

RENTAL RATES

	NON-PROFIT ORGANIZATIONS		FOR PROFIT ORGANIZATIONS	
	MON – THUR	FRI – SUN	MON – THUR	FRI - SUN
Half Day (0 – 4 hrs.)	\$1,600.00	\$2,000.00	\$2,400.00*	\$2,800.00
Full Day (5+ hrs.)	\$2,000.00	\$2,500.00	\$2,900.00*	\$3,400.00
Reservation Deposit	\$500.00		\$500.00	

ADDITIONAL RENTAL SPACES

Reception Room - Room 207 (max. cap. 90)	\$350.00 (3 hr. min.)	\$120.00 each additional hour
Dance Studio - Room 209 (max. cap. 80)**	\$200.00 (3 hr. min.)	\$75.00 each additional hour
Additional Dressing Room Space	\$250.00 (3 hr. min.)	\$100.00 each additional hour
Grand Foyer (Lower Lobby) (max. cap. 380)	\$750.00 per event	
Grand Foyer and Café (2 nd Floor) (max. cap. 360)	\$1,250.00 per event	

*5.8% Florida Rental Tax applies to base rental rates and room rental rates

Included in base rental: Events Manager, Four Tables, Theatre, Lobby, Green Room (\$350.00 Restore charge will be added for use of Green Room)

****If available Room 209 is by special request only and can only be used for warm up prior to going on stage. No street shoes are allowed on the floor in this room.**

PERSONNEL	HOURLY RATE REGULAR	HOURLY RATE OVERTIME
*Technical Director/Lighting Technician (Required)	\$25.00	\$37.50
*Production Coordinator (Required)	\$21.00	\$31.00
*Audio Engineer (Required)	\$21.00	\$31.00
*Head Rail Person (Required)	\$21.00	\$31.00
Stage Technician	\$16.00	\$24.00
*House Manager (Required)	\$20.00	\$30.00
Head Usher	\$16.00/person	\$24.00/person
*Usher (6)	\$12.00/person	\$18.00/person
Box Office	\$12.00/person	\$18.00/person

ADDITIONAL PERSONNEL

Campus Safety/Private Security (4 hr. minimum)	\$29.00/hour
Detail Officer (Davie Police Department) (4 hr. minimum)***	Current Contract Rate
Custodial Services (4 hr. min. plus length of event)	\$18.00

Double time may be applicable in special circumstances. See time and crew calls for details

***Required minimum staff**

*****Surcharge applies for holidays**

BOX OFFICE FEES

The Box Office is open Monday through Friday from 12:00 p.m. to 5:00 p.m. and will also open one hour before an event starts and close one hour after the show begins.

All ticketed events must use Bailey Hall Box Office. There are several convenient ways to purchase tickets for our shows and events.

Order Online* – patrons can choose their own seat

Order by Phone* – call the Bailey Hall Box Office during regular Box Office hours

Order in Person at the Bailey Hall Box Office during regular Box Office Hours.

*Tickets purchased online or over the phone are subject to a convenience fee per ticket. All sales are final and all patrons, regardless of age, must have a ticket. Lap seat tickets are available for some performances.

Tickets purchased online or over the phone will be available for pick up at Will Call on the day of the event. Will call will open one hour before the event starts.

Standard fee (all events)	\$125.00 plus 5% of gross ticket sales
Additional fee (2 nd show, same day)	\$100.00
Ticket fees	\$0.10 per ticket issued by walk up sale at a BC venue \$0.25 per ticket by any other means
Facility fees per ticket or seat	\$1.00 each
Complimentary tickets*	\$1.25 each

***No more than 20 complimentary tickets will be issued for any show.**

TECHNICAL SUPPORT

Wireless Hand Held Microphones	\$75.00 per day
Lavaliere/Headset/Mic packs	\$150.00 per day
Boom Lights	\$50.00 per day
Moving Lights	\$50.00 per day
Follow Spots	\$250.00/unit/per day

Hazers	\$75.00/unit/per day
Projection Services (Client provides computer)	\$250 per day
Wireless Mouse Clicker	\$50.00 per day
Baldwin Piano	\$250.00 per event (includes tuning)
Steinway Concert Grand Piano	\$500.00 per event (includes tuning)
Pipe and Drape	\$50/section (8'H x 10'W)
Risers – 4' x 8' sections	\$30.00 per unit
Marley Dance Floor	\$150.00 per day/\$450 per week
Gaff Tape	\$15.00 per roll
Colored Gel	\$6.50 per sheet
6' Tables (in excess of 4)	\$15.00 each
42"H Cocktail Table (30" round)	\$10.00 each
Spandex table cloth (30" high top – black only)	\$25.00 each
6' Spandex table cloth (Black only)	\$30.00 each
Furniture – Arm Chairs	\$240.00 each
Furniture – End Table	\$35.00 each
Decorative plants	\$150.00/one-time fee per event
Storage (Items delivered to venue prior to day of event)	\$50.00/day
Merchandise Sales	20% of gross sales (for profit) 15% of gross sales (non-profit)

SETTLING OUTSTANDING COSTS

Additional costs may be owed by Lessee to Broward College ("BC") for additional services provided. Such additional costs shall be due and payable within twenty-one (21) days following the date of the Event. If the event rental fees and expenses exceed the actual fees and costs incurred by BC, BC will refund the balance to Lessee within twenty-one (21) days of the Event.

FACILITY INFORMATION

THE THEATRE

Bailey Concert Hall has a standard seating capacity of 1071. The seating is American style (three sections with two aisles) with 774 seats at orchestra level and 297 seats in the balcony. In addition, there are 12 orchestra level wheelchair spaces with 12 adjacent companion seats. Seating on the orchestra level (2nd floor) and balcony

(3rd floor) is accessible by the Grand Staircase and two elevators located on the east side of the building. The Hall reserves the right to operate concessions at every event.

STAGE DIMENSIONS

The stage floor itself is 110' across and 55' deep. The height of the hard proscenium is 25'. The apron of the stage is a hydraulic lift that stops at intermediate levels to accommodate pit orchestra. The lift surface is 11' across at center, tapering off to 7'6" at either end. It is 58' wide. The distance from the upstage edge of the apron to the main drape is 4'. The distance from the main drop to the rear wall is 40'. Access to the scene shop and loading dock elevator is stage right. The fly rail is stage left. Access to dressing rooms is upstage left.

THE FOLLOWING SPACES MAY BE NEGOTIATED IF AVAILABLE:

DRESSING ROOMS (MUST BE SPECIFIED IN CONTRACT)

There are 5 dressing rooms below stage level. Four with toilet and shower facilities: 2 chorus rooms and 2 star rooms. At stage level, there is one (1) small dressing room without lavatory facilities in the stage left hallway. This room is located near restrooms. These dressing rooms are free of charge if they are available. For an additional charge, there are several rooms; also located below stage level, which can be used if available. See Bailey Hall Rates for applicable fees.

WARDROBE ROOM (MUST BE SPECIFIED IN CONTRACT)

There is a room suitable for use as a Wardrobe Room located below the stage in the dressing room hallway. The wardrobe room is free of charge if it is available.

CURREN ROOM

The Curren Room is a 28' x 32' reception area and is permanently furnished with couches, chairs, tables and area rugs. This room is used as a Green Room and is included in the rental rate. There is a \$350.00 restore fee that will be charged when this room is used. It is available for receptions for an additional fee, contingent on availability. This area is equipped with a sink, dishwasher, small refrigerator and stove. See Bailey Hall Rates for applicable fees.

BALLET ROOM (MUST BE SPECIFIED IN CONTRACT)

The Ballet Room, a 40' x 20' ballet studio on stage level; with barre, mirrors and Marley floor is available for an additional fee, contingent on availability. If rented, the ballet room is to be used for warm ups only prior to going on stage. **NO STREET SHOES IS ALLOWED ON THE FLOOR IN THIS ROOM.** See Bailey Hall rates for applicable fees.

BOX OFFICE PROCEDURES AND POLICIES

- All Bailey Hall renters must issue tickets for reserved seating. All seating is reserved, unless permission is obtained prior to issuing of contract.
- All renters must use tickets provided by Bailey Hall
- All tickets will be sold through the Bailey Hall Box Office
- Advertising tickets must include any service charges and appropriate logos.

- BC shall have complete custody and control of the Box Office as well as all monies received from the sale of tickets wherever sold.
- Lessee shall assume all liability for returned checks and failed credit card charges.
- All monies, fees and transactions are conducted with Bailey Hall. Contact Bailey Hall at 954-201-6680 regarding your show. We will program your performance(s), ticket prices, seats, etc.
- Sales tax will be added to the ticket price without a valid Florida sales tax exemption certificate.
- Tickets will not be sold without a signed contract and rental deposit paid.
- You are required to use the BC logo on all promotional materials, especially newspaper ads, flyers, etc.
- Bailey Hall reserves the right to have and use, without charge, FIFTEEN (15) seats per performance.
- Upon return of your signed contract and deposit, BC will begin selling your tickets. Patrons can use cash, check and all major credit cards (Visa, MasterCard, American Express and Discover). A \$1.00 facility fee will be assessed on all tickets.
- Box Office Fees:
 - \$125.00 plus 5% of gross sales
 - \$100.00 for second show, same day
 - \$1.25 for each complimentary tickets, paid when printed
 - \$0.10 for each ticket printed for a walk-up sale at Bailey Concert Hall and \$0.25 for each ticket printed otherwise
 - \$1.00 facility fee per ticket (taken from ticket price for each sold ticket; paid on receipt of every complimentary ticket)
- Only Box Office personnel are allowed in the Box Office
- Tickets can be purchased online at www.baileyhall.org. Patrons purchasing tickets online will incur a \$3.00 convenience fee.

TECHNICAL INFORMATION

CONTACT THE TECHNICAL DIRECTOR AT LEAST 45 DAYS PRIOR TO YOUR EVENT.

GENERAL RULES

- A. Complete technical information for Lessee event(s) must be provided at least four (4) weeks in advance of the Event. Lessee is required to obtain technical rider information from the Artists and relay this information to theatre management. Please note: conventional lighting equipment, microphones, chairs, music stands, and miscellaneous equipment may be used at no charge; if available, except for items with fees described in this Exhibit "A". The Lessee should consult with the Technical Staff as to the latest list of available equipment. All other extra equipment shall be the responsibility and costs of the Lessee.
- B. A four person minimum Technical House Crew is required to be present at all rehearsals, performances, load-ins, strikes and load-outs. Please note that all labor calls shall be a minimum of four (4) hours. After eight (8) hours, 1.5 time shall be charged. Lessee recognizes that holidays are subject to double time charges, and other conditions as described in this Rental Rate Schedule.
- C. Any open rehearsal attended by more than 25 non-production personnel will be considered a performance. An additional House Manager, responsible to the Theatre Manager, is required to be present and an hourly charge will be incurred in the final billing to provide adequate staffing for the rehearsal.
- D. For all programs lasting one hour or more, excepting religious services or other engagements specifically excluded with the prior written consent of BC, an intermission of not less than fifteen (15) minutes will be held. In the event that a performance is given without such intermission (by Lessees failure to notify

Theatre Management) Lessee shall reimburse BC including loss of concession profits and concessionaire's wages, as determined by Theatre Management.

PRE-PLANNING

Write down the program order of your production. Note who will be on-stage and their activities. From this note, the Production Staff will be able to determine your specific needs. If you do not have a member of your show to call cues, you must supply our Production Staff with a script/score with all cues clearly noted. You must have a designated decision-maker available backstage at load-in and rehearsal to solve any last-minute questions and/or problems. Please note: We will do our best to accommodate any changes requested by Lessee, but BC may be unable to accommodate changes requested within the last 30 days prior to the Event.

TIMES AND CREW CALLS

Remember that load-in, set-up and load-out must be considered in addition to your actual show time. For each production, we must set the stage: curtains, lighting, sound, cue calls, etc. A four (4) member crew is the minimum technical crew call. The Technical Director will set the size of the crew and call times after consulting with your production personnel. One House Manager is required for every rehearsal; two House Managers are required for each performance. REMEMBER: Labor charges begin with the set load-in time, not when you arrive, and continue through the restore after your performance. Labor charges for each rental day are continuous and are a minimum of four hours. After eight hours, 1.5 times the hourly rate shall be charged. After sixteen (16) hours and on holidays, two (2) times the hourly rate shall be charged. Regardless of the number of hours worked; any event that goes past 11:30 p.m., inclusive of strike, load-out and restore, will incur an additional half day rental rate. If there are not eight (8) hours between successive calls, then overtime rates apply. Breaks for the staff are required and will be given for each Event. If your Event does not allow for pauses, additional staff will be required. Freight elevator and shop usage require close coordination with the Production Staff and may require additional staff.

If anyone enters or exits the house during a rehearsal or in association with a performance, the House Managers and Ushers must be present. There must not be more than 25 non-production personnel in the house during a closed rehearsal. Open rehearsals will be considered performances, with associated staffing and facility fees.

PERFORMING AREA

Standard playing area is 48' x 27' from the front curtain to the backdrop. The width can be no less than 40' and no wider than 60'. The depth can be adjusted. Bailey Hall has a hydraulic lift apron in front of the main curtain.

HYDRAULIC LIFT APRON

We will not operate the pit lift during a performance. You must consult with the Technical Director regarding use of the hydraulic apron.

LIGHTING

Bailey Hall has a complete compliment of conventional lighting equipment. Our standard house plot allows for two (2) color washes for a standard sized stage. We can also supply specials and three (3) color washes for a white scrim or backdrop. If you have a scale lighting plot, it must be submitted with all pertinent information four (4) weeks before load-in.

SOUND

Acoustics in Bailey Hall is very good and amplification is not always necessary. General floor microphones can be placed along the curtain line. Individual microphones can be placed at specific points. Wireless microphones

are available at an additional rental charge. Address your sound needs with the Production Coordinator, being sure to include all needed microphones, including offstage performers/announcers and monitors.

SCENERY

List and describe any scenery or objects to be used in your presentation. You must notify the Production Coordinator regarding any flying scenery. All scenery must be stage ready and flameproof. You may be charged for labor and materials to make your scenery stage ready. The Head Rail Person and/or Production Coordinator can reject any scenery or props that are deemed unsafe and/or flammable.

EXTRAS

Additional items such as plants, pianos, projectors, computers, screens are available for additional fees.

CUSTODIAL

There is a four (4) hour minimum call for custodial service. BC contracts with an outside company. If additional service is necessary, additional fees will apply.

SECURITY

There is a four (4) hour minimum call for security service. Security will be provided by Davie Police officers and additional officers provided by a company contracted by Broward College.

SPECIAL NOTE

No alcoholic beverages can be consumed on Broward College property, unless prior approvals have been obtained. These approvals take time and cannot be obtained at the last minute.

THE PRODUCTION STAFF

Bailey Hall maintains a professional staff. A basic technical crew (Technical Director/Lighting Designer, Production Coordinator, Audio Engineer and Head Rail Person) plus our House Manager must be present at all calls. Performances require an additional House Manager. Each person covers his/her area of expertise to assist you in staging a high-quality event. The nature of theatre requires that some phases of productions needs more direct activity from different crew members at various times. The entire staff remains on duty at all times to assist other crew members and to be available to carry out duties, solve problems and undertake last minute needs in their specialty areas.

Additional stage hands may be needed as determined by the Technical Director to move and/or set-up scenery, run special equipment, coordinate performers and other duties.

Only Bailey Hall stagehands are allowed to operate and/or move equipment belonging to Bailey Hall, including but not limited to: hydraulic lift, fly rail, elevator, lighting equipment, sound equipment, stage equipment and control boards/panels. Also, note that the backstage freight elevator is not a passenger elevator and should be used exclusively for moving scenery and props.

The **Technical Director/Lighting Designer** is the supervisor of all stage activity. The Technical Director is your direct contact when your event reaches Bailey Hall and he sees that your technical needs are met. In his capacity as **Lighting Designer** he is responsible for all lighting requirements. The Lighting Designer will consult with you if your requirements exceed our capabilities or if there are any alterations needed.

The **Production Coordinator** assists the Technical Director to ensure that your technical needs are met. The Production Coordinator also calls cues during the show (if desired) so the Production Coordinator must be supplied with a detailed, clear script.

All flying materials (curtains, scenery, etc.) are the **Head Rail Person's** primary responsibility. The Head Rail Person also sets the stage and maintains safety for all scenery.

The **Audio Technician** will handle all sound reinforcement, including setting up microphones and monitors. All backstage communication, which includes the intercom and dressing room/monitor page system, is the audio Technician's responsibility.

The **House Manager** is responsible for many activities (dressing rooms, reception rooms, concessions, ushers, ticket takers, merchandise sales, box office). The House Manager coordinates opening the house, assisting your patrons, supervising patrons with special needs, distributing programs and maintaining safety in the theatre.

BAILEY HALL HOUSE NOTES

We request that these items are included in your program

1. Broward College is a smoke free campus hence Bailey Hall is a smoke-free facility. There is **NO SMOKING** allowed in the building or on the campus.
2. No food or drink is permitted in the theatre. Bottled water (in plastic bottles) is permitted into the theatre.
3. In the unlikely event of a fire, please locate the nearest exit. Follow the instructions of the Usher and walk to the exit. Do not use elevators. Patrons in wheelchairs exit through the orchestra lobby through the cafe area on to the patio.

Bailey Hall reserves the right to refuse service or to ask an individual to leave the premises whenever the management deems necessary without explanation.