user supplied). Includes 8x8 screen, standard table top projector (1200 lumens). Requires additional <b>\$100</b> (4 hr.) minimum labor.
Medium Single Screen Projection	\$500	Day	Laptop not included (user supplied). Includes 10x 14 screen, standard projector (3000 lumens). Requires additional <b>\$100</b> (4 hr.) minimum labor.
Large Single Screen Projection	\$800	Day	Laptop not included (user supplied). Includes 15x20 screen and standard projection (10,000 lumens). Requires additional <b>\$200</b> labor for 2 people x 4 hr. minimum call.
Single Screen HD Projection	\$3,500	Day	Includes 13x24 screen, HD projector, HD processor, DVD rack, and 3 input processor. Requires additional <b>\$900</b> labor minimum.
Dual Screen HD Projection	\$5,500	Day	Includes 13x24 screen, 2 HD projectors, HD Processor, full rack. Requires additional <b>\$1125</b> labor minimum.

<b>EQUIPMENT FEES</b>	<b>FEE</b>	<b>PER</b>	<b>NOTES/DETAILS</b>
<b>AUDIO</b>			
Wired Microphone	\$25	Ea	
Wireless Microphone	\$75	Ea	4/\$250, includes wireless handheld or wireless lav/headset
Wireless Intercom	\$100	Day	Includes up to 4 units.
Concert PA	\$1,800	Ea	
<b>LIGHTING</b>			
Follow Spotlight (Mainstage)	\$150	Ea	\$450/week/ea
Follow Spotlight (Drama Theatre)	\$100	Ea	\$300/week/ea
Booms	\$100	Day	Flat fees, includes up to 8 booms.
Gel	Varies		Fee if over \$50 or non-stocked, estimate based on event needs
Gobo	\$50-250	Ea	Fee if non-stocked or new. Estimate based on gobo selected.
Truss 60 - Upstage (Mainstage only)	\$750	Ea	Truss up to 90 \$1,200; up to 120 \$1,600
Truss up to 30 - Downstage (Mainstage Only)	\$500	Ea	Truss up to 60 - Downstage (Mainstage Only) \$1,000
ACL 4 Bar	\$50	Ea	4 available
Color Scrollers	\$200	Day	12 available
Strobe Cap	\$25	Ea	2 available
Strobe Light	\$75	Ea	2 available
Moving Lights	Varies		Estimate based on event requirements
<b>STAGING</b>			
Chorus Risers	\$30	Sect/Day	One riser holds up to 12 people comfortably
Graduation/Commencement Staging	\$400	Day	Available for Mainstage only
Marley Dance Floor	\$100	Day	\$300/week
<b>PIANOS</b>			
Piano Tuning	\$75	Each	Required for every CFA piano use.
Concert Grand	\$1,000	Day	Price may vary depending on availability. Does not include tuning
Baby Grand	\$200	Day	Does not include tuning
Upright	\$100	Day	Does not include tuning
<b>VIDEO MONITORS</b>			
CRT Television VCR/DVD Combo with Cart	\$50-\$75	Day	
37" LCD Monitor	\$150	Day	
46" LCD Monitor	\$200	Day	
<b>SPECIAL EFFECTS</b>			
Dry Ice Machine	\$100	Day	Plus supplies. 4 cannons can be shot at once. Price includes supplies per shot.
Confetti Cannon	\$10	Shot	May require additional clean up fee.
Smoke or Haze Machine	\$50	Day	A University Electrician is required at \$35/hr.
<b>PROJECTION (Screening Rm only)</b>			
Video/Computer Projection	\$100	Day	Includes podium controls and fixed microphone. Does not include actual computer.
16 mm Film Projector	\$250	Day	AV Technician Required (\$100 - 4 hr. min call)
35 mm Film Projector	\$500	Day	AV Technician Required (\$200 - 8 hr. min call)

<b>SOUND PACKAGES *</b>			
Small Sound Package	\$200	Day	Includes 2 wired microphones, 2 speakers, CD player/iPod Connection. Requires additional <b>\$100</b> (4 hr.) minimum labor.
Medium Sound Package	\$600	Day	Includes 2 full-range speakers, 24 channel console, CD player/iPod connection, Processing Rack, up to 12 microphones with stands or DI's, 4 monitor wedges, up to 2 mixes controlled by technician. Requires additional <b>\$100</b> (4 hr.) minimum labor.
Large Sound Package	\$1,000	Day	Includes Yamaha LS9 mixer, FOH snake, up to 24 microphones with stands or DI's, CD Player, Processing Rack, 4 monitor wedges, front fill, up to 2 mixes controlled by technician. Requires additional <b>\$450</b> (2x9x25) minimum labor.
Option 1: 8 speaker cabinets	\$800	Day	4 speaker boxes per side, includes 1 subwoofer per side.
Option 2: 16 speaker cabinets	\$1,800	Day	8 speaker boxes per side, includes 2 subwoofers per side and motor rental.
<b>LIGHTING PACKAGES *</b>			
Student Union/Alumni Arena House Package	\$600	Day	Includes dimmer pack, lighting console, cabling, and gel. Requires <b>\$100</b> (4 hr.) minimum labor.
Small Lighting Package	\$200	Day	Includes 4-8 units with enough cable to plug into wall. Requires <b>\$100</b> (4 hr.) minimum labor.
Dimmer Pack	\$600	Day	Includes up to 24 lights, dimmer, and controller. Requires <b>\$200</b> (2x4 hr.) minimum labor.
Reception Lighting Package	\$600	Day	Equipment determined per event. Requires <b>\$200</b> (2x4 hr.) minimum labor.
Theatrical pre-rig Lighting	\$800	Day	Includes up to 40' of pre-rig truss, cabling, control & rigging as needed. Requires <b>\$900</b> (4x9 hr.) minimum labor.
Architectural pre-rig Lighting	\$1,200	Day	Includes up to 80' of pre-rig truss, cabling, control & rigging as needed. Requires <b>\$900</b> (4x9 hr.) minimum labor.
<b>STAGING PACKAGES * (Only applies to Atrium and venues outside of CFA)</b>			
Small Portable Staging	\$125	Day	8x8 up to 8x16 stage. Requires additional <b>\$100</b> labor. \$50 delivery fee outside CFA.
Medium Portable Staging	\$200	Day	\$600/Week, up to 16'x20' stage, 5-8 pieces of Wenger. Requires <b>\$200</b> (2x4hr.) minimum labor. \$100 delivery fee outside CFA.
Large Portable Staging	\$300	Day	\$900/Week, up to 24'x20' stage, 9-16 pieces of Wenger. Requires <b>\$400</b> (4x4hr.) minimum labor. \$150 delivery fee outside CFA.
Festival/Concert Stage/Trailer	\$1250-25000	Day	PM will provide estimate based on event requirements.
<b>MISCELLANEOUS</b>			
Cleaning Fee	\$350	Day	For events that require extraordinary cleaning
Tablecloths	\$5	Each	
Table skirts	\$15	Each	
* Please note that total labor needs will be estimated based on event requirements. Only minimum crew labor is included in this pricing.			

## TECHNICAL LABOR RATES

ACTIVITY	BASE	PER	NOTES/DETAILS
<b>MAINSTAGE</b>	Minimum		
Front of Curtain	\$700	7 hr. call	4-person crew minimum.
Full Stage Show	\$900	9 hr. call	4-person crew minimum. Cost will depend on technical requirements for show.
Full Stage Show	\$1,200	12 hr. call	4-person crew minimum. Cost will depend on technical requirements for show.
<b>DRAMA THEATRE</b>			
Front of Curtain	\$525	7 hr. call	3-person crew minimum
Full Stage Show	\$900	9 hr. call	4-person crew minimum.
Full Stage Show	\$1,200	12 hr. call	4-person crew minimum. Cost will depend on technical requirements for show.
<b>BLACK BOX</b>	\$300	6 hr. call	2-person crew minimum
<b>SCREENING ROOM</b>	\$100	4 hr. call	Minimum 4 hour call

### STAFFING POLICIES:

- \* There are minimum crews and minimum crew hours required for all events held in the CFA and on Center managed production service events. Minimums vary depending on the space used and the event requirements. The CFA Production Manager will determine the number of crew required to ensure a safe and efficient event.
- \* CFA crews may not be replaced by non CFA crew for events in the Center. Visiting engineers are allowed to run CFA equipment under the supervision of a CFA crew member.
- \* The hourly rate for each crew and event staff person is \$25.
- \* Crew meal breaks must comply with NYS Labor Laws.

## SERVICE RATES

House Manager	\$25	Hour	Included with room rent for the first 8 hours. \$25/hr thereafter.
Furniture Set Up/Take Down	\$200	Event	For dining events or information fairs
Usher Coordination (Alumni Arena)	\$500	Event	
University Police	\$65	Person/Hr	
University Master Electrician	\$156	4-hrs	To override audible fire alarms for events. <b>Required for Mainstage events with audiences exceeding 900 people.</b>
Bus Coordinators (School-Time Shows)	\$200	Event	
Reserved Parking	\$350-500	Event	Not available on weekdays before 3PM
Maintenance (Atrium)	\$160	Event	Applies when food or beverages are served. Rate varies in other venues
Atrium Televisions	\$25	Hour	To broadcast Renter's video/Powerpoint during rental event

## MEDIA SERVICES

CFA Media Services is a professional television and video production group. Whether it's a marketing video or television special, on-campus event or website feature, we can tailor our creative work to your specific needs. We provide a full range of production support including research, concept design, producing, directing and editing - all at cost-effective rates. With a location on the North Campus, we also offer accessibility and convenience for our clients, as well as a unique understanding of the university's message. Our staff of award-winning and experienced professionals has worked in network and cable television, produced documentaries and educational programs, and directed live, multi-camera events and performances. Since its inception in 2006, CFA Media Services has won ten Tally Awards for its cultural, sports and entertainment programming and has fostered successful partnerships with a number of on and off campus entities. For more information, please visit [www.ubcfa.org/mediaservices](http://www.ubcfa.org/mediaservices)

For all media services total number of hourly services required will vary from production to production and will be estimated per project and range from \$175-\$10000 for most media projects. Client will receive an outline, estimate and Memorandum of Understanding for approval. A 50% deposit is required upon signature of the Memorandum of Understanding.

MEDIA SERVICES	FEE	PER	NOTES/DETAILS
<b>Packages *</b>			
Single Camera Event Archive	\$150		Mini DV Camera using house feed or camera mic, 2 DVD's or flash file for up to 4 hours. Requires additional <b>\$200</b> labor minimum. Plus tapestock depending on length of event.
Single ENG Camera Crew Package	\$250	Day	Mini DV Camera mixed audio, minimal lighting. Requires additional <b>\$600</b> labor minimum. (2X8). Plus tape stock depending on length of event.
Interview Package	\$450	Day	Mini DV Camera mixed audio, minimal lighting. Requires additional <b>\$600</b> labor minimum. (2X8). Plus tape stock depending on length of event.
Multi Camera Edited Event	\$20-\$50	each DVD	Multi camera event capture and edit. CFA to sell/distribute DVD and retain proceeds. A minimum DVD order will be required by Center in order to recoup costs. Per unit pricing will be determined by length of total performance, number of cameras and amount of tape stock required.
<b>DVD Duplication/Tape</b>			
Single layer DVD/CD duplication	\$3	each	Clear clam shell case. Price for orders fewer than 100.
Single layer DVD/CD duplication	\$2.50	each	Clear clam shell case. Price for orders over 100.
30-184 minute tape stock	\$10-\$35	each	Will vary depending on what length is used.
Flash File	\$25	file	

\* Please note that labor requirements will be estimated based on event requirements. Crew labor minimums only are included in this pricing. Additional labor will be based charged at a rate of \$25-\$50/hour per crew person.

## BOX OFFICE FEES

\$1.00	per ticket sold or distributed
3.50%	of gross credit card sales and SUNY Card Campus Cash/Credit
\$1.50	per ticket <b>renovation fee</b> collected at time of sale on tickets priced at \$6 or more*
\$1.00	Per ticket <b>renovation fee</b> collected on tickets priced less than \$6 or comp tickets distributed by Renter.
\$1.50	per ticket print fee for <b>events with no admission charge</b> , for distribution at door (includes renovation fee)

\*Advertising/promotion of ticketed events should include the statement: "A \$1.50 Renovation Fee will be added to the Price of the ticket."

No tickets will be distributed from the CFA Box Office without receipt of the full value of the ticket(s) at the time of distribution. This includes consignment tickets.

The CFA (under its contract with Ticketmaster) retains exclusive right to produce/sell tickets for all events in the CFA. Tickets will not be placed on sale without a signed Rental Agreement and deposit.

CFA/Ticketmaster tickets are required for all events open to the general public that take place in the Mainstage, Drama Theatre, and Black Box regardless of whether or not an admission fee is charged. Tickets are required for the Screening Room and Atrium when an admission fee is charged.

The CFA Box Office is open Monday through Friday from 10AM-6PM (except holidays). On the date of the event, the Box Office will open one hour prior to event time and close approximately one hour after event start. Only CFA personnel are permitted to enter the Box Office.

Tickets cannot be purchased over the telephone from the CFA Box Office. All telephone ticket sale requests will be directed to Ticketmaster at 852-5000 and Ticketmaster handling fees will apply.

A Box Office report, if requested, can be prepared immediately following close of sales indicating the number of tickets sold in each price category and total ticket revenue. Box Office revenue cannot be accessed the day of the performance but a settlement check (if revenue exceeds expenses) will be issued within 20 days of the event.

## DEFINITIONS:

**Production Manager (PM):** Serves as liaison between the client, performer, artist management, presenter, promoter, or company and CFA staff. Responsibilities include advancing technical requirements and schedule, informing crew managers of the events labor and equipment needs, supervising the show crew, and working directly with the presenter on the day of the event to provide services agreed upon in advance.

**Head Carpenter (HC):** Responsible for all staging as related to the event. This includes serving as a rigger (if needed), supervising all deck hands, making sure all safety procedures are executed and interacting with the presenter regarding the stage plot.

**Master Electrician (ME):** Responsible for all lighting related to the event. If a Lighting Designer (LD) is traveling with the show, the Master Electrician oversees the hang and focus of the plot and ensures the functionality of the design. Familiarity with all CFA lighting consoles is required since the ME frequently is the Lighting Board Operator. If an LD is not present, the ME will become the designer for that event and also execute the design.

**Audio Technician (A):** Responsible for all audio as related to the event. If a Sound Technician is traveling with the show, the Audio Technician will interface with the tour to patch into house sound and ensure functionality of all CFA sound equipment. If a traveling sound technician is absent, the Audio technician will work with the PM and Client to determine areas of reinforcement and/or playback and execute as needed. Familiarity with digital consoles is required.

**Stagehand (S):** Works directly under the HC and PM and will assist a variety of departments. Tasks vary, e.g. hanging/focusing lights, sweeping floor, unloading a truck. patching audio, etc.

**Audio Visual Technician (AV):** Responsible for meeting projection requirements as related to an event. AV Technician will work closely with audio technician for audio playback or serve as audio technician depending on the size of the event.

**Event Staff (ES):** Reports to PM and/or House Manager to assist in securing the event site when areas are deemed "restricted access only." Tasks include directing traffic, blocking public access to backstage areas, assisting House Manager as needed.

**House Manager (HM):** Responsible for audience services including usher corp, ticket takers, bus coordinators, concessions, catering oversight, front-of-house safety and security, emergency services, first aide. HM will work directly with event planner in advance and on the day of the event to provide front-of-house services as contracted. HM works directly with PM and Box Office staff to ensure the smooth execution of each event. HM is responsible for Atrium events and catered events on stages or in the VS Gallery. Center HM is required for all events (except closed rehearsals or technical work on stage when no audience is present). CFA HM must be present for all Atrium activity including load-in/set up through complete event take down (including caterer load-out).