

CENTENNIAL ROOM AT MID-VALLEY PAC

NONPROFIT VENUE RENTAL [SEPT. 1, 2023 - AUG. 31, 2024]



2525 Taylorsville Blvd., Taylorsville, UT 84129 | Phone: 385-468-1030 | Email: events@info.saltlakecountyarts.org | Web: saltlakecountyarts.org

CENTENNIAL ROOM WHEN USED AS EVENT SPACE

- Rental Fee: \$135.00
 - o Cleaning with Food: \$105.00
 - o Cleaning without Food: \$80.00

SERVICES

- Patron Services Staff (per event):
 - o Events 1-4 hours: \$110.00
 - o Events 4+ hours: \$210.00

Patron Services staff are required for all events. Flat fee may include House Manager, Asst. House Manager, Ushers, 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.

CENTENNIAL ROOM WHEN USED AS STUDIO/REHEARSAL SPACE

- Rental Fee:
 - o Initial 1-4 hours: \$95.00
 - o Additional hours: \$25.00 per hour + Initial Fee (maximum rate: \$195.00 per day)
 - o Cleaning: Responsibility of Contractor



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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 RATE (1-2 Days)	WEEKLY RATE (3-7 Days)
Wired Microphones & Direct Boxes	20.00	60.00
Wireless Microphones	45.00	135.00
Lectern with Microphone	40.00	120.00
Video System	150.00	450.00
Tables - Draped (no food)	10.00	30.00
Piano - Baldwin Upright	30.00	90.00
Piano - 6' Grand - Baldwin	75.00	225.00
Sound System	<i>Included</i>	
Tables - Undraped	<i>No Charge</i>	
Banquet Chairs	<i>No Charge</i>	
USAGE FEES		
Production Lighting Usage Fee	15.00	45.00
SERVICES & OUTSIDE PAYABLES		
Telecom Charges (Additional Lines/Locations)	<i>At Vendor Cost</i>	
Additional Event Security	<i>At Vendor Cost</i>	
Piano Tuning (A&C Approved Vendors)	<i>At Vendor Cost</i>	
Stage Labor Charges	<i>At Vendor Cost</i>	

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 Contractor. 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 - EVENT/SOCIAL SPACE

RATES & TAX EXEMPTIONS

Annual rate increases occur every September. 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 in Taylorsville City of 7.25% will apply. Taxable items include equipment rental and ticket sales. Rates are subject to change at any time.

INSURANCE

All Contractors are required to maintain Commercial General Liability insurance with an insurance company rated A- or better by A.M. Best Company in the amount of \$1 million dollars, and must provide a Certificate of Insurance showing Salt Lake County as an additional insured. In addition, Contractors that will be serving alcohol must also maintain Host Liquor Liability insurance and must provide evidence of an "additional insured endorsement" on the liquor liability policy that specifically lists Salt Lake County as an additional insured. For events that include pyrotechnics, fire effects, and flame displays, a minimum general liability insurance coverage in the amount of \$1 million dollars with no less than \$1 million dollars in damage to rented premises is required. The insurance certificate must specifically identify pyrotechnics, special effects, or flame effect displays as covered under the policy. Arts & Culture may require additional limits depending on the specific use of the facility.

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. The Mid-Valley Performing Arts Center 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.

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.

SECURITY

Salt Lake County Arts & Culture does not provide personnel for event safety or security services. If Contractor will be enacting or enforcing a safety and security plan that requires security personnel, Contractor is responsible to hire these services through a qualified vendor.

OTHER COSTS & CONSIDERATIONS - STUDIO/REHEARSAL SPACE

INSURANCE

Insurance is not required if renting the Centennial Room as a studio/rehearsal space.

ADVERTISING

Direct advertising is responsibility of the Contractor.