



RUSSEL E. AND FERN M. HETTENHAUSEN CENTER FOR THE ARTS

The Hett Rental Fee Schedule

Public Performance at the Hett, base rate:

\$1,200.00 per day

Fee includes:

- The following Hett representative's onsite at all times to assist with renter's needs: Up to three (3) technicians at the discretion of the technical director, one (1) house manager and one (1) technical director
- Use of up two (2) dressing rooms, one (1) green room, lobby, and energy/utility fees
- 8 hour limit
 - ❖ Fee applies if 8 hour limit is exceeded (see Additional Services)
- Use of up to 6 tables (if more than 6 tables are needed, please supply additional tables)
- Basic lighting wash
- Up to 4 microphones (wireless or wired)
 - ❖ Lobby microphone may be used as one of your included microphones
- Up to 4 stage monitors (audio playback only)
 - ❖ If separate monitor mixes are required, you will need to supply your own FOH/monitor technician
- Lectern or podium
- Use of projector
- Use of grand drape, masking legs, and movie screen

Not included:

- Reserved parking – event parking is subject to campus enforcement
- Box office services (available for an additional fee, see Box Office Addendum)
- Advanced lighting (available for an additional fee, see Additional Services)
 - ❖ Includes but is not limited to lighting specials, follow spotlights, and lighting booms

Rehearsal at the Hett, base rate:

\$600.00 per day

Fee includes:

- The following Hett representative's onsite at all times to assist with renter's needs: Up to two (2) technicians at the discretion of the technical director and one (1) technical director
- Use of up two (2) dressing rooms, one (1) green room, lobby, and energy/utility fees
- 8 hour limit
 - ❖ Fee applies if 8-hour limit is exceeded (see Additional Services)
- Use of up to 6 tables (if more than 6 tables are needed, please supply additional tables)
- Basic lighting wash
- Up to 4 microphones (wireless or wired)
 - ❖ Lobby microphone may be used as one of your included microphones
- Up to 4 stage monitors (audio playback only)
 - ❖ If separate monitor mixes are required, you will need to supply your own FOH/monitor technician
- Lectern or podium
- Use of projector
- Use of grand drape, masking legs, and movie screen

Not included:

- Reserved parking – event parking is subject to campus enforcement
- Box office services (available for an additional fee, see Box Office Addendum)
- Advanced lighting (available for an additional fee, see Additional Services)
 - ❖ Includes but is not limited to lighting specials, follow spotlights, and lighting booms

Lobby Rental

\$300 per day

Fee Includes:

- The following Hett representative's onsite at all times to assist with renter's needs: One (1) house manager
- Energy/utility fees
- 5 hour limit
 - ❖ Fee applies if 5 hour limit is exceeded (see Additional Services)
- Use of up to 6 tables (if more than 6 tables are needed, please supply additional tables)

Not included:

- Reserved parking – event parking is subject to campus enforcement
- Box office services (available for an additional fee, see Box Office Addendum)
- Lobby microphone (available for an additional fee, see Additional Services)

Extras

Dance Recital Package

\$200.00

Fee includes:

- Dance floor
- Dance booms (up to 8 booms, up to 2 lights per boom, up to 3 colors)
- Up to 3 lighting specials
- Use of up to 2 follow spots
 - ❖ Must either use up to two Hett technicians included in the rental fee or supply volunteers/purchase additional technicians to operate the follow spots if the included Hett technicians are performing other duties.
 - ❖ Additional technicians available for an additional fee (see Additional Services)
- Up to 1 flown element (at the discretion of the technical director)
- Use of cyclorama
- Lighting live mixing
- Audio feed hookup for renter supplied videographer

Theater Package

\$200.00

Fee includes:

- Additional technician for up to 3 tech/dress rehearsals (8-hour limit per day applies)
- Up to 5 lighting specials
- Use of up to 2 follow spots
 - ❖ Must either use up to two Hett technicians included in the rental fee or supply volunteers/purchase additional technicians to operate the follow spots if the included Hett technicians are performing other duties.
 - ❖ Additional technicians available for an additional fee (see Additional Services)
- Up to 3 flown elements (at the discretion of the technical director)
- Use of cyclorama
- Lighting live mixing

Not included:

- Lighting programming (cue writing)
 - ❖ Available for an additional fee (see Additional Services)
 - ❖ May be required if determined by the technical director

Additional Rooms (pending availability)

Chorus Room	\$150.00
Band Room	\$200.00
Common Room	\$100.00

Additional Services

Piano	\$100.00
Piano Tuning (with Hett approved vendor)	\$150.00
Lighting special	\$15 per special
*Follow spot usage fee	\$25 per follow spot
Cyclorama	\$25
Additional hour after 8-hour limit	\$150.00 per hour
Additional hour after 5 hour limit (lobby rental only)	\$50 per hour
Additional Technician	\$150.00 per day
Lighting programming (cue writing)	\$200
Additional Microphone	\$50 per microphone
Lobby Microphone (lobby rental only)	\$25
Confidence Monitor	\$50
Orchestra Shell (up to 10 pieces)	\$50
Choir Risers (up to 10 pieces, 7 matching)	\$100
Partial Pit Cover Removal (1-4 panels)	\$100
Full Pit Cover Removal	\$200
Platforms (up to 22 pieces)	\$100 for 8 risers, \$15 for each additional riser
Box office fees	(See Box Office Addendum)

* Must either use up to two Hett technicians included in the rental fee or supply volunteers/purchase additional technicians to operate the follow spots if the included Hett technicians are performing other duties.

Additional Requirements

1. Insurance: Non-University events must provide a Certificate of Insurance naming the University as an additional insured and certifying to liability coverage in the amount of \$2,000,000.00 and accident insurance in the amount of \$25,000.00 per participant.
2. Security Deposit: Renter to provide a \$500 security deposit for the rental of the Hett. Renter to provide \$150 security deposit for the rental of the Hett lobby only. Deposit will be returned less additional fees or damages.
3. Catering: Any food brought into the building must be approved by Hett staff no later than 2 weeks prior to the event. Sodexo Food Service has first right of refusal for all catering done for Hett events. Bringing in unapproved food may result in additional fees/forfeiture of deposit. If you require catering or to discuss catering options for you event, contact Chandler Morley at ctmorley@mckendree.edu.
4. Media: All media (audio, video, presentations, etc.) must be formatted for use prior to your event. The Hett is not responsible for the creation of your media. Online videos must be downloaded to your device in advance so there is no need to stream anything from the internet. Slideshows must be formatted in PowerPoint (PC) or Keynote (Mac). Audio playback must be arranged in show/rehearsal order in iTunes (preferred) or similar program.
5. Playback device(s): The renter is responsible for supplying device(s) for playback. Device(s) must be equipped with an HDMI port and an audio out port (headphone jack) or renter must possess the appropriate adaptors in order to project using HDMI and output audio to the Hett sound console.

Box Office Addendum

This BOX OFFICE ADDENDUM accompanies the Facility Usage Agreement should Box Office services be requested by the Renter.

THE HETTENHAUSEN CENTER FOR THE ARTS BOX OFFICE WILL PROVIDE:

1. Sell Tickets:

By Phone:

Patrons may call (618) 537-6863, Monday - Friday, 12:00 noon - 4:00 p.m.;
University break and holiday hours may vary.

In Person:

The Box Office is open from 12:00 noon until 4:00 p.m. Monday through Friday, and one hour before ticketed events (closed during seasonal breaks; holiday, and University break hours may vary).

Via Internet:

Event and ticket options will be available online on the Box Office ticket purchase page.

2. Manage Tickets:

The Box Office will open one (1) hour before the event and remain open for one (1) hour after the contracted start time of the event to handle sales and ticket management.

Currency and Payment Methods

The following methods of payment for Internet and Phone orders is accepted:

American Express, Visa, MasterCard, and Discover. All of the above, as well as cash and personal checks, are accepted at the Box Office. Valid ID is required with checks.

Delivery Methods and Will Call

US Mail:

Tickets will be sent via U.S. Mail to a shipping address specified at the time of purchase for an additional \$2.00 (per order) postage and handling fee added to the ticket price at the time of purchase, or

Will Call:

Tickets may be claimed in Will Call Monday - Friday from 12 noon to 4:00 p.m. and one (1) hour before the event at no additional handling fee. Tickets purchased within seven (7) days of the event must be picked up at Will Call.

Print at Home:

Tickets purchased over the internet can be printed at home by the purchaser at no charge.

3. Report Ticket Sales and Settlement

The Box Office will provide a Report of Revenue from our ticketing software program immediately after the close of business for that performance (or upon request at any time). Settlement in the form of a McKendree University check will be mailed to the Renter within fourteen (14) days. The settlement will include all ticket revenue, less the per ticket fee.

RENTER WILL PROVIDE:

1. Information and marketing material for the performance, including: start time, ticket prices, and show title. The Renter will also provide the Box Office with a brief description of the performance and an image suitable for use on the Box Office's ticket purchase page. The Renter is responsible for marketing and promoting their own performance. The Hettenhausen Center for the Arts does not list rentals on its web Homepage. The rental will appear on the Hettenhausen Center's calendar and on the Box Office ticket purchase page.

TERMS:

1. A fee of \$2.00 will be added to every ticket sold by the office.
2. The Renter agrees that ALL tickets for the event will be managed by the Box Office.
3. The fee of \$2.00 per ticket is non-refundable, even if the show is cancelled or postponed.
4. The fee can be added to each ticket order as an additional charge that the customer pays at check-out, or can be deducted from the total ticket receipts at time of Settlement.
5. Event Cancellations and Postponements - Should the Renter cancel or postpone the event, the Box Office will issue refunds to all ticket buyers. The Renter is responsible for notifying ticket holders and the Box Office makes no guarantee that it will be able to contact every ticket holder. McKendree University reserves the right to the cancel the event at any time. Should the Box Office cancel the Renter's event, any per ticket fee collected will be refunded to the ticket purchaser.