

Capitol Civic Centre

**RENTAL RATES & FEE
STRUCTURE**

2015-16



Updated February 18, 2015 for all events taking place after July 1, 2015

RENTAL FEES
NON-PROFIT ORGANIZATIONS

(Tax-Exempt Organizations)

	Minimum Rate
Sunday – Thursday Event	\$275
Friday, Saturday, and Holiday Event	\$800

OR for 2 or more consecutive dates, regardless of day: \$300/each performance minimum

Each of these rental fees is the **minimum vs. \$1.85 per ticket issued**, whichever is greater (the minimum is calculated based upon each individual performance).

Note: Rental of theatre/auditorium includes use of the Lobby, Kadow Movie Museum, Green Room, Dressing Rooms, Annex, and a basic technical set-up. Venue will provide Box Office and House staff as appropriate for each event. Rental Contract also includes services of resident lighting designer.

PLUS BOX OFFICE POINT OF SALE CONSIDERATIONS (To be included in ticket pricing):

Box Office Service Fee: \$2.75 for each ticket issued, including complimentary tickets. This box office service fee will be waived for up to 50 tickets to be used for promotional purposes only per each event run.

Preservation/Facility Fee: \$2.00 (charge applied to all tickets issued).

Note: Please discuss with Venue the status of how Wisconsin State Sales Tax is applied to your event's ticket pricing. In some instances it may be deducted from the gross; in other instances it may be an add-on to the ticket price.

PLUS OTHER FEES:

1. **Utilities:** \$200/performance day
2. **Supervising Technician/Technical Service Fee** includes load-in and load-out on non-show days, and any activity of a non-rehearsal nature taking place outside of CCC business hours: \$25/hour

3. **Rehearsals** (all non-performance days): \$30/hour (for building services, utilities, access, and one staff; CCC staff must be present at all times renter is on premises; schedule for building access to be approved by Technical Director)
 4. **Miscellaneous Access:** All miscellaneous access by renter must be coordinated/scheduled through the Technical Director; charges apply as applicable to the parameters above.
 5. **Other Technical Staff, Equipment & Services:** see Technical Services Addendum
 6. **Venue Commission on any Merchandise Sales:** 10% for CD/DVD sales; 20% on Soft Goods if Renter sells; 25% on Soft Goods if Venue sells.
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NOTE:

1. This is an overview of applicable charges. Rental contract will spell out all considerations, though not necessarily a “not to exceed” amount.
 2. Renter/Presenter is responsible for the Wisconsin Entertainer’s Tax, applicable to any out-of-state talent.
 3. Renter/Presenter is responsible for any applicable music licensing fees (BMI & ASCAP) and for any applicable theatrical or user rights. Where no arrangement is in place for Presenter to directly cover BMI & ASCAP, Venue will add this cost to the Presenter’s settlement.
 4. Renter/Presenter will be expected to provide certificate of insurance as specified in rental contract.
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RENTAL FEES
FOR-PROFIT ENTITIES

	Minimum Rate: <i>External Presenter</i>	Minimum Rate: <i>Local Org/Presenter</i>
Sunday – Thursday Event	\$1020	\$875
Friday, Saturday, and Holiday Event	\$1200	\$1025

OR for 2 or more consecutive dates, regardless of day: \$600 \$400

Each of these rental fees is the **minimum vs. \$2.50 per ticket issued (External Presenter) or \$2.00 per ticket issued (Local Presenter)**, whichever is greater (the minimum is calculated based upon each individual performance).

Note: Rental of theatre/auditorium includes use of the Lobby, Kadow Movie Museum, Green Room, Dressing Rooms, Annex, and a basic technical set-up. Venue will provide Box Office and House staff as appropriate for each event. Rental Contract also includes services of resident lighting designer.

PLUS BOX OFFICE POINT OF SALE CONSIDERATIONS (To be included in ticket pricing):

Box Office Service Fee: \$2.75 for each ticket issued, including complimentary tickets. This box office service fee will be waived for up to 50 tickets to be used for promotional purposes only per each event run.

Preservation/Facility Fee: \$2.00 (charge applied to all tickets issued).

Note: Please discuss with Venue the status of how Wisconsin State Sales Tax is applied to your event's ticket pricing. In some instances it may be deducted from the gross; in other instances it may be an add-on to the ticket price.

PLUS OTHER FEES:

1. **Utilities:** \$200/performance day
2. **Supervising Technician/Technical Service Fee** includes load-in and load-out on non-show days: \$200.
3. **Rehearsals** (all non-performance days): \$30/hour (for building services, utilities, access, and one staff; CCC staff must be present at all times renter is on premises; schedule for building access to be approved by Technical Director)
4. **Miscellaneous Access:** All miscellaneous access by renter must be coordinated/scheduled through the Technical Director; charges apply as applicable to the parameters above.

5. **Other Technical Staff, Equipment & Services:** see Technical Services Addendum
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RENTAL FEES
ORGANIZATIONS WITH COMP TICKETS, NO BOX OFFICE SERVICES,
CHARITABLE FUNDRAISING ONLY

Minimum Rate:

Sunday – Thursday Event	\$1,500
Friday, Saturday, and Holiday Event	\$2,100

Note: Rental of theatre/auditorium includes use of the Lobby, Kadow Movie Museum, Green Room, Dressing Rooms, Annex, and a basic technical set-up. Venue will provide house staff as appropriate for each event. Rental Contract also includes services of resident lighting designer. NOTE: 1/30/12: Manitowoc County public and parochial “schools” will always be charged the Sunday-Thursday event rate.

PLUS OTHER FEES:

1. **Utilities:** \$200/performance day
 2. **Supervising Technician/Technical Service Fee/Rehearsals on non-show days** (example: load-in and load-out on a day separate from event, rehearsals on a non-show day, etc.): \$30/hour (for building services, utilities, access, and one staff; CCC staff must be present at all times renter is on premises; schedule for building access to be approved by Technical Director). Updated 11/21/13.
 3. **Miscellaneous Access:** All miscellaneous access by renter must be coordinated/scheduled through the Technical Director; charges apply as applicable to the parameters above.
 4. **Other Technical Staff, Equipment & Services:** see Technical Services Addendum
 5. **Venue Commission on any Merchandise Sales:** 10% for CD/DVD sales; 20% on Soft Goods if Renter sells; 25% on Soft Goods if Venue sells.
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 4. Renter/Presenter will be expected to provide certificate of insurance as specified in rental contract.
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**CAPITOL CIVIC CENTRE
SELECT FACILITY/ROOM CHARGES, NON-TICKETED EVENTS/NON-
PERFORMANCE EVENTS (THEATER)**

Updated Pricing: 11/21/13

EXAMPLE ROOM CHARGES: CLUBS AND BUSINESS MEETINGS, DINNERS, PARTIES & RECEPTIONS, BRIDAL OR BABY SHOWERS, WEDDINGS, SCHOOL EVENTS, ETC.

*The following charges are in place for the **Capitol Grand Lobby** (which is a combination of the Mertens Family Lobby / Kadow Movie Museum and the Salutz Family Lobby, which contains coat-check, the concessions bar, and restrooms; and the **West Auditorium and Stage**. Contracts will stipulate hours of access: set-up, event, and clean-up. Rental time starts when renter's personnel have access to the premises and ends when room is cleared.*

Note: capacity for either facility is somewhat flexible based upon the nature of the event and the set-up, but is generally 150 for the Capitol Grand Lobby (combined areas) and 1000 for the West Auditorium.

Note: 1/30/12: Manitowoc County public and parochial "schools" will always be charged the Sunday-Thursday event rate.

Capitol Grand Lobby

M-F Daytime (non-holiday) "meeting" (between 8:00 and 5:00) \$50/hour with two hour minimum; includes set-up of basic room only; no food service set-up; additional equipment and service charges may apply*. Or 8 hours for \$300; same terms.

Other times & Special Events: \$75/hour with a three hour minimum; extra services available from Venue* or externally (at Renter's cost)**. Or \$500 for eight hours.

Holidays/holiday weekends: \$100/hour with a three hour minimum; extra services available from Venue* or externally Renter's cost)** Or \$600 for eight hours.

(at

West Auditorium & Stage

Sunday-Thursday
\$500.00 – Up to 8 hours (Additional hours: see below)
Friday & Saturday, and Holidays/Holiday weekends
\$800.00 – Up to 8 hours (Additional hours: see below)

Continued →

Combination Package: both venues

Sunday-Thursday: \$700.00

Friday & Saturday: \$900.00

Holidays/holiday weekends: 1100.00

ADDITIONAL CONSIDERATIONS:

1. Set-up and preparation time (including event rehearsals) on days *other* than event day to be charged at \$30/hour.
 2. Time that exceeds the rental allocation of 2, 3, or 8 hours (as applicable) on the event day to be charged at \$50/hour.
 3. Partial hours beyond the agreed-upon base rate will defer to the closest full hour, i.e. 4:29 hours and under would be 4 hours; 4:30 hours plus would be 5 hours.
 4. These costs are inclusive of utility charges and includes one tech and one administrative available staff member, as needed; staff must be on-site at all times renter has access to building.
 5. * Additional charges will be applied based upon additional and/or special equipment or staffing needs. See Addendum for Technical Equipment pricing.
 6. ** Outside catering, services, and equipment may be arranged.
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CAPITOL CIVIC CENTRE TECHNICAL EQUIPMENT & SERVICES ADDENDUM

The following items are provided at no cost, as part of the rental agreement:

One house technician (most productions will require additional technicians for setup and smooth operation)

FOR RENTALS INVOLVING THE THEATRE: All Dressing Rooms, Green Room, Second Floor Annex Room, Podium, Scrim, Basic Sound & Lights, Lobby, Kadow Movie Museum (pre and post show only)

The items below will be charged to you if they are used at any time during your production:

Additional Custodial services -----	\$10 per hour, per person
Additional stage crew -----	\$10 per hour, per person
Orchestra Pit Cover Removal -----	\$50
Spotlights -----	\$25 each/show or \$50 each/week ----- --- operators extra
Gobos (lighting patterns) not in inventory -----	At cost plus shipping
Steinway Concert Grand Piano (9') -----	\$100 plus cost of tuning
Steinway Baby Grand Piano (7') -----	\$50 plus cost of tuning
Setup of sound shell and risers, chairs, music stands -----	\$250 set up/load out by CCC Crew; \$30 flat fee for CCC supervision if you do it yourself
Wireless body mics (up to 16) -----	\$5 per day (per unit) or \$10 per week (per unit) - batteries not included
Wireless hand held mics (up to 4) -----	\$5 per day (per unit) or \$10 per week (per unit) - batteries not included
Projector only - no design, computer or source included -----	\$150 per day or \$350 per week
-----may incur extra staff time	
Large Screen 16' x 21' -----	\$50
Smaller Screen will still have to be rented -----	At cost
Batteries for wireless mics -----	Cost for one new battery per mic, per performance
Lighting color gel not in inventory -----	At cost plus shipping
Liability Insurance if not provided -----	\$250
Cost to run flyers (original provided) -----	TBD
Cost to create flyer -----	TBD

Presenter shall be liable for any damage caused to equipment owned or rented by the Capitol Civic Centre and used by Presenter in its production.



Thank you for your interest in the historic Capitol Civic Centre, the famous “Jewel of the Lakeshore!”

We strive to be of value to our community through offering a singular venue, versatile professional staff, and other services that rental clients desire, in order to make their event special and memorable, and all for very competitive rates.

Beyond this document, upon request we are happy to share our *FULL HOUSE RIDER*, with technical specifications and other information.

The Capitol also provides *public awareness support* to rental events taking place here. This support typically includes (but may vary depending on the timing and nature of a given rental) -

THE MARQUEE: Your event/performance will be promoted on the digital marquee, in chronological rotation with all other scheduled event/performances, at least two weeks prior to the show date. Please provide all pertinent images, logos, and special content to the Marketing Director at least four weeks prior to the show date. The Marketing Director and Marquee Artist will prepare digital visuals for the marquee at no charge to you. On show day, your event will have exclusive presence on the marquee!

CCCSHOWS.ORG: Your event will be marketed through our website. Ticketed events will be promoted with a front-page promo icon (designed free-of-charge by the Marketing Director) that will link to event/performance information and the online ticket-purchasing system. With your request, a link to your website from the information page will be provided, again, at no charge.

FACEBOOK.COM/CAPITOLCIVICCENRE: The Capitol Civic Centre maintains a presence on Facebook. When appropriate and possible, your event will be part of the conversation (or tagged) as part of our ongoing conversation with those who “like us” on Facebook. As we become more involved with social media opportunities, you will be included!

COMMUNITY VOICE: We will promote your event/performance in our conversation on local radio programs, at service club presentations, and every appropriate public relations opportunity.

MARQUEE MEMBER NEWSLETTER: The quarterly newsletter is an additional means to market your event. Please provide your information (including images and logos) to the Marketing Director. Every effort will be made to include your information in the newsletter. At times, due to the production timeline, events may not be included in the newsletter. Please submit your information as far in advance as possible, to help assure that your event is included.

CAPITOL CIVIC CENTRE PLAYBILLS AND HANDOUTS: You can promote your event at a Capitol Civic Centre production, through inserts in our Marquee playbills or with handouts. These must be approved, in advance, by the Marketing Director and distribution detail will be communicated to our show staff.

KADOW MUSEUM WINDOW DISPLAY: The south window of the Kadow Room is available to help promote your event/performance. Requests to use this space will be granted based on inquiries made to the Marketing Director. In the event that there is duplicate request, the Marketing Director will work with all involved parties to coordinate the schedule and make every effort to accommodate all requests for exposure. (The north window of the Kadow Room is intended for the exclusive use of marketing Capitol Civic Centre programming. Displays should not be removed, edited, or obstructed.) For weekend (Friday, Saturday, or Sunday) performances, displays should be removed the following Monday, by 4 p.m.; weeknight performance displays and materials should be removed by 4 p.m. the following day. Displays will be installed and removed (by the presenting group) during normal Box Office hours.

BOX OFFICE/ ADMINISTRATIVE OFFICE POSTERS: The Box Office and the Administrative Office will display a poster of your event/performance. Any other requests for displays throughout the Capitol facilities should be coordinated, in advance, with the Marketing Director. The Box Office will include your event/performance on the Performance at a Glance flyer and the Upcoming Events display above the Box Office windows.

EXTERIOR POSTER BOX: Painted signs are provided by a Capitol volunteer and are delivered based on the artist's availability. Typically, posters are on

display at least two weeks prior to the event/performance. Special requests for poster content should be provided to the Marketing Director at least six weeks in advance of show date. These original posters remain the property of the Capitol Civic Centre. If you prefer to provide a printed poster for the exterior poster box, please coordinate this, in advance, with the Marketing Director. All exterior poster box displays will be installed and removed by the Capitol staff. Please inform the Marketing Director, in advance if you'd like your printed poster returned.

In order to maintain our facilities, as well as a sense of fairness, the Arts Partner/presenting group will not distribute, post, or exhibit any advertisement, publication, display, or other visuals on the Capitol Civic Centre premises without the prior consent of the Capitol Civic Centre's Marketing Director. The removal, editing, obstruction, and movement of Capitol Civic Centre and other presenter's marketing materials, anywhere in the Capitol Civic Centre facility, is strictly prohibited.

Note: "ARTS PARTNERS" are defined as "resident" companies or regular users of Capitol facilities and services. Arts Partners are renters of the facility, as well.

FOR FURTHER INFORMATION, CONTACT:

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Capitol Civic Centre, Inc.

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cccshows.org facebook.com/capitolciviccentre