



# 2025 - 2026 RENTAL FEE SCHEDULE & RATES

Appendix A to LCA Rental and Operating Policies - Effective for events held on or after July 1, 2025

## THEATER SPACES

	Hofmann Theatre	Margaret Leshes Theatre	Vukasin Theatre	Rudney Plaza
<b>Seating Capacity</b>	785	297	133	Varies
<b>EVENT PERIOD</b>	<b>4 – 6 hours (some restrictions apply)</b>	<b>4 – 6 hours (some restrictions apply)</b>	<b>3 – 5 hours (some restrictions apply)</b>	<b>4 - 6 hours (some restrictions apply)</b>
<b>Ticketed Event</b>	23% of gross ticket sales, with a minimum of \$1,700 and maximum of \$4,700 Includes basic staff *	23% of gross ticket sales, with a minimum of \$625 and maximum of \$1,950 Includes basic staff *	23% of gross ticket sales, with a minimum of \$275 and maximum of \$800 Includes basic staff *	23% of gross ticket sales, with a minimum of \$1065 and maximum of \$4,700 Includes basic staff *
<b>Non-Profit Free Event (with no admission charge)</b>	\$2,600 Includes basic staff *	\$1,500 Includes basic staff *	\$750 Includes basic staff *	Up to \$2,600 dependent on scale of event Includes basic staff *
<b>Corporate Free Event (with no admission charge)</b>	\$3,100 Includes basic staff *	\$1,825 Includes basic staff *	\$1,000 Includes basic staff *	Up to \$3,100 dependent on scale of event Includes basic staff *
<b>* Basic Staff</b>	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)
<b>NON-EVENT PERIOD (rehearsals)</b>				
<b>First 3 hours or portion thereof</b>	\$225 plus staff	\$150 plus staff	\$120 plus staff	\$225 plus staff
<b>Each additional 2-hour period or portion thereof</b>	\$115 plus staff	\$70 plus staff	\$50 plus staff (\$55 after 9 hours)	\$115 plus staff
<b>OVERTIME (outside contracted period, as well as past midnight)</b>	\$225 per hour, plus staff rate times 1.5	\$225 per hour, plus staff rate times 1.5	\$225 per hour, plus staff rate times 1.5	\$225 per hour, plus staff rate times 1.5



## TICKET OFFICE FEES

<p><b>Ticket Office Service</b> 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: \$305 per performance Margaret Leshar Theatre: \$205 per performance Vukasin Theatre: \$110 per performance Rudney Plaza: \$205-305, dependent on event size</p>
<p><b>Inclusive Fees: Facility Use Charge and Processing Fees</b> 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><b>Non-season Ticket Inclusive Fees</b> \$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><b>Season Ticket Inclusive Fees</b> \$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><b>Comp Coverage Fees</b> 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><b>Charge Card Fee</b></p>	<p>3.5%</p>
<p><b>Non-Center Ticket Office Fee</b></p>	<p>\$300 Ticketing Programming Fee; plus \$300 or 7% of gross, whichever is greater; and 3.5% of all charge card sales</p>
<p><b>Extra Price codes (after on-sale)</b></p>	<p>\$50</p>
<p><b>New Price Map/Seating Chart</b></p>	<p>\$400</p>
<p><b>Dynamic pricing</b></p>	<p>\$250</p>
<p><b>Order Form (per template)</b></p>	<p>\$50</p>
<p><b>Seat Concierge</b></p>	<p>\$1 per form placement</p>
<p><b>Additional will call (e.g. Goldstar)</b></p>	<p># of tickets x \$1</p>
<p><b>Additional Ticketing Programming</b></p>	<p>Varies</p>

**OTHER FEES AND CHARGES**

Center Staff		Encore Room Rental (3 <sup>rd</sup> Floor)	Marketing Fees	Other Fees and Charges
Lighting technicians	\$30-40 per hour	Seats 25 max	<u>Outdoor Portico Displays</u>	Contract Change Fee \$40
Sound technicians	\$30-40 per hour	Per 3 hour period: \$375 in conjunction with theater event period or \$575	\$390 for rotation on single screen of one image file up to 90 days - no file updates	Returned check fee \$40
Rigging technicians	\$30-40 per hour	Additional hours above first 3 hour period: \$100/hour in conjunction with theater event period or \$160/hour	\$700 for rotation on two screens of one image file up to 90 days - no file updates	Lost backstage pass \$15
Security	\$25-35 per hour	Plus applicable fees for technical equipment	\$800 for rotation on single screen of one image file up to 365 days that may be swapped during period	Concessions 15-30%
Follow spot operators	\$30-40 per hour		<u>Street Banners</u>	Piano Tuning \$185
Ushers/House Managers	\$35-45 per hour		Starting at \$475 each for 4 banners	Catering – available upon request at market rate + 10% surcharge
Designers	available upon request		\$140 up and down per banner	Table rental – the LCA inventories a limited quantity of tables/linens which may be available for rental. If additional quantities/stock is required, they may be available upon request at market rate + 10% surcharge
			\$40 date change per banner, per line	Technical supplies – available at market rate + 10% surcharge



## BEDFORD GALLERY FEES

	<b>Gallery</b> (includes use of Lederer Art Space)	<b>Lederer Art Space</b>
<b>Capacity</b>	<b>Max 250 (standing)*</b>	<b>Max 40</b>
<b>EVENT PERIOD</b>		
<b>Corporate (3 hour minimum)</b>	\$800 Includes 1 Gallery Attendant	\$175 Includes 1 Gallery Attendant
<b>Non-Profit (3 hour minimum)</b>	\$600 Includes 1 Gallery Attendant	\$175 Includes 1 Gallery Attendant
<b>Additional hours thereafter</b>	\$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.

<b>ADDITIONAL GALLERY SERVICES</b>	<b>(2-hour minimum)</b>
Gallery Attendants	\$25.00/hour
Technician Fee	\$35.00/hour
Set Up/Breakdown Fee (non-BG equip)	\$25.00/hour
Early Closure Fee*	\$75/hour
Excessive Cleaning Fee	\$125
<b>ADDITIONAL GALLERY EQUIPMENT</b>	<b>(per event)</b>
55" Mobile Monitor	\$75.00
Foyer and/or Front Desk Monitors	\$20.00
LCD Projector/Screen	\$75.00
Cordless Mic/Sound System	\$5/chair
Chairs (120 available)	\$20/table
36" Café Table (16 available)**	\$25/table
6' Table (6 available)**	\$50.00
Podium	

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

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