

CPA Rental Event
2019-20 Explanation of Costs for University Users
For questions about these policies, please 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 Event 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.

Please contact us for cost and policy information about any of the following types of venue uses:

- Any event that involves use of theatrical lighting in the CURRENT ArtSpace + Studio
- Events that have needs beyond what is included with the Flat Rate Event Fee
- Rehearsals on a different day or venue than the related performance
- Events in Memorial Hall's Pamela Heavner Gallery or Newsome-Quackenbush Lobby
- Film/photo shoots
- Events not officially sponsored by a UNC Department or UNC Student Organization

If you are unsure if your event qualifies as a UNC Department or UNC Student Organization sponsored event, please consult our [Policies for University and Non-University Users](#).

1. Flat Rate Event Fees for Memorial Hall

Memorial Hall Flat Rate Event Fee			
	Lecture, Classical Concert, or Simple Ceremony	A Cappella, Variety Show, or Dance Performance	All Other Uses
UNC Department	\$3,000 (Minimum charge)	\$4,500	\$750/day plus itemized expenses to be provided by Carolina Performing Arts staff
UNC Student Organization	\$2,200 (Minimum charge)	\$3,800	Itemized expenses to be provided by Carolina Performing Arts staff

Memorial Hall Flat Rate Event 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 Event Fees listed above do not include any of the costs listed below in Sections 3 or 4.

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 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 upon request.

2. Flat Rate Event Fees for Other Venues

CURRENT ArtSpace Flat Rate Event Fee		
		Large Events
UNC Department		\$850 (Minimum charge)
UNC Student Organization		\$550 (Minimum charge)
The Studio at CURRENT Flat Rate Event Fee		
	Small Events Only	Large Events
UNC Department	\$300 (Minimum charge)	\$550
UNC Student Organization	\$200 (Minimum charge)	\$450
Gerrard Hall Flat Rate Event Fee		
	Small Events Only	Large Events
UNC Department	\$350 (Minimum charge)	\$600
UNC Student Organization	\$250 (Minimum charge)	\$500
Historic Playmakers Theatre Event Fee		
		Large Events
UNC Department		\$850 (Minimum charge)
UNC Student Organization		\$550 (Minimum charge)

Small Event Flat Rate Event Fee 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 the listed venue 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 listed venue, excluding equipment listed in Section 3 below.

Large Event Flat Rate Event Fee includes use of the listed venue 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 listed venue, excluding equipment listed in Section 3 below.

Flat Rate Event Fee does not include any of the costs listed in Sections 3 or 4 below. Any use of theatrical lighting in the CURRENT ArtSpace + Studio will incur additional costs beyond what is listed above.

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 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.

3. 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.

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

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

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

Additional labor (If required in addition to standard staff included (If under Sections 1 or 2)): Costs depend upon need, please contact us for an estimate.

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.

Linen (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 Event Fee. Linens are not provided free of charge in any other venues.

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

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)

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.

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 3 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.