



2024 - 2025 RENTAL FEE SCHEDULE & RATES

Appendix A to LCA Rental and Operating Policies - Effective for events held on or after July 1, 2024

THEATER SPACES

	Hofmann Theatre	Margaret Lesher Theatre	Vukasin Theatre	Rudney Plaza
Seating Capacity	785	297	133	Varies
EVENT PERIOD	4 – 6 hours (some restrictions apply)	4 – 6 hours (some restrictions apply)	3 – 5 hours (some restrictions apply)	4 - 6 hours (some restrictions apply)
Ticketed Event	23% of gross ticket sales, with a minimum of \$1,650 and maximum of \$4,600 Includes basic staff *	23% of gross ticket sales, with a minimum of \$595 and maximum of \$1,900 Includes basic staff *	23% of gross ticket sales, with a minimum of \$275 and maximum of \$750 Includes basic staff *	23% of gross ticket sales, with a minimum of \$1030 and maximum of \$4,600 Includes basic staff *
Non-Profit Free Event (with no admission charge)	\$2,525 Includes basic staff *	\$1,450 Includes basic staff *	\$750 Includes basic staff *	Up to \$2,525 dependent on scale of event Includes basic staff *
Corporate Free Event (with no admission charge)	\$3,000 Includes basic staff *	\$1,750 Includes basic staff *	\$950 Includes basic staff *	Up to \$3,000 dependent on scale of event Includes basic staff *
* Basic Staff	Lights, Sound, Rigging/ Stage Operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)	Lights, Sound, Rigging/ Stage Operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)	One Technician for light and sound operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)	Lights and Sound Operation, Stage Door Security, and House Manager (1.5 hours prior to curtain)
NON-EVENT PERIOD (rehearsals)				
First 3 hours or portion thereof	\$215 plus staff	\$140 plus staff	\$110 plus staff	\$215 plus staff
Each additional 2-hour period or portion thereof	\$110 plus staff	\$65 plus staff	\$45 plus staff (\$55 after 9 hours)	\$110 plus staff
OVERTIME (outside contracted period, as well as past midnight)	\$215 per hour, plus staff rate times 1.5	\$215 per hour, plus staff rate times 1.5	\$215 per hour, plus staff rate times 1.5	\$215 per hour, plus staff rate times 1.5

TICKET OFFICE FEES

<p>Ticket Office Service Includes the selling and printing of all tickets for the performance. Some special prices may apply for special handling or subscribers and coupon promotions discounts.</p>	<p>Hofmann Theatre: \$295 per performance Margaret Leshar Theatre: \$200 per performance Vukasin Theatre: \$105 per performance Rudney Plaza: \$200-295, dependent on event size</p>
<p>Inclusive Fees: Facility Use Charge and Processing Fees A facility use charge and processing fees will be collected on each ticket sold, with the fee based on your highest ticket return (the ticket price that returns to the producer). These inclusive fees will not be included in the gross ticket sales used to calculate client's rent.</p>	<p>Non-season Ticket Inclusive Fees \$4.00 per ticket, when highest Ticket Return offered within a performance is under \$15.00. \$8.00 per ticket, when highest Ticket Return offered within a performance is \$15.00-\$19.99. \$9.00 per ticket, when highest Ticket Return offered within a performance is \$20.00-\$49.99. \$10.00 per ticket, when highest Ticket Return offered within a performance is \$50.00-\$64.99. \$11.00 per ticket, when highest Ticket Return offered within a performance is \$65.00-\$99.99. \$12.00 per ticket, when highest Ticket Return offered within a performance is \$100.00 or higher.</p> <p>Season Ticket Inclusive Fees \$4.00 per ticket, when highest Ticket Return offered within a performance is under \$15.00. \$7.00 per ticket, when highest Ticket Return offered within a performance is \$15.00 or higher.</p> <p>Comp Coverage Fees Any comp tickets issued over the 5% comp allotment will incur a facility use fee. If the highest ticket return is \$15 or more, a \$6 facility use fee will be applied to comp overages. If the highest ticket return is under \$15, a \$3 facility use fee will be applied to comp overages.</p>
<p>Charge Card Fee</p>	<p>3.5%</p>
<p>Non-Center Ticket Office Fee</p>	<p>\$285 Ticketing Programming Fee; plus \$300 or 7% of gross, whichever is greater; and 3.5% of all charge card sales</p>
<p>Extra Price codes (after on-sale)</p>	<p>\$50</p>
<p>New Price Map/Seating Chart</p>	<p>\$400</p>
<p>Dynamic pricing</p>	<p>\$250</p>
<p>Order Form (per template)</p>	<p>\$50</p>
<p>Seat Concierge</p>	<p>\$1 per form placement</p>
<p>Additional will call (e.g. Goldstar)</p>	<p># of tickets x \$1</p>
<p>Additional Ticketing Programming</p>	<p>Varies</p>



OTHER FEES AND CHARGES

Center Staff		Encore Room Rental (3 rd Floor)	Marketing Fees	Other Fees and Charges
Lighting technicians	\$28-35 per hour	Seats 25 max Per 3 hour period: \$325 in conjunction with theater event period or \$525 Plus applicable fees for technical equipment	<u>Outdoor Portico Displays</u> \$390 for rotation on 1 screen \$780 for rotation on 2 screens	Contract Change Fee \$25 Returned check fee \$40 Lost backstage pass \$15 Concessions 15-30% Piano Tuning \$185
Sound technicians	\$28-35 per hour		<u>Street Banners</u> Starting at \$475 each for 4 banners \$140 up and down per banner \$40 date change per banner, per line	Catering – available upon request at market rate + 10% surcharge Table rental – available upon request at market rate + 10% surcharge Technical supplies – available at market rate + 10% surcharge
Rigging technicians	\$28-35 per hour			
Security	\$22-33 per hour			
Follow spot operators	\$28-35 per hour			
Ushers/House Managers	\$35-40 per hour			
Designers	available upon request			



BEDFORD GALLERY FEES

	Gallery (includes use of Lederer Art Space)	Lederer Art Space
Capacity	Max 250 (standing)*	Max 40
EVENT PERIOD		
Corporate (3 hour minimum)	\$800 Includes 1 Gallery Attendant	\$175 Includes 1 Gallery Attendant
Non-Profit (3 hour minimum)	\$550 Includes 1 Gallery Attendant	\$175 Includes 1 Gallery Attendant
Additional hours thereafter	\$175 Includes 1 Gallery Attendant	\$75 Includes 1 Gallery Attendant

*Maximum capacity is dependent on exhibition installation and requires approval by gallery curator. 50+ guests requires 2 gallery attendants.

<p>ADDITIONAL GALLERY SERVICES</p> <ul style="list-style-type: none"> Gallery Attendants Technician Fee Set Up/Breakdown Fee (non-BG equip) Early Closure Fee* Excessive Cleaning Fee 	<p>(2-hour minimum)</p> <ul style="list-style-type: none"> \$25.00/hour \$35.00/hour \$25.00/hour \$75/hour \$125
<p>ADDITIONAL GALLERY EQUIPMENT</p> <ul style="list-style-type: none"> Computer/VCR/Monitor/DVD LCD Projector/Screen Cordless Mic/Sound System Chairs (120 available) 36" Café Table (16 available)** 6' Table (6 available)** 	<p>(per event)</p> <ul style="list-style-type: none"> \$75.00 \$75.00 \$75.00 \$5/chair \$20/table \$25/table

*Gallery is open to the public Wed-Sun, 12-5 pm. Any rental time falling within these hours will be charged \$75/hr.

Tables do not come equipped with linens. Linens **must be rented. Table and chair rental fee includes setup/breakdown by gallery staff