

Community Hall

M – F 8:00am to 5:00pm	\$70 per hour	<u>Deposit Required:</u> \$ 250
After 5:00pm	\$95 per hour	
Weekends (4-hour minimum)	\$95 per hour	
Rain Hold	\$500	

Studio Theatre – Lyon Gallery – Balcony

M – F 8:00am to 5:00pm	\$45 per hour	<u>Deposit Required:</u> \$ 150
After 5:00pm	\$60 per hour	
Weekends (4-hour minimum)	\$60 per hour	

Luncheon Rate (3 hours total use/week days only)

\$1 per person attending (\$110 minimum) includes set up/tear down and kitchen use (as available) for a maximum of three hours TOTAL. Additional unscheduled time will be at a rate of \$75 per hour.

Kitchen

\$75 per day/add on use during room rental only

Kitchen use includes refrigerators; freezer, ice machine, warming boxes, stoves, ovens; microwave and dish sink during the times specified in your contract. **Kitchen Rental does not include dishes, coffee cups, glassware, silverware, salt and pepper shakers or commercial coffee equipment and carafes.** No chafing dishes, water pitchers, serving utensils or catering equipment is available. Dish/silverware and coffee service is available for rental, please see rates listed below.

Other Charges

Set Up and Tear Down Labor	Based on event set up needed
Table Linens – Various colors available	\$ 5 per tablecloth
Linen Napkins– Various colors available	\$10 per dozen napkins
Table Skirts – White, Ivory, Black, Forrest Green and Royal Blue	\$10 per table
Chair Covers – White, Ivory Traditional or Black Spandex	\$ 2 per cover or \$1 per black cover
Chair Bows – Silver, Purple, Pink	\$2 per bow – tied and on chairs
Pipe-And-Drape – Black Only	3x10 - \$20 / 10x20 - \$50 / 10x40 - \$100
Dance Floor	12x15 - \$80 / 18x18 - \$100 / 24x24 - \$125
Security Officer(s) - Required for all alcohol service	\$35 per hour/per officer
LCD Projector & Screen	\$ 30 per event
Confidence Monitor on Podium	\$ 30 per event
100" HD Portable Screen & Short Throw LCD Projector	\$150 each – two available
Portable Sound System with MP3 Connector	\$30 per use/event
Full Coffee Service (paper cups, sugar, creamer & stirrer)	\$25 per carafe - Regular & Decaf available
LED Lighting Packages (you select the light color)	6 - \$100 / 12 - \$180 / 18 - \$270
Gobo's (custom created light with your logo/monogram)	\$100 each, \$50 per copy plus \$50 Labor to install
Holiday Rental Rates	Double the Regular Rental Rate & Labor Rate on the holiday
Dishes - 9" plate, 7" plate, coffee cup, glassware, & silverware	\$0.75 per person – based on your guaranteed number. All Dishes are to be washed, dried, and put away after use or an additional cleaning fee will be added to your Invoice.

Please Note:

- During all evening and weekend events there will be a Night Manager and Maintenance Professional(s) available.
- Labor charges are not included in the room rates and will be given based on desired room set up.
- Additions to rental time outside of the contracted hours on the **day of the event** are at a rate of **double time**. Please plan carefully.

1 – 6 continuous hours of rental	\$900 or 10% of Gross Ticket Sales (whichever is greater)
6 - 12 continuous hours of rental	\$1,150 or 10% of Gross Ticket Sales (whichever is greater)
12 - 18 continuous hours of rental	\$1,500 or 10% of Gross Ticket Sales (whichever is greater)
Cleaning Fee at Rehearsal (as needed)	\$100 per Event
Rain Hold	\$850

- * Rentals using sound, lights or fly system are required to use BCC Technicians.
- * BCC does not have an in-house Lighting Designer or Sound Engineer – if required this will be an additional charge.
- * Labor is not included in the Rental Prices.

Includes:

Green Room with hot and cold-water dispenser
 Production office with desk and wireless internet access
 Dressing Rooms and Chorus Rooms
 Wardrobe Room
 Laundry Room (2 washers and 2 dryers)
 Up to 100 Chairs and 60 music stands
 Conductor's podium
 Speaker's lectern
 Uniformed Ushers and House Manager(s)
 Night Manager at front kiosk
 Box Office Manager
 Maintenance Personal
 Performance(s) will be listed on BCC's online calendar and on marquee
 Brass Easels for signage

Also Available:

Additional Labor – Technical Director, Sound & Lighting department heads are required. See Stagehand Rates Sheet.
 Security –Bartlesville Officer – \$35 per officer, per hour
 Normal stage lighting – work within the BCC's general light plot (See Tech Spec)
 Stage Lighting – Price based on need.
 Full sound system – \$500
 Orchestra shell – \$75 per move
 18' x 24' Front Projection Screen - \$200
 31'8" x 18'1" - Front/Rear Projection Screen - \$300 per day, \$150 second day rental, \$75 each day after
 3 – 13'4" x 7'6" - Front/Rear Projection Screens - \$150 per screen, \$75 second day rental, \$40 each day after
 3 – 7000 Lumen Projectors - \$150 per projector, \$100 second day, \$50 each day after
 9' Steinway "D" Concert Grand Piano – \$100.00 per day (2 available)
 Piano tuning - \$200 per tuning – requires one month advance notice
 Use of climate-controlled Scene Shop (outside of contract rental hours) - \$30 per hour (Requires signed Liability Waiver)
 Performance information listed on BCC's Event Calendar, social media, lobby flat-screens, marquee, and website.

Box Office Fees:

\$3.00 per ticket – Facility Fee (paid by ticket purchaser)
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 \$0.10 per ticket – Ticket Printing Fee (paid by facility rental group)
 4% Credit Card Fee – (paid by facility rental group)
 Tickets are available for sale during BCC's normal business hours & one hour prior to event and online 24/7.

Commission on Novelties Sales:

BCC shall receive a commission on the sale of all novelty items (T-shirts, programs, recordings, etc.) sold at the Bartlesville Community Center. The rate of commission shall be 15% on soft goods and 15% on all media items.

Insurance:

All rentals must provide a liability insurance certificate verifying there is a policy in force naming renter as insured. Such insurance must provide for a minimum premises bodily injury liability of \$1,000,000 per occurrence. Certificate must be presented with signed contract and deposit.

Please Note:

All events in the Auditorium require a 30-day advance Production Meeting. For more information and a list of available equipment please contact Technical Director, Bill Cheverton at 918-337-2787 or bcheverton@bartlesvillecommunitycenter.com You can also find technical information online at www.bartlesvillecommunitycenter.com/performing-arts-hall