

CPA Rental Event
2018-19 Explanation of Costs for University Users
*For questions about these policies, contact
CPA Events Management (919.962.0957, cpaeventsmanagement@unc.edu)*

Most events sponsored by UNC Departments or officially-recognized UNC student organizations are charged a Flat Rate Facility Use Fee, Ticketing Fees (if applicable), plus optional Additional Expenses. Cancellation fees may also apply. Please see the appropriate sections below for a description of these charges and what they include. Events that do not qualify for a Flat Rate Facility Use Fee will be charged itemized expenses as explained in Section 4 below.

Non-University users should consult the Facility Use Agreement for Non-University Users for pricing information. If you are unsure if your event qualifies as a UNC Department or student event, please consult our [Policies for University and Non-University Users](#).

1. Flat Rate Facility Use Fees

Memorial Hall Flat Rate Facility Use Fees			
	Lecture, Classical Concert, or Simple Ceremony	A Cappella, Variety Show, or Dance Performance	All Other Event Types
Student Organizations	\$2,200.00 (Minimum charge)	\$3,800.00	Itemized expenses to be provided by Carolina Performing Arts staff
UNC Departments	\$3,000.00 (Minimum charge)	\$4,500.00	\$750/day plus itemized expenses to be provided by Carolina Performing Arts staff

Memorial Hall Flat Rate Facility Use Fee includes use of the portions of Memorial Hall listed in the *Facility Use Agreement for University Users* on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), adequate House Staff (usher) staffing in the sole judgement of Carolina Performing Arts to ensure a successful event, and use of equipment owned by Carolina Performing Arts that is normally stored in Memorial Hall, excluding equipment listed in Section 4 below.

Lecture, Classical Concert, or Simple Ceremony Fee includes adequate technical staffing in the sole judgement of Carolina Performing Arts to ensure a successful lecture, classical concert, or simple ceremony lasting up to two hours and thirty minutes (including any breaks or intermissions). Maximum technical staffing provided by Carolina Performing Arts for such an event will be one supervisor and four technical staff members. Classical concerts will also be entitled to up to three hours of rehearsal time on the same day as their concert included in the price of this fee. Any event that in the sole judgement of Carolina Performing Arts requires a marley dance floor and/or technical needs beyond this staffing level will not be eligible for the Lecture, Classical Concert, or Simple Ceremony Fee.

A Cappella, Variety Show, or Dance Performance Fee includes adequate technical staffing in the sole judgement of Carolina Performing Arts to ensure a successful a cappella concert, variety show, or dance performance lasting up to two hours and thirty minutes (including any breaks or intermissions). Maximum technical staffing provided by Carolina Performing Arts for such an event will be one supervisor and six technical staff members. User will also be entitled to up to six hours of rehearsal time on the same day as their performance included in the price of this fee.

Flat Rate Facility Use Fees listed above do not include any of the costs listed below in Sections 2 or 3.

Any event that in the sole judgement of Carolina Performing Arts has any needs beyond what can be met with the standard staffing levels explained above will be charged itemized fees for the specific labor required to put on the event. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized fees for the specific labor required. Carolina Performing Arts staff will provide user with an estimate of expenses prior to the event.

Memorial Hall Newsome-Quackenbush Lobby or Pamela Heavner Gallery Flat Rate Facility Use Fees	
Student Organizations	\$350.00 (Minimum charge)
UNC Departments	\$400.00 (Minimum charge)

Memorial Hall Newsome-Quackenbush Lobby or Pamela Heavner Gallery Flat Rate Facility Use Fee includes use of either the Newsome-Quackenbush Lobby located on the first floor of Memorial Hall or the Pamela Heavner Gallery located on the second floor of Memorial Hall—and no other spaces—on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access including one building monitor for up to four hours, and use of equipment owned by Carolina Performing Arts that is normally stored in Memorial Hall, excluding equipment listed in Section 3 below. Any audio/visual equipment and/or technical staff would be at an additional cost.

Flat Rate Facility Use Fees listed above do not include any of the costs listed below in Sections 2 or 3.

Any event that in the sole judgement of Carolina Performing Arts has any needs beyond what can be met with the standard staffing levels explained above will be charged itemized fees for the specific labor required to put on the event. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized fees for the specific labor required. Carolina Performing Arts staff will provide user with an estimate of expenses prior to the event.

Gerrard Hall Flat Rate Facility Use Fees		
	Small Event	Large Event
Student Organizations	\$250.00 (Minimum charge)	\$500.00
UNC Departments	\$350.00 (Minimum charge)	\$600.00

Gerrard Hall Flat Rate Facility Use Fee for Small Events is only available for events that are *not* open to the public, *not* ticketed, and have fewer than 100 attendees. Small Event Fee includes use of Gerrard Hall on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access including one building monitor for up to four hours, and use of equipment owned by Carolina Performing Arts that is normally stored in Gerrard Hall, excluding equipment listed in Section 3 below.

Gerrard Hall Flat Rate Facility Use Fee for Large Events includes use of Gerrard Hall on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access for up to four hours, adequate House Staff (usher) staffing in the sole judgement of Carolina Performing Arts to ensure a successful event, and use of equipment owned by Carolina Performing Arts that is normally stored in Gerrard Hall, excluding equipment listed in Section 3 below.

Facility Use Fees listed above do not include any of the costs listed in Sections 2 or 3 below.

Any event that in the sole judgement of Carolina Performing Arts has any needs beyond what can be met with the standard staffing levels explained above will be charged itemized fees for the specific labor required to put on the event. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized fees for the specific labor required. Carolina Performing Arts staff will provide user with an estimate of expenses prior to the event.

Historic Playmakers Theatre Flat Rate Facility Use Fees	
Student Organizations	\$550.00 (Minimum charge)
UNC Departments	\$850.00 (Minimum charge)

Historic Playmakers Theatre Flat Rate Facility Use Fee includes use of Historic Playmakers Theatre on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access for up to four hours, adequate House Staff (usher) staffing in the sole judgement of Carolina Performing Arts to ensure a successful event, and use of equipment owned by Carolina Performing Arts that is normally stored in Historic Playmakers Theatre, excluding equipment listed in Section 3 below. Historic Playmakers Theatre Flat Rate Facility Use Fee will *not* include any staff to pass out programs or any other materials; Carolina Performing Arts staff may be hired at an additional cost for this purpose.

Flat Rate Facility Use Fees listed above do not include any of the costs listed in Sections 2 or 3 below.

Any event that in the sole judgement of Carolina Performing Arts has any needs beyond what can be met with the standard staffing levels explained above will be charged itemized fees for the specific labor required to put on the event. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized fees for the specific labor required. Carolina Performing Arts staff will provide user with an estimate of expenses prior to the event.

CURRENT ArtSpace Flat Rate Facility Use Fees	
Student Organizations	\$550.00 (Minimum charge)
UNC Departments	\$850.00 (Minimum charge)

CURRENT ArtSpace Flat Rate Facility Use Fee includes use of the CURRENT ArtSpace on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access for up to four hours, adequate House Staff (usher) staffing in the sole judgement of Carolina Performing Arts to ensure a successful event, and use of equipment owned by Carolina Performing Arts that is normally stored in the CURRENT ArtSpace, excluding equipment listed in Section 3 below. CURRENT ArtSpace Flat Rate Facility Use Fee will *not* include any staff to pass out programs or any other materials; Carolina Performing Arts staff may be hired at an additional cost for this purpose.

Flat Rate Facility Use Fees listed above do not include any of the costs listed in Sections 2 or 3 below.

Any event that in the sole judgement of Carolina Performing Arts has any needs beyond what can be met with the standard staffing levels explained above will be charged itemized fees for the specific labor required to put on the event. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized fees for the specific labor required. Carolina Performing Arts staff will provide user with an estimate of expenses prior to the event.

The Studio at CURRENT Flat Rate Facility Use Fees		
	Small Event	Large Event
Student Organizations	\$200.00 (Minimum charge)	\$450.00
UNC Departments	\$300.00 (Minimum charge)	\$550.00

The Studio at CURRENT Flat Rate Facility Use Fee for Small Events is only available for events that are *not* open to the public, *not* ticketed, and have fewer than 100 attendees. Small Event Facility Use Fee includes use of the Studio at CURRENT on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access including one building monitor for up to four hours, and use of equipment owned by Carolina Performing Arts that is normally stored in the Studio at CURRENT, excluding equipment listed in Section 3 below.

The Studio at CURRENT Flat Rate Facility Use Fee for Large Events includes use of the Studio at CURRENT on a single day for the purpose of hosting an event lasting up to two hours and thirty minutes (including any breaks or intermissions), building access for up to four hours, adequate House Staff (usher) staffing in the sole judgement of Carolina Performing Arts to ensure a successful event, and use of equipment owned by Carolina Performing Arts that is normally stored in the Studio at CURRENT, excluding equipment listed in Section 3 below.

Flat Rate Facility Use Fees listed above do not include any of the costs listed in Sections 2 or 3 below.

Any event that in the sole judgement of Carolina Performing Arts has any needs beyond what can be met with the standard staffing levels explained above will be charged itemized fees for the specific labor required to put on the event. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized fees for the specific labor required. Carolina Performing Arts staff will provide user with an estimate of expenses prior to the event.

2. Ticketing Fees

Ticket Services Fee for Staffed Events: \$200 (Student Organization), \$275 (UNC Department), or \$325 (non-University) per event at Memorial Hall; \$150 (Student Organization), \$185 (UNC Department), or \$200 (non-University) per event at Gerrard Hall, Historic Playmakers Theatre, or the CURRENT ArtSpace + Studio. Includes basic ticket set-up, ticket printing, and staffing by Memorial Hall Ticket Services staff during one event.

Ticket Services Fee for Events without Carolina Performing Arts Box Office Staff: \$45 (Student Organization), \$85 (UNC Department), or \$100 (non-University) per event at Gerrard Hall, Historic Playmakers Theatre, or the CURRENT ArtSpace + Studio. Includes basic ticket set-up and ticket printing for one event. Does NOT include Box Office staffing by Memorial Hall Ticket Services. NOT available for Memorial Hall.

Ticketing Special Request Service Charge: \$50 for each additional request above normal set-up charges per item including, but not limited to:

- Promotional codes
- Pricing changes
- Set-up of additional sales reports
- Request for buyer address information

Ticket Commission:

- Waived for Student Organizations
- 8% of gross ticket sales (including consignment tickets not returned) for all other users

Credit Card Processing Fee: 5% of all credit card transactions processed by Carolina Performing Arts Ticket Services or through the Carolina Performing Arts website, in addition to fees listed above.

Tax on Admission Charges: Currently 7.5% on admission charges (tickets sales) to motion pictures, films, live performances and other live events occurring in Orange County. All tickets sold to events in Memorial Hall, Gerrard Hall, Historic Playmakers Theatre, or the CURRENT ArtSpace + Studio shall be for even dollar amounts and inclusive of all applicable taxes. Applicable taxes shall be remitted as further described in the *Facility Use Agreement for University Users*. Taxes are subject to change without notice.

Ticket Processing Fee (This fee is charged directly to patrons purchasing tickets and will not be billed to User): \$2 per ticket. An additional \$4 convenience fee is charged on each order placed online or over the phone.

3. Additional Expenses Not Included with Flat Rate Facility Use Fee or Ticketing Fees

Front of House Manager (If required in addition to standard staff included under Section 1):

Minimum two-hour charge per employee.

- \$24/hr. for Student Organizations
- \$26/hr. for UNC Departments
- \$28/hr. for all other users

House Staff (Ushers and Ticket Takers) (If required in addition to standard staff included under Section 1):

Minimum two-hour charge per employee.

- \$17/hr. for Student Organizations
- \$18/hr. for UNC Departments
- \$20/hr. for all other users

Room Set-up Fee: \$150 to alter room setup from the standard. The standard setup for venues is as follows:

- Gerrard Hall = auditorium style
- The Studio at CURRENT = room cleared of all furniture
- CURRENT ArtSpace = auditorium style

Security: costs may vary based on need

Supplemental Cleaning Charge: Will be added to User's invoice if Owner determines extraordinary cleaning is required. THE SUPPLEMENTAL CLEANING CHARGE IF GLITTER IS USED IS A MINIMUM OF \$700 PER VIOLATION.

Linens (Tablecloth) Rental: For events in Memorial Hall or Gerrard Hall, user will be entitled to use up to four plain white linens for 6' rectangular tables per event included with the Flat Rate Facility Use Fee. Linens are not provided free of charge in any other venues. Additional linens, linens for other venues, and/or linens in other sizes or styles may be rented for an additional charge.

Commission from Merchandise Sales: 20% of net sales; settlement will be at point of sale immediately following end of sales

Production Manager (If required in addition to standard staff included under Section 1):

Minimum two-hour charge per employee.

- \$28/hr. for Student Organizations
- \$32/hr. for UNC Departments
- \$35/hr. for all other users

Lighting/Sound Supervisor (If required in addition to standard staff included under Section 1):

Minimum two-hour charge per employee.

- \$24/hr. for Student Organizations
- \$26/hr. for UNC Departments
- \$28/hr. for all other users

Technical Staff (If required in addition to standard staff included under Section 1):

Minimum two-hour charge per employee.

- \$17/hr. for Student Organizations
- \$18/hr. for UNC Departments
- \$20/hr. for all other users

Fire Watch Fee: \$200 per hour. Required for any performance involving smoke and/or haze.

Steinway Concert Grand Piano Rental: \$350 per day (available in Memorial Hall only) (subject to availability)

Upright Piano Rental: \$200 per day for Memorial Hall (additional \$100 moving fee if used in Gerrard Hall) (subject to availability)

Gerrard Hall Supplemental Sound System: \$200 per day (Only required if in-room sound system is insufficient to meet User's needs.)

Removable Stage Platform (8' x 12') (Gerrard Hall only) (optional) (includes rental and labor for setup/removal):

- \$150 per day for Student Organizations and UNC Departments
- \$250 per day for all other users

Parking: \$16 per space in the Hanes Lot (directly behind Memorial Hall). This charge is set by the UNC Department of Public Safety and is subject to change without notice. Additional parking charges, including parking monitors, vary and may be billed directly by UNC Public Safety.

Outside Equipment Rentals: Will be arranged by Carolina Performing Arts staff with sufficient notice for cost plus a 5% administrative fee.

Non-University Labor: Will be arranged by Carolina Performing Arts staff with sufficient notice for cost plus a 5% administrative fee.

4. Rates for Itemized Events

Any event that in the sole judgement of Carolina Performing Arts does not qualify for the Flat Rate Facility Use Fee described in Section 1 will instead be charged itemized expenses for labor and equipment usage. Rehearsals and/or technical work that take place on non-performance dates will also be charged itemized expenses. Carolina Performing Arts' Events Manager will provide you with an estimate after sufficient information has been received.

5. Cancellation Fees

If User cancels an event after tickets have gone on sale or after distribution of free tickets has begun, the following fees from Section 2 will be charged:

- The appropriate Ticket Services Fee
- Any Ticketing Special Request Service Charges for work that has already been performed
- The appropriate Ticket Commission on any sales that have already taken place
- The Credit Card Processing fee on any sales that have already taken place
- The Credit Card Processing fee will additionally be charged on any refunds processed by the Carolina Performing Arts Box Office at any time

If User cancels an event with fewer than three weeks' notice, a cancellation fee will be charged in the following amount, in addition to other fees mentioned in this section:

- \$750 for Memorial Hall
- \$250 for the Pamela Heavner Gallery or Newsome-Quackenbush Lobby
- \$150 for Gerrard Hall
- \$250 for Historic Playmakers Theatre
- \$250 for the CURRENT ArtSpace
- \$150 for the Studio at CURRENT

In addition to the fees listed above, User will also be responsible for paying for any labor already performed and any direct costs already incurred by Carolina Performing Arts.