

Developing, Supporting & Promoting the Arts

147 N. Rural Street Hartford, WI 53027 262-670-0560 FAX 262-670-0937 SchauerCenter.ORG



Base Rental of Ruth A. Knoll Theater & Supporting Facilities* (Valid through June 30, 2014)

Non-Profit Organizations

See Theater Rental Pricing document for rate schedule.

Attached rates reflect maximum 6 hour occupancy of Schauer Center complex.

Additional hours will be billed back at a rate of \$75 per hour during normal business hours or \$75 per hour after normal business hours.

Commercial / For-Profit Organizations

See Theater Rental Pricing document for rate schedule.

Attached rates reflect maximum 6 hour occupancy of Schauer Center complex.

Additional hours will be billed back at a rate of \$100 per hour during normal business hours or \$100 per hour after normal business hours.

***Support facilities include backstage and lobby areas. Support facilities do not include rehearsal hall. Rehearsal Hall is subject to availability when used in conjunction with a theater performance and must be requested and/or rented in addition to the theater and at least one month prior to the public theater event. If there are 50 or more participants in Renter's theater/stage production, user is required to rent the Rehearsal Hall in addition to theater facilities.**

**** All ticket sales transacted by credit card are subject to an additional 4% processing fee due to charges imposed by Elan. NO organization is exempt from these fees which will be billed or deducted from the Renter's final settlement.**

Special Note: The rates above are for general theater usage and include the following...

1. Lighting – general stage wash. No special light plots included.
2. General sound system – one microphone included.
3. Technical consultation and services – Schauer Center technical director will provide advance planning services for your event and may be on-site to oversee event technical facilitation.
4. For theater events, a house manager/facility host(ess) will also be on hand to direct and oversee all front-of-house activities (theater seating area & lobbies), crowd management, and patron hospitality when event patrons/guests occupy the building.
5. Advance set-up and tear-down of tables and chairs owned by Schauer Center.

Ticket Services & Processing Fees

Ticketing services are also available to facility renters for a per ticket processing fee which is assessed to event patrons at the point of sale. All public events taking place at the Schauer Center require use of in-house ticketing services.

Processing fees are as follows:

- \$1.00 per ticket for sale of reserved seats
- \$0.50 per ticket for sale of general admission seats

1. Schauer Center kindly requests, but does not require, that Renter includes the above fee in published ticket prices. If the price is not included in the published ticket price, then the Schauer Center requests that any advertised ticket prices include the statement "plus Schauer Center fees."
2. All ticket sale orders transacted by credit card are subject to an additional 4% **processing** fee due to charges imposed by Chase Paymentech. This fee cannot be a surcharge on the advertised ticket price and must be absorbed by the Renter's organization. NO organization (including Resident and School groups) is exempt from these fees which will be billed or deducted from the Renter's final settlement.
3. The Renter/Facility User is responsible for reporting and remitting Wisconsin sales tax on all tickets sold through Schauer Center ticketing services. Renter is encouraged to include sales tax in the base ticket cost.
4. The Schauer Center strongly recommends reserved seating for all events.

Facility Fees

All ticketed events are assessed a facility fee surcharge of \$1.00 per ticket (regardless of ticket price or seating type).

Special Note: Schauer Center kindly requests, but does not require, that Renter includes this fee in published ticket prices. If the price is not included in the published ticket price, then the Schauer requests that any advertised ticket prices include the statement "plus Schauer Center fees."

House Management Services Fees

Usher recruitment and house staff are provided as part of the base theater rental fees.

Technical Services & Fees

Organizations are expected to recruit/provide their own technical personnel who will ultimately be accountable to the Schauer Center technical director for a given event. Additional fees will be assessed for technical services, equipment, and/or personnel needs which exceed the parameters stated above. **Upon request, the Schauer Center can provide an estimate** of these additional fees in advance of confirming your event at the Schauer Center. *Please inquire about fees/rates for rental of other facility use such as the scene shop, rehearsal hall, art gallery, lobby spaces, and non-performance stage use.*

Marketing Services & Fees

Promotion of Your Event:

Marketing services are available from professional staff at the Schauer Arts & Activities Center. Some basic marketing services are provided as part of base theater rental rates. For those who have previously rented the Schauer Center, a mailing list of past attendees can be made available, upon request, at no cost for the exclusive use of promoting your Schauer Center event. Customized mailing lists from our patron database are available for \$25 for up to 1,000 names. Marketing services are charged back at a rate of \$25 or design services at \$40 per hour. Cost of materials and/or advertising is charged back to the rental customer AT COST plus 15%. Please inquire with the Schauer Center's Director of Marketing, at 262-670-0560, ext. 205, for further information on marketing options and/or costs.

Schauer Center facility policy requires the following:

- 20% of gross sales for any merchandising done on the premises.
- 10% of gross sales for any catering services provided on the premises.
- The Schauer Center has exclusivity on beverage and concessions to those in attendance at your event.

SPECIAL FACILITY USE FEES: *Please inquire about fees/rates for rental of other facility use such as the scene shop, rehearsal hall, art gallery, lobby spaces, and non-performance stage use (rehearsals/practices).*

Special Note: Theater Renters must provide a certificate of general liability insurance with a minimum of \$1,000,000 in coverage naming the Schauer Arts and Activities Center, Inc., 147 N. Rural Street, Hartford, WI, 53027, as additionally insured for the dates of theater rental occupancy.

NOTE: The above rates and fees are subject to change without notice.