

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

PAC BASIC USE PACKAGE

Revised 6-2016

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 Operating Staff to include a Facility Manager and a designated PAC Technical Director as technical advisor ONLY. **Renter will be required to hire and pay separately for PAC-approved professionally-trained sound and light technicians not on staff with the Performing Arts Center. No student technical, usher, or box office staff is included in the basic rental fee but will be required to run most events.**
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, microphones, tables, chairs, music stands, risers, pipe/drape, easels, and stanchions as needed and as available in PAC inventory. (Crew to set up/tear down equipment required at an additional fee.)
6. Basic sound and lighting equipment existing in the PAC – additional sound and light requirements will be determined by the event needs assessment and technicians to run equipment will be required at cost to the renter.

BASIC RENTAL FEE DOES NOT INCLUDE

(Fees to be determined by PAC Director on needs assessment of event requirements.)

1. **Event Production Personnel** including set up, tear down, PAC-approved professionally-trained light/sound technicians (paid for by renter at fees provided by those technicians), PAC student technical support, usher and box office personnel. Minimum student staffing is required for all events and requirements vary based on PAC Director's needs assessment of event. (Staffing is \$10-\$12 per hour/per person with a 2-hour minimum. **Full Box Office service** is available starting at \$500 for basic package. See PAC Director for more detail.)
2. **Additional Equipment – SEE APPENDIX 2**
3. **Extraordinary auxiliary theatrical sound and light equipment NOT** in the Performing Arts Center inventory.
4. **Audio/Visual recording services** are available for a fee – ask PAC Director for details.
5. **University police and security** required for all events involving alcohol sales and or large audiences for parking issues. No outside security or police forces are allowed. (Average \$35.00 per hour/per person/police chief determines minimums and level of staffing).
6. **Promotion, advertising, signage, or public relations** services of any kind.
7. **Insurance.** All non-university Renters must obtain and present a certificate of insurance covering Renter's public liability, personal injury and property damage at least two-weeks prior to event. 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. More detailed information available at time of booking.

8. **Cleaning fees** starting at \$200 will be assessed each event. Additional \$100 per hour fee will be assessed for excessive clean-up. Fees to be determined by PAC Director. **SEE PAC DECORATING POLICIES IN APPENDIX 3.**
9. **All Catering services** must be arranged through Community Outreach – call Crystal Seehorn at (361) 825-5773. This includes all ice and/or crew refreshments and only the University Food Services Contractor will be used. No outside food or drink service is allowed in the PAC.
10. **Merchandise Sales:** The Performing Arts Center retains **25% of all gross merchandise sales for all concessions**, novelties, souvenirs, etc. sold on PAC premises and will be collected at conclusion of event. **RENTER MUST PROVIDE OWN SALES PERSONNEL AND CHANGE FUND. We are not able to provide credit card machines.**

MISCELLANEOUS INFORMATION

Parking Fees

Designated campus lots will be provided for patron parking with associated parking fees but large events will require University Security to control parking – fees assessed by University Police.

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 at least two paid PAC staff ushers will be required and 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 training service, however, it is the Renter's responsibility to schedule training at least one week prior to event. Compliance with rules and regulations set out in the usher manual are 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 income or other taxes or permits and fees are the sole responsibility of the Renter.

PAC PRICING PLAN IS INCLUDED BELOW IN APPENDIX 1.

PAC SERVICES INFORMATION IN APPENDIX 2 BELOW.

PAC DECORATING POLICIES IN APPENDIX 3 BELOW.

APPENDIX 1

TEXAS A&M UNIVERSITY - CORPUS CHRISTI
PERFORMING ARTS CENTER
6300 Ocean Drive, Corpus Christi, TX 78412
PRICE STRUCTURE
UPDATED 6-2016

ALL EVENTS REQUIRE RENTER TO PROVIDE FACILITY INSURANCE. INFORMATION AND INSURANCE AMOUNTS ARE AVAILABLE UPON REQUEST. PARKING FEES AND TAXES WILL BE ASSESSED ON A PER-EVENT BASIS.

PAC Concert Hall (1350 seats)

For Profit:

- **EVENT DAY: \$3000 per day (8 hours or less)** for performance date PLUS fees for PAC staffing/catering/security/equipment. Costs to be determined on a per-event basis. After 8 hours of usage electricity and custodial costs @\$100 per hour plus ongoing PAC charges above will be assessed for each additional hour the facility is occupied by the renter.
- **REHEARSAL/MOVE-IN DAY: \$1000 per day (8 hours or less)** for move-in/out and rehearsals PLUS fees for PAC staffing/catering/security/equipment. Costs to be determined on a per-event basis. After 8 hours of usage electricity and custodial costs @\$100 per hour plus ongoing PAC charges above will be assessed for each additional hour the facility is occupied by the renter. No public assembly-concert hall only.

Not for Profit: Non-Profit 501(c)3 Organizations (Certificate must be shown):

- **EVENT DAY: \$2300 per day (8 hours or less)** for performance date PLUS negotiated fee for PAC-approved sound/light technician – cost to be determined on a per-event basis.
- After 8 hours of usage Electricity and Custodial costs @\$100 per hour each will be charged for each hour the facility is occupied by the renter.
- **REHEARSAL/MOVE-IN DAY: \$750 per day (8 hours or less)** for move-in/out and rehearsals PLUS negotiated fee for PAC-approved sound/light technician – cost to be determined on a per-event basis. (After 8 hours of usage, Electricity and Custodial costs @\$100 per hour will be charged for each hour the facility is occupied by the renter.) No public assembly-concert hall only.

PAC Lobby*

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

**ALL EVENTS REQUIRE RENTER TO PROVIDE FACILITY INSURANCE.
INFORMATION AND INSURANCE AMOUNTS ARE AVAILABLE UPON REQUEST.
PARKING FEES AND TAXES WILL BE ASSESSED ON A PER-EVENT BASIS.**

NOT FOR PROFIT:

- **\$100 per hour** plus staffing /catering/security/equipment etc. charges – **4 hour minimum** (setup/teardown time will be charged per hour at this rate).
- **\$200 Basic Cleaning Fee** (additional fees TBD on facility usage and amount and type of cleaning required)

FOR PROFIT:

- **\$200 per hour** plus staffing /catering/security/equipment etc. charges – **4 hour minimum** (setup/teardown time will be charged per hour at this rate).
- **\$200 Basic Cleaning Fee** (additional fees TBD on facility usage and amount and type of cleaning required)

APPENDIX 2

PAC SERVICES COSTS	
Box Office full service (4 week duration – all ticketing fees are not included)	\$500
Box Office limited service (2 week duration – all ticketing fees are not included)	\$250
Box Office Staff (per person per hr. when not packaged in services above)	\$10
Event Manager (per person per hr. - required for all events)	\$12
Production Technical Staff and Ushers (per person per hr. – required for all events)	\$10
Event Custodial (required for all events)	\$200
Additional custodial (per hr. heavy clean-up-PAC Staff to Determine Need)	\$100
Security (per person per hr. – ESTIMATED BY UPD - SUBJECT TO CHANGE)	\$35
Steinway Grand Piano Usage Fee	\$100
Event directional signage (TBD By Event)	TBD
Projector/Screen (concert hall and/or lobby separate usage cost for each area)	\$50
Clip lights (per day/per unit) and Batteries for Microphones (per battery/per day)	\$2
Marley Dance Floor (staffing for setup/tear down not included)	\$150
Pipe and Drape (stage or lobby) (staffing for setup/tear down not included)	\$150
Spot Light (per day/per unit) operator at add'l cost	\$50



PERFORMING ARTS CENTER DECORATING POLICIES

Updated FY2017

At least [six (6) weeks] prior to the Event, Licensee shall provide FOR APPROVAL to TAMU-CC accurately-scaled floor plans for Lobby set-up(s) and/or Concert Hall staging. In addition, final event personnel and food and beverage requirements will need to be defined at that time.

Décor/Decorating

- 1) Decorations must be free-standing or table top.
- 2) Decorations may not be placed on the piano for any reason.
- 3) Decorations may not be hung from a ceiling higher than 10 feet from the foundation of the building.
- 4) May not obstruct or inhibit the safe flow of traffic to all exits of the building in any way.
- 5) No adhesives, nails, tacks, pins or attaching items to doors, floors walls, ceiling, or furniture.
- 6) No bird seed, bubbles, confetti, feathers, glitter, processed snow, rice, sand, silly-string or wax products may be used. Additional cleaning fees will be assessed at \$100 per hour for excessive clean up. Fees will be determined by the Event Manager and billed in the final settlement.
- 7) Only grass seed is permitted and must be tossed a minimum of 50/100 feet from a building entrance.
- 8) No open flames.
- 9) No fog/smoke machines of any kind, fireworks, or balloons on the premises.
- 10) Live plants must be set on a plastic saucer or tray.
- 11) No storage is available before or after the event. Decorations must be removed prior to leaving the facility (see Decorating Staffing clause below).
- 12) University furnishings designated for indoor use may not be removed from the facility for any reason.

Decorating Staffing

The professional staff and student staff of this facility are in place to manage and maintain the safety and security of the facility and its patrons. Clients must provide decorating staff for pre- and post-event decoration set-up and tear-down and agree to remove and/or dispose of refuse in the proper receptacles. All sets/decorations must be removed at the end of the evening of the event unless prior arrangements have been made with facility management.