

**TEXAS A&M UNIVERSITY - CORPUS CHRISTI  
PERFORMING ARTS CENTER  
6300 Ocean Drive, Corpus Christi, TX 78412**

**PAC BASIC USE PACKAGE**

Revised September 2008

**BASIC RENTAL FEE INCLUDES**

(Rental fees located at the back of this document)

1. Access to leased space for exclusive use by Renter. Hours of access will be determined by agreement between the PAC Director and Renter based on by the requirements of the event.
2. PAC Basic Operating Staff to include a Facility Manager, Front of House Manager, and Back of House Manager (during normal bldg hours- Hours TBD by PAC Director).
3. Stage, concert hall and lobbies cleaned and in good order prior to occupancy.
4. Permanent fixtures, utilities, and heat or air conditioning.
5. Speaker's podium and microphone.
6. Tables and chairs as needed.
7. Basic sound and light package.
8. The Performing Arts Center Technical Director as technical advisor **ONLY**.
9. Music Stands, Choral Risers, Band/Orchestra Risers, chairs as needed (crew to set up/tear down equipment listed are required at an additional fee – see below).

**BASIC RENTAL FEE DOES NOT INCLUDE (Fees to be determined by PAC Director on a case-by-case basis)**

1. PAC Basic Operating Staff to include a Facility Manager, Front of House Manager, and Back of House Manager (outside of normal bldg hours- Fees TBD by PAC Director).
2. Stage personnel of any type including set up, tear down, show call or operators of any equipment. Minimums are required for most events and costs vary based on needs.
3. Audio Visual equipment including screen/projector/computer/remotes, etc.
4. Piano tuning (\$80 for tuning **before** event-required), or additional piano tunings (times must be arranged with PAC staff prior to scheduling tuning).
5. Extra-ordinary auxiliary theatrical sound and light equipment **NOT** in the Performing Arts Center inventory.
6. Box Office and/or Usher staffing (\$7.00 per hour/per person/2 hour minimum)
7. Any and all police and security (Average \$32.00 per hour/per person/police chief determines minimums and level of staffing).

8. Promotion, advertising or public relations services of any kind.
9. Insurance. All non-university Renters must obtain and present a certificate of insurance covering Renter's public liability, personal injury and property damage. Required minimum coverage is \$1 million. The certificate must name Texas A&M University – Corpus Christi and the Performing Arts Center as an additional insured.
10. Cleaning fees for special use of lobbies, quick turn-around set-ups, or excessive use of any backstage area or dressing rooms
11. Catering services, ice and/or crew refreshments.
12. Permission to promote, sell or distribute concessions, novelties, souvenirs, etc. The Performing Arts Center retains 25% of all gross merchandise sales.

## **MISCELLANEOUS INFORMATION**

### **Security**

All events must utilize Texas A&M University – Corpus Christi security services and personnel. Each officer is average \$32 per hour and Texas A&M University – Corpus Christi security determines the required number and hours for each show based on estimated attendance and number of tickets sold and level of security officer required. Each officer must be on duty one and one half-hours prior to scheduled curtain time and will remain until the audience has left the parking lots on campus. For full capacity in the Concert Hall and a five-hour call, the estimated security costs would be approximately \$800.00.

### **Parking**

Designated campus lots will be provided for patron parking.

### **Stage Labor and Equipment:**

Renter may contract with The PAC for full technical services. The Performing Arts Center Technical Director will coordinate third party stage labor and technical equipment operators for Renters who do not bring their own. **The PAC must approve any stage labor contracted by Renter.**

### **Front of House and Ushers**

The complete "Front of House" service at the Performing Arts Center consists of an employee of the Performing Arts Center and trained personnel. Services of the Center's "Front of House" staff may be utilized at cost to the Renter.

Renter has the option to provide its own "Front of House" services; however a training session must be held with the Renter's ushers and front of house persons, led by PAC Staff scheduled at a mutually convenient time, using the Performing Arts Center usher manual covering seating plans and emergency procedures. There is no charge for this service, however, it is the Renter's responsibility to schedule training prior to its event. Compliance with rules and regulations set out in the usher manual is strictly enforced.

## **Other Fees and Assessments:**

It is the responsibility of the Renter to pay for any and all services or additional equipment required for the Event. The PAC will not be responsible to pay on behalf of the Renter for any services or equipment associated with a leased use. Any and all state, county or city taxes or permits and fees are the sole responsibility of the Renter.

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PRICE STRUCTURE**

### **I. Facility Rental Fees:**

**PAC Concert Hall** (1400 seats)

**Non-Profit MOU: Non-Profit 501(c)3 Performing Arts Organization WITH an MOU\* and the PAC as the principal venue:**

- **\$1500 per day** for performance date (Event)
- **\$400 per day** for move-in/out and rehearsals. No public assembly-concert hall only.

\*MOU=Memorandum of Understanding requiring the PAC to be your principle performance venue; at least 3 performances in a single production year or series and/or less than three performances totaling \$4,500 or more in rental fees in one production season.

**Non-Profit Performing Arts: Non-Profit 501(c)3 Performing Arts Organization with Performing Arts as primary mission:**

- **\$1750 per day** for performance date (Event)
- **\$500 per day** for move-in/out and rehearsals. No public assembly-concert hall only.

**Other Non-Profit: Non-Profit 501(c)3 All Other Non-Profit Organizations:**

- **\$2250 per day** for performance date (Event)
- **\$750 per day** for move-in/out and rehearsals. No public assembly-concert hall only.

**For Profit:**

- **\$3000 per day** for performance date (Event)
- **\$750 per day** for move-in/out and rehearsals. No public assembly-concert hall only.

**PAC Lobby\***

*\*When not used in conjunction with the concert hall*

- **\$500 per day – 4 hours or less** (\$250 per hour, two-hour minimum)
- **\$1000 per day – up to 8 hours**
- **\$1500 per day – over 8 hours but not to exceed 24 hours**