

CLOWES MEMORIAL HALL OF BUTLER UNIVERSITY
2009-2010 Room Rental Rates
Schedule A - Not For Profit

ROOM - BASE RENTAL

	Rate	Hrs over	
Lobby	\$ 750		\$ 187.50
Krannert	\$ 600		\$ 150.00
Owings Reception	\$ 300		\$ 75.00
Marquee West	\$ 150		\$ 37.50
Owings/Marquee West	\$ 450		\$ 112.50
Terrace 1 Side Loges	\$ 75		\$ 18.75
Terrace 1 Lobbies	\$ 300		\$ 75.00
Conference Room	\$ 150		\$ 37.50

(Based upon 4 hours of usage including set-up and strike)

Clowes attempts to provide full-service. Please ask about various event planning opportunities and coordination.

CATERING FEES

There are no additional fees if Aramark, Butler University's catering company is used.

For events which the Lessee pays for an outside catering company the fee will be the rate vs 10% of the catering bill whichever is greater

For events where the outside catering company donates their food and service the fee will be the rate vs 10% of the catering bill whichever is less.

	Rate
Full Lobby	\$300.00
West Lobby	\$100.00
Krannert	\$200.00
Owings Reception	\$100.00
Marquee West	\$50.00
Owings/Marquee/West	\$150.00
Terrace 1 Side Loges	\$20.00
Terrace 1 Lobbies	\$100.00
Conference Room	\$20.00
Stage	\$300.00
Other	TBD

FRONT OF HOUSE LABOR

Positions	Rate	Plus	Minimum Hrs	En. Add. Hr
House Manager	\$ 105	FICA	5	\$ 21.00
Event Staff	\$ 36	FICA	4	\$ 9.00
Box Office Manager	\$ 140	FICA	4	\$ 35.00
Ticket Sellers	\$ 45	FICA	3	\$ 15.00
BUPD Traffic/Security	\$ 140	FICA	4	\$ 35.00
Additional Traffic/Security Officers	\$ 80	FICA	4	\$ 20.00
Custodial	\$ 132	FICA	6	\$ 22.00
Emergency Medical Technician	\$ 140	FICA	4	\$ 35.00

BOX OFFICE CHARGES

If Ticketmaster or the bank increases credit card fees during 2000-10, these documented increases will be passed on at settlement.

Box Office Deductions	
Per Ticket cut at Clowes	\$0.80 (\$0.35 Education program) per ticket cut at Clowes or 3% GBOR sold at Clowes, whichever is greater
Mail Order	\$6.00 handling charge per mail order (single and/or season)
Ticket Printing	\$ 0.10 paid ticket \$0.05 comp ticket
Credit Card Service Charge	3.50% Gross Credit Card Sales
Ticketmaster Outlet Charge	3.90% of outlet sales
Ticketmaster Phone/Internet Charge	4.90% of phone or internet sales
Group Sales Commission	20% of group tickets sold

RENOVATION FEES

Charged Events	\$ 2.00	paid ticket	\$ 0.75	PreK-12 paid ticket
Free Events	\$ 0.50	per person		

STAGE PERSONNEL

Technical riders or production schedules must be supplied in order to develop a stage labor cost estimate prior to issuing a Lease. Payroll taxes (FICA-7.65%) benefits and disability fees (23%) will be added to the rates stated below.

Position	Regular hourly (Straight Time)	Performance Rehearsal	Overtime Sat, Sun & Holidays	Premium Time
CMH Staff	\$32.30	NA	\$48.45	\$64.60

EQUIPMENT RENTAL (PER PRODUCTION)

Lobby - Display	Included in Rent	Additional Cost Per Item
8 or 6 Foot Tables	10	\$ 2.00
Black Table Skirts	3	\$ 5.00
Chairs	20	\$ 1.00
Lectern	1	\$ 10.00
Mic (wire- SM 57)	1	\$ 50.00
Lobby - Meal		
4 Foot or 5 Foot Round Tables	12	\$ 2.00
Chairs	96	\$ 1.00
8 or 6 Foot Tables	3	\$ 2.00
Black Table Skirts	0	\$ 5.00
Lectern	1	\$ 10.00
Mic (wire- SM 57)	1	\$ 50.00
Krannert - Lecture		
8 or 6 Foot Tables	3	\$ 2.00
Black Table Skirts	3	\$ 5.00
Chairs	150	\$ 1.00
Lectern	1	\$ 10.00
Mic (wire- SM 57)	3	\$ 50.00
4X8 Platform Stage	0	\$ 10.00
Krannert - Meal		
4 Foot or 5 Foot Round Tables	12	\$ 2.00
8 or 6 Foot Tables	2	\$ 2.00
Black Table Skirts	2	\$ 5.00
Chairs	96	\$ 1.00
Lectern	1	\$ 10.00
Mic (wire- SM 57)	1	\$ 50.00
4X8 Platform Stage	0	\$ 10.00
Krannert - Reception		
8 or 6 Foot Tables	3	\$ 2.00
Black Table Skirts	3	\$ 5.00
High Boys	6	\$ 5.00
Black High Boy Skirts	0	\$ 5.00
4 Foot or 5 Foot Round Tables	6	\$ 2.00
Chairs	48	\$ 1.00
Portable Bar (per pair)	0	\$ 15.00
Lectern	0	\$ 10.00
Mic (wire- SM 57) on stand	1	\$ 50.00
4X8 Platform Stage	0	\$ 10.00
Owings - Reception		
8 or 6 Foot Tables	1	\$ 2.00
Black Table Skirts	1	\$ 5.00
High Boys	7	\$ 5.00
Black High Boy Skirts	0	\$ 5.00

Owings - Meeting		
8 or 6 Foot Tables	2	\$ 2.00
Black Table Skirts	2	\$ 5.00
Chairs	10	\$ 1.00
Owings - Meal		
8 or 6 Foot Tables	1	\$ 2.00
Black Table Skirts	0	\$ 5.00
4 Foot or 5 Foot Round Tables	4	\$ 2.00
Chairs	24	\$ 1.00
Marquee West - Reception		
8 or 6 Foot Tables	1	\$ 2.00
Black Table Skirts	1	\$ 5.00
High Boys	3	\$ 5.00
Black High Boy Skirts	0	\$ 5.00
Marquee West - Meeting		
8 or 6 Foot Tables	4	\$ 2.00
Black Table Skirts	0	\$ 5.00
Chairs	8	\$ 1.00
Owings/Marquee/MarqueeW		
8 or 6 Foot Tables	2	\$ 2.00
Black Table Skirts	2	\$ 5.00
High Boys	12	\$ 5.00
Black High Boy Skirts	0	\$ 5.00
Tent	0	\$ 50.00
Terrace Lobby- Meeting		
8 or 6 Foot Tables	8	\$ 2.00
Black Table Skirts	0	\$ 5.00
Chairs	24	\$ 1.00
Terrace Lobby - Reception		
High Boys	4	\$ 2.00
Black High Boy Skirts	0	\$ 5.00
8 or 6 Foot Tables	2	\$ 1.00
Black Table Skirts	2	\$ 5.00
4 Foot or 5 Foot Round Tables	3	\$ 2.00
Chairs	18	\$ 1.00
Portable Bar (per pair)	0	\$ 15.00
Conference Room and Loges		
The set-ups do not change in these rooms.		
Additional Equipment		
VCR	0	\$ 20.00
DVD Player	0	\$ 25.00
Monitor		
	27"	0 \$ 35.00
	50"	0 \$ 75.00
	with Lobby Monitors	0 \$ 50.00
Wireless Mics	0	\$ 50.00
LCD Projector	0	\$ 15.00
Video Camera	0	\$ 25.00
Slide Projector	0	\$ 15.00
Tripod Screen	0	\$ 15.00
Piano		
	Upright	0 \$ 150.00
Piano Tuner	0	\$ 80.00
Silk Plants per pot	0	\$ 5.00
Individual Water Bottles	0	\$ 2.00
Phone/Fax/Internet Lines	0	\$ 15.00

MEDIA SERVICES

The use of Clowes Memorial Hall media discounts may be allowed at the discretion of Butler. In case where such lineage is used, a service charge of 15% of the gross advertising bill will be charged to the Lessee. Written permission must be granted before any such use is allowed

Designing and Printing of 3-sheet	\$500.00
Designing print, radio, TV, and internet banner	\$300.00 minimum