



## JANET QUINNEY LAWSON CAPITOL THEATRE

NONPROFIT VENUE RENTAL [SEPT. 1, 2022 - AUG. 31, 2023]



50 W. 200 S. SLC, UT 84101 | Phone: 385-468-1030 | Email: [events@info.saltlakecountyarts.org](mailto:events@info.saltlakecountyarts.org) | Web: [saltlakecountyarts.org](http://saltlakecountyarts.org)

### FULL HOUSE VENUE COSTS

**SEATS: 1,649**

#### VENUE RENTAL

- Performance: \$2,530.00
- Second Performance (in a day): \$1,260.00
- Rehearsal/Tech/Load In or Out (no performance): \$760.00
- Dark Day: \$640.00

#### SERVICES

- Cleaning (per performance): \$500.00
- Patron Services Staff (per performance): \$565.00

*Patron Services staff are required for all events. Rates include House Manager, Head Usher, Usher, and EMT, as appropriate by venue and event type. Salt Lake County Arts & Culture, at its sole discretion, will determine necessary staffing, based on event needs.*

### HALF HOUSE VENUE COSTS

**SEATS: 856 (MAIN FLOOR ONLY)**

#### VENUE RENTAL

- Performance: \$1,410.00
- Second Performance (in a day): \$720.00
- Rehearsal/Tech/Load In or Out (no performance): \$760.00
- Dark Day: \$640.00

#### SERVICES

- Cleaning (per performance): \$425.00
- Patron Services Staff (per performance): \$295.00

*Patron Services staff are required for all events. Rates include House Manager, Head Usher, Usher, and EMT, as appropriate by venue and event type. Salt Lake County Arts & Culture, at its sole discretion, will determine necessary staffing, based on event needs.*



## TICKETING COSTS

### PATRON TICKET FEES

Standard ticketing fees are paid by patrons at time of purchase from ArtTix per the fee structure below:

TICKET PRICE RANGE		Standard Fee	Standard Cash/ Window Fee
FROM	TO		
\$0.01	\$15.00	\$2.50	\$2.50
\$15.01	\$25.00	\$5.00	\$4.50
\$25.01	\$35.00	\$6.50	\$5.50
\$35.01	\$50.00	\$8.00	\$6.00
\$50.01	\$90.00	\$9.50	\$7.50
\$90.01	Up	\$10.50	\$8.00

Fee amount is inclusive of Credit Card Fee (2.8%), Producer Fee (4%), and Preservation Fund Fee: \$1.00 for ticket price \$15.00 or less; \$2.00 for ticket price \$15.01 or more.

### CONTRACTOR COSTS

Salt Lake County Arts & Culture may allow Contractor the option to take tickets off the ArtTix system to be sold on consignment by a third party or to provide complimentary tickets. Salt Lake County Arts & Culture reserves the right to limit the number of tickets.

#### **Consignment Tickets**

- Consignment Fee: Producer Fee 4% of gross ticket value + Preservation Fund Fee: \$1.00 for tickets priced \$15.00 or less; \$2.00 for tickets priced above \$15.00.
- Consignment tickets are limited to 258 per Full House performance and 139 per Half House performance.
  - o Tickets above limit will incur a fee of \$1.85 per ticket in addition to the Producer Fee and Preservation Fund Fee.

#### **Complimentary Tickets**

- Complimentary tickets are limited to 258 per Full House performance and 139 per Half House performance.
  - o Tickets above limit will incur a fee of \$.50 per ticket.

#### **Free, Ticketed Events**

- Tickets are not required if an event is free to all attendees. If Contractor wishes to issue and distribute free tickets, ArtTix can print tickets for a fee of \$200.00.
- Contractor may also choose to have free tickets distributed by ArtTix for an additional fee of \$0.50 per ticket.
- Please contact your Event Manager for additional details.



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**EQUIPMENT RENTAL**

*Use of equipment is based on availability. Rental of equipment does not include labor to install or operate.*

EQUIPMENT	DAILY	WEEKLY (3-7 DAYS)
Sound System	400.00	1,200.00
Dynamic Microphones & Direct Boxes	20.00	60.00
Standard Condenser Microphones	45.00	135.00
AKG 414 Microphone	60.00	180.00
Newmann KM 184 Microphones	60.00	180.00
Wireless Microphones	30.00	90.00
Portable Sound System	100.00	300.00
Lectern w/ Microphone	40.00	120.00
Follow Spot (per fixture)	150.00	450.00
Drum Kit Riser 8' X 8'	50.00	150.00
Washer / Dryer (per set)	30.00	90.00
Piano - Upright (rehearsal/warm-up)	30.00	90.00
Piano - 6' Grand - Boston (Studio 2)	100.00	300.00
Piano - 6' Grand - Steinway B (pit/stage)	300.00	900.00
Tables - Draped (no food)	10.00	30.00
Tables - Undraped	No Charge	No Charge
Chairs	No Charge	No Charge
Dance Floor (does not include labor to install)	75.00	225.00
Dance Floor Tape (per installation)	55.00	N/A
<b>USAGE FEES</b>		
Lighting	50.00	150.00
<b>INTERNAL SERVICES</b>		
Telecom Charges (Additional Lines/Locations)	At Vendor Cost	At Vendor Cost
Public Safety Bureau (Additional Venue Security)	At Vendor Cost	At Vendor Cost
<b>OUTSIDE PAYABLES</b>		
Piano Tuning @ Cost	At Vendor Cost	At Vendor Cost
Stage Labor Charges @ Cost	At Vendor Cost	At Vendor Cost

**OUTSIDE EQUIPMENT RENTAL**

Please seek external vendors for any items not included in Salt Lake County Arts & Culture equipment inventory. Contractor is responsible to secure and pay for use of equipment provided by outside vendors.

**STAGE/TECHNICAL LABOR**

Hiring of Stage/Technical labor is the responsibility of the Contractor and at Contractor's expense. Contractor must secure dedicated and qualified personnel for the operation of all equipment. Upon request, Salt Lake County Arts & Culture Technical Directors can provide guidance and coordination in securing proper stage/technical labor for the execution of Contractor's events. All stage/technical labor is at Contractor's expense.



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## OTHER COSTS & CONSIDERATIONS

### RATES & TAX EXEMPTIONS

Annual rate increases occur every September. All rates are subject to change at any time. To qualify for nonprofit rates, Contractor must provide an IRS Determination Letter. To qualify for Utah State tax exemption, Contractor must provide a TC-721 Tax Exemption Form. If Contractor is not tax exempt, the Utah State Sales Tax rate of 7.75% will apply. Taxable items include equipment rental and ticket sales. Ask your Event Manager for more information.

### INSURANCE

All Contractors are required to provide Commercial General Liability insurance with an insurance company rated A- or better by A.M. Best Company in the amount of 1 million dollars with Salt Lake County Arts & Culture listed as "additional insured." If applicable, Host Liquor Liability insurance is also required with respect to liquor served by Contractor or any subcontractor. For events with pyrotechnics, special effects, and flame effects displays, a minimum coverage of 3 million dollars in general liability insurance with no less than 1 million dollars in damage to rented premises is required. The insurance certificate must list pyrotechnics, special effect and flame effects displays as covered in the policy.

### CONCESSIONS

Salt Lake County Arts & Culture retains the sole right to concession service within the facility with its contracted concessionaire.

### ALCOHOL

If Contractor wishes to sell alcohol in conjunction with an event, a Liquor License may be required and can be obtained through Utah Department of Alcoholic Beverage Services. Please visit <https://abs.utah.gov/> for additional information. It is Contractor's responsibility to follow state law regarding the sale and service of alcoholic beverages. Any service of alcohol must not jeopardize the existing liquor permit held by the contracted concessionaire.

### CATERING

Contractor must arrange for all catering services as necessary. Capitol Theatre does not have an exclusive caterer. In the event that any food or beverage is provided to the public by Contractor these items must be provided by a licensed caterer and/or prepared in a commercial kitchen in accordance with Salt Lake County Health Department regulations. A Temporary Food Permit may be required. Please visit <https://slco.org/health/food-protection/temporary-food-events/> for additional information. All food service must be approved by and coordinated with Salt Lake County Arts & Culture.

### MERCHANDISE SALES

Salt Lake County Arts & Culture does not provide sellers, starting cash, or credit card processing equipment. No Merchandise Sales Fee applies for Contractors with Federal nonprofit status.

### SECURITY

Basic venue security is provided by the Salt Lake County Sheriff's Office Public Safety Bureau. Any additional security needs are at the Contractor's expense.

### ADVERTISING

Direct show advertising is the responsibility of Contractor. Salt Lake County Arts & Culture offers support advertising online through our website, newsletter, and social media channels. A Style Guide can be provided by your Event Manager upon request.