



Rental Policies/Rates

1. INFORMATION

This information is provided to help you determine your costs in renting the theater. Scheduling and contracting are handled at the direction of the Executive Director. Please contact the Executive Director for any information and for a complete estimate of charges for any additional services or equipment that your event may need. Higher rates may apply if the event is to be broadcast or recorded.

2. SCHEDULING THE THEATER

The theater will hold a date with a completed hold application form. We must have a signed contract at least 30 days in advance of the performance or the date will be forfeited. When a hold is challenged, the party who placed the hold first will be given right of first refusal and must secure the date with a deposit and a signed contract. Please see the section on hold applications and information.

3. SERVICES AND EQUIPMENT INCLUDED

Included in the rental of the theater are: services of our Events and Operations Manager during the licensed use in a supervisory capacity only (if any stagehand/technical work is provided by supervisory personnel, that time will be billed as stagehand labor;) ticket office staff during a performance and for two hours prior; volunteer ticket takers and ushers; normal cleaning; Weill Center stage equipment and furniture; general lighting; heat and or air conditioning; and access to all spaces needed for the event. Stage lighting design and set design are not included, and, if needed, must be approved and arranged by the Weill Center. Ticket services, stage crew and security personnel, merchandise sales, marketing services, hospitality or catering services, piano tuning, and any rental equipment will be billed as additional charges. Stage and house personnel must be provided by the theater unless exception has been noted in licensed use agreement. **All requests for the use of stage or lobby equipment or furniture must be made at least one week before the scheduled event or rehearsal.**

4. DEPOSIT POLICY

The theater requires twenty-five percent (25%) the usage fee for an event as a deposit upon signing the Licensed Use Agreement. For free events, or when the theater is not providing ticketing services, the deposit may be the total rental fee. If you have not licensed the theater for use before, you may also be required to pay estimated expenses in addition to Licensed Use Fee at the time of the signing of the Agreement.

5. LIABILITY INSURANCE

All users of the theater shall be required to furnish a Certificate of Insurance in which the Stefanie H. Weill Center for the Performing Arts is named as an additional insured party. Licensed Users shall furnish evidence of insurance through a Certificate of Insurance in the following amounts of Combined Single Liability ("CSL"):

A. Performance / Public Event: \$1,000,000.00

B. Non-Performance Event: \$ 500,000.00

The Executive Director of the Weill Center shall have the discretion to either reduce the required coverage or to waive the required coverage. The CSL certificate shall be furnished within a reasonable time after the execution of the Licensed Usage Agreement, but not later than 30 days prior to the date of the first scheduled use of the theater by the User.

6. CANCELLATIONS

If a User fails to hold each event or events as specified in the use agreement at the time agreed, the User forfeits the usage fee and is responsible for all expenses resulting from the cancellation. If tickets must be refunded as a result of a cancellation, all costs will be charged back to the presenter. Postponements will be considered pending theater availability.

7. WEILL CENTER LICENSED USAGE RATES

EVENT	COMMERCIAL PRESENTERS	*NON-PROFIT COMMERCIAL PRODUCTION	*NON-PROFIT LOCAL PRODUCTION
Public Performances			
Monday - Thursday	\$2,000	\$1,500	\$1,200
Friday - Saturday	\$2,500	\$1,900	\$1,500
Sunday	\$2,300	\$1,700	\$1,200
*Second Performances on the same day at ½ rate			
Lecture/Film Presentations			
Monday - Thursday	\$1,000	\$1,000	\$1,000
Friday-Saturday	\$1,100	\$1,100	\$1,100
Sunday	\$1,050	\$1,050	\$1,050
Four hour maximum in/out. Main floor and balcony available, no reserved seating			
Small Groups (400 or fewer)			
Monday - Wednesday Only	\$ 750	\$ 750	\$ 750
Main Floor Use Only, no reserved ticketing			
Corporate Usage (Monday-Thursday Only)	\$ 2,000 all day	\$1,000 half day (up to four hours)	
Rehearsals/Tech Days	\$ 500 per rehearsal/tech day \$300 half day (up to four hours)		
All events will have \$1 theater preservation fee assessed for each ticket issued including comps.			
* If same non-profit organization agrees to license four or more events per year a \$300 discount per event and a 50% reduction in rehearsal usage fees may apply per daily use.			

7A. TYPES OF EVENTS

PUBLIC PERFORMANCES: Applies to a "theatrical" presentation using the stage and auditorium. This use is intended for an audience that either utilizes tickets or by a user who accounts for the number of public attendees (limited to auditorium capacity of 1,153 plus handicapped and thrust seating if applicable). This category includes all forms of dramatic, musical, dance, athletic, lecture, film, slide show, or other presentations open to the general public.

LECTURE/FILM PRESENTATIONS: Applies to any film showing or lecture of spoken word with minimal sound and light requirements. If tickets are utilized they are usually general admission and the use is limited to a total of four hours including load-in and load-out.

SMALL GROUPS: Applies to non-ticketed presentation restricted to main floor seating only and limited to auditorium capacity of 400 and attendance is limited to members of a particular group or a private event. This category includes receptions, seminars, conferences, etc., which requires minimal labor and stage equipment use.

7B. RATE CATEGORIES

COMMERCIAL PRESENTATION: Applies to any theater use by a for profit institute, agency, commercial promoter, business or other private enterprise.

NON-PROFIT PRESENTERS, COMMERCIAL PRODUCTION: Applies to any theater use by a tax-exempt, not-for-profit organization or municipal entity. The theater will require proof of the organization's tax-exempt status 501(C)3.

NON-PROFIT PRESENTERS, LOCAL PRODUCTION: Applies to any use of the theater by a tax-exempt, not-for-profit community organization that is sponsoring a local or touring amateur performance, film presentation, lecture/debate, etc.

7C. ADDITIONAL CHARGES

In addition to the licensed usage fees the User is required to pay the additional fees of:

1. Theater Preservation Fee (per ticket) and Ticket related charges:

This is a fee assessed to the User of \$1 for each ticket printed for the event or person in attendance if the User is not using the theater's ticketing system.

There is a \$100 event set up fee assessed for all events utilizing the Weill Center ticketing system and three dollars (\$3.00) per ticket will be charged to the ticket buyer for all tickets purchased and will be included on the face value of the ticket. Additional fees will be charged to the ticket buyer if tickets are purchased through TicketMaster. **All ticketed events in the theater must utilize the theater's ticketing system unless otherwise negotiated in advance with the Executive Director.**

House Seats: The Weill Center shall have control and exclusive use of nineteen (19) house seats located on row A (seats 101-113) and row B (seats 107 – 112) on the main floor for all performances.

Credit Cards: The Weill Center accepts Visa, Mastercard and Discover for ticket payments. The user is responsible for payment of credit card processing fees (3.5%), which will be deducted from ticket proceeds.

Wisconsin Sales Tax: The State of Wisconsin requires a 5% sales tax be paid on each dollar of each ticket sold. This applies to all users and the 5% tax will

be withheld and paid directly to the state by the Weill Center unless a waiver is signed. The user must provide proof of payment of sales tax to the State of Wisconsin (5% of gross ticket sales) if not utilizing the Weill Center ticketing system.

Coupons, Discounts, or Premiums for Tickets: The Weill Center will work with the User to accommodate reasonable sales promotion for tickets including coupons, discounts, and/or premiums. However, the theater reserves the right to levy additional ticketing charges if, in the sole judgment of the theater: 1.) a User wishes to include an unreasonable variety of sales promotions or, 2.) a User adds sales promotions after the initial programming of the ticket computer for the event, season, or series has been finished or, 3.) the sales promotion cause a significant amount of additional work for ticket office personnel beyond the normal selling of the tickets.

2. Stage Crew

All stage crew and security personnel are scheduled and paid by the theater, unless otherwise negotiated in advance and billed to the User. Current labor rates are \$30 per hour for Light and Sound Head Technicians and \$15 per hour for all other stagehands working load-in, show or load-outs. Security personnel charges are variable and some advanced light and sound personnel may require higher charges.

3. Merchandise Sales

The sale of merchandise, souvenirs, or goods of any kind is subject to the approval of the Executive Director. All Users must set up and adhere to any space requirements prior to the opening of the doors with the House Manager. The theater will charge Twenty Percent (20%) commission of gross sales if the User supplies the sales personnel and the change fund(s), or Twenty-Five Percent (25%) commission of gross sales if the theater supplies the sales personnel and the change fund(s). Any merchandise placed on sale must be inventoried by a theater representative before sales begin. Arrangements for such sales must be made at least one week prior to the event. The theater retains the exclusive right to sell food and drink items and its own merchandise at all events without User participation in the proceeds. Sales Tax on merchandise income is the responsibility of the presenting organization or licensed user.

4. Marketing Services

Billed at One Hundred Fifteen Percent (115%) of actual cost of ads and/or materials.

5. Hospitality or Catering Services

Billed at One Hundred Thirty Percent (130%) of actual cost. Catering arrangements, including notification of special dietary needs, must be finalized with the Executive Director at least one week before the scheduled event.

6. Piano Tuning & Additional Equipment or Services

As billed or negotiated. The Weill Center reserves the right to provide approved piano tuners. No one except approved piano tuners are allowed to attempt to change the tuning of the pianos. The following items are available from the Weill Center at the following usage rates:

Steinway Concert 9' Grand Piano	\$300 per use (including one tuning)
Kimball pipe organ	\$300 per day of use
Kurtzweil electric keyboard	\$75 per day of use
Followspots (2 avail)	\$75 per unit per event (includes operator)
Stage Lighting	\$10 each per day (16 instrument plot and border lights free of charge) \$25 each per week when applicable
Onstage sound monitors	\$50 per unit per event
Wired Microphones	\$35 per day of use (1 provided free of charge)
Wireless Microphones	\$75 per day of use
Orchestra Shell	\$200 (includes set-up and take-down)
DVD Projector and Movie Screen	\$300 per day of use
Choral risers	\$25 per unit per day
Musicians' chairs	\$1.50 each (up to 10 free of charge)
Music stands, lights	\$1.00 each (up to 10 free of charge)
WiFi Green Room	\$ 75 per day
Marley Dance Floor	\$ 100 per day

8. Additional Information

ROYALTY/ARTISTIC LICENSES - ASCAP/BMI/SESAC : It is the responsibility of the user to acquire licenses from licensing agencies for artistic works. These include ASCAP/BMI/SESAC or other agencies for music, the publishers or owners of rights for dramatic works, and the owners of rights for film, recorded, or derivative works.

NON-RESIDENT ENTERTAINER TAX: Performers who are not residents of the state of Wisconsin are required to pay 6% of their artist fee to the Wisconsin Department of Revenue. This amount will be deducted from the talent fee/ticket proceeds unless the Weill Center receives a written waiver from the state.

FIRE, SMOKE, HAZE POLICY: It is the policy of the Sheboygan Community Theatre Foundation, Inc. (d.b.a. the Stefanie H. Weill Center for the Performing Arts) not to allow the use of fire, fireworks, open flames, pyrotechnics, and oil-based or chemical-based smoke machines or hazers in the theater. Use of dry ice will be allowed with prior approval only. Use of water-based hazers will be allowed with prior approval only. Disarming, altering or tampering with fire detection and fire suppression devices and systems is not allowed.

SECURITY ELEVATOR POLICY: Control of the theater elevator will be maintained by the Weill Center. Any special security issues must be discussed and documented prior to the load-in and performance date.

HISTORIC PLASTERWORK OF WALLS: To protect our historic plasterwork taping anything on the walls is strictly prohibited. Exercise caution whenever moving objects through the lobby or theater and avoid bumping into or hitting the walls.

PARKING: If you have any special parking needs other than the loading dock for load-in and load-out, we must give the City of Sheboygan advanced notice. Please request these special requirements at least 30 days in advance with the Executive Director.