

THE WILSON CENTER FACILITY RENTAL RATES



COUNTY/STATE/
GOVERNMENT AGENCY

NON-PROFIT

COMMERCIAL

PERFORMANCE HALL (CAP. 1559)

Day	County/State/Gov Agency	Non-Profit	Commercial
Monday-Thursday	No Base Rental	\$1,800	\$3,000
Monday-Thursday (Resident*)	No Base Rental	\$1,450	\$2,000
Friday-Sunday	No Base Rental	\$2,000	\$3,200
Friday-Sunday (Resident*)	No Base Rental	\$1,650	\$2,200

LOBBY ONLY (CAP. 2200)

Day	County/State/Gov Agency	Non-Profit	Commercial
Monday-Thursday	No Base Rental	\$1,800	\$3,000
Monday-Thursday (Resident*)	No Base Rental	\$1,450	\$2,000
Friday-Sunday	No Base Rental	\$2,000	\$3,200
Friday-Sunday (Resident*)	No Base Rental	\$1,650	\$2,200

WILMA W. DANIELS GALLERY (CAP. 130)

Day	County/State/Gov Agency	Non-Profit	Commercial
Monday-Thursday	No Base Rental	\$400	\$600
Monday-Thursday (Resident*)	No Base Rental	\$320	\$480
Friday-Sunday	No Base Rental	\$600	\$800
Friday-Sunday (Resident*)	No Base Rental	\$480	\$640

PLEASE NOTE:

- 8 hour daily minimum on all rentals
- All rentals over 8 hours subject to overages fee (including days which require staff breaks, as determined by Venue Staff—does not include labor, see additional fees below)
- Resident rate is for clients who rent the facility three or more times in a fiscal year. This status is activated upon the third rental in that fiscal year.
- Non-profits require letters verifying status. Rate not available to unqualified renters; not-for-profit must be primary renter on an event. County/State/Government Agency responsible for all fees above the base rental, including, but not limited to hours over 8, labor/personnel fees, and any other fees designated by Venue.
- All renters of venues are required to provide commercial or event general liability insurance with limits of no less than \$2,000,000 per occurrence with Cape Fear Community College named as additionally insured.

LABOR RATES & SERVICE FEES

FRONT OF HOUSE STAFF	RATE
Venue Representative	\$42/hr
Front of House Staff	\$28/hr
Volunteers/Ushers*	Included in Base Rental
Security	\$42/hr
Maintenance & Custodial (basic pre & post-event)	\$42/hr
Ticket Central Associate	\$28/hr
Reception & VIP Attendants	\$28/hr
ASL Interpreter (services must be coordinated by WC Staff)	\$60/hr

TECHNICAL STAFF	RATE
Technical Supervisor	\$42/hr
Production Manager	\$42/hr
Lighting Programmer**	\$28/hr
Stagehands***	\$28/hr

ADDITIONAL FEES	FEE
Performance Hall & Lobby Overages (Over 8 hrs)	\$200/hr
Wilma W. Daniels Gallery Overages (Over 8 hrs)	\$50/hr
Extensive Clean-Up Fee (need determined by Venue)	\$1000
Set-Up/Breakdown Fee for Lobby Furniture (does not incl labor)	\$250
Merchandise & Sale of Artwork Commission	20%
Service Charge for Arrangement of Rental Goods	20%
Failure to Provide Crew Adequate Break Fee†	\$50/person
Program Stuffing Fee (with at least 24 hour lead time)	\$50/show
Rush Program Stuffing Fee (less than 24 hour lead time)	\$200/show
Guest Parking Passes	\$5/pass

TICKET CENTRAL FEES	FEE
Ticketing Services (Admission-charged event)	\$500/performance
Ticketing Services (Admission-free event)	\$2000/performance
Credit Card Fees (% of gross cc charges for event)	3.5%
Facility Fee (charged per ticket to buyer)	11%
Phone Bank Set Up (for larger event on-sales, labor not included)	\$250/day
Refunds	\$5.50/refund
Changes to Set Up (discounts, promos, price codes, sales, etc.)	\$50/change
Cancellation/Postponements (+ 7% of all credit card sales)	\$5000/performance
Returned-check Fee	\$25/check
Complimentary Tickets (first 50 included)	\$2/ticket
Rush Set Up (less than 10 days from on-sale date)	\$150/performance
Consignment Tickets (tickets printed by WC, but sold elsewhere)	11% fee + 7% tax
Subscription Package (link performance & create package)	Included
VIP/Fan Club Package Coordination	\$250/event
Group Sales Coordination Commission	5% of order

For all rental inquiries and questions, please contact the Wilson Center Rental Coordinator at rentals@wilsoncentertickets.com.

PLEASE NOTE: There is a 4 hour minimum on all labor. All labor must be performed by Wilson Center Staff & is determined by the Venue.

*Must be arranged one month prior to event

**If lighting design is required through a house Lighting Designer or if a LD will be provided, the programmer will need a min of 8 hours to hang, focus, and write cues before star of show. A 4 hour run through is also required for a total of 12 hours min.

***Stagehands include Riggers, Electricians, Carpenters, Audio, Props, Rail, Wardrobe, Hair, Loaders, & Pushers

†Labor is estimated based on an 8 hour day. Crew requires 1 hour lunch break and two 15 min breaks.

TECHNICAL EQUIPMENT & PRICING

AUDIO	FEE
Wireless Microphones (2 included, up to 8 total channels)	\$50/mic
Monitor Wedge (up to 8 total)	\$25/wedge
Monitor Console (labor not included)	\$300
Split Snake	\$250
16 Channel Snakes	\$50/snake
Shure Dynamic Microphones (included stand)	\$25/mic
Cardioid Microphones (included stand)	\$50/mic
Entire Microphone Package (labor not included)	\$250
Audio Recording (microphones not included)	\$200
Bose PA (1 wired mic & 1 1/8" to xlr connector included)	\$100

LIGHTING	FEE
2K Super Trooper Spotlights (2 available)	\$100/spot
Rogue R2 Spots and Beams (up to 10 each)	\$75/spot
Consumables (Gels, Gobos, Tape, etc. - need 3 weeks advance)	Actuals
Booms (up to 4 instruments per boom)	\$25/boom
Box Truss (per 10' section, 60' available)	\$100/section
Lighting Ladders	\$50/ladder
Additional Cyc or Scrim	\$150/cyc or scrim
Advanced Lighting (per availability)	\$250

BASIC AUDIO PACKAGE

- Two channels & two microphones
- One Console (Yamaha M7 or QL5)
- Acoustical House Draperies

BASIC LIGHTING PACKAGE

- Top wash, front wash, cyc wash, 5 Chauvet Rouge R2 spots

OTHER TECHNICAL EQUIPMENT & FEES	FEE
Risers (4x8 platforms, any height up to 3')	\$50/platform
Stairs	\$25/set
Orchestra Shell (any configuration)	\$400
Marley Dance Floor (up to 6 panels)	\$350
Steinway Model D Grand Piano (includes tuning)	\$200
Choral Risers (up to 8 sections)	\$100/section
1/2 Ton Chain Hoists	\$100/hoist
Radios	\$10/unit
Radio Ear Piece/Remote Speaker Unit	\$10/unit
Projector & Screen (per availability)	\$400
Wardrobe Room (includes washer & dryer, steamers, & iron)	\$100/day
Water Coolers	\$25/cooler/day
Hazer (does not include Firewatch, Firewatch required)	\$100
Firewatch	\$100

CONCESSIONS, VIP, & MARKETING SERVICES

CONCESSIONS

- Determined by the Venue
- No Commission to Renter
- Renter determines if food/drink permitted inside Performance Hall

FOOD

- Catering allowed with copy of catering contract and insurance
- No cooking on-site unless approved by Venue
- Venue does not setup or advance hospitality needs for rental events
- Renter is responsible for disposing and clearing of catering

ALCOHOL

- No outside alcohol allowed in the Venue
- Special tastings require additional permits
- Venue is permitted to sell beer & wine only

OPERA BOX SERVICE	FEE
Full Service (includes 2 complimentary beverages per guest, basic snack setup, & 1 attendant - 6 boxes available)	\$500/box
Attendant Service Only (no set-up, one attendant to take orders & retrieve from concessions)	\$28/hr

EVENT SERVICES	FEE
VIP, Gala, and/or Meet & Greet Event Set-Up	\$500
Reception: Commercial (includes exclusive use of Grand Tier)	\$250
Reception: Non-Profit (includes exclusive use of Grand Tier)	\$100
Reception: County/State/Gov't (includes exclusive use of Grand Tier)	\$100

ADDITIONAL SERVICES & FEES	FEE
Open Bar	\$17/person
A la Carte (pay actuals for items purchased, range from \$4-\$10)	Actuals
Cash Bar (Guest pay for their own drinks, does not include labor)	Included
Table & Chairs (Two 6ft table set-ups included, includes linens)	\$25/table
Lobby Table Set-up (Venue determines location, 30 days advance notice, allowed only in Orchestra & Grand Tier Lobby)	\$25/table + set-up/ breakdown fees

MARKETING SERVICES	FEE
Single Position Lobby Banner (banner print included)	\$250
Two Position Lobby Banner (banner print included)	\$400
Pre-Sale E-Blast	\$275
Promotional E-Blast	\$500
Follow-Up E-Blast	\$300
Marketing Services (one hour minimum)	\$42/hr

PLEASE NOTE:

- Some quantities are limited; inventory is on a first-come, first-serve basis. Please check with the Rental Coordinator for availability.
- All equipment is to be set-up by Wilson Center and Cape Fear Community College staff and remain the property of CFCC.