



Wharton Center
Michigan State University
East Lansing, MI 48824-1318

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www.whartoncenter.com
1-800-WHARTON

FACILITY RENTAL AGREEMENT

Event Name: _____

Presenter: _____

Location/Theatre: _____ Center Code: _____

Performance Date(s): _____ Time(s): _____

Additional Reservation Date(s): _____

Charges will be assessed for services according to rates set by the Venue. These charges include, but are not limited to, venue rental, equipment rental, box office charges, stage hand labor, and usher and security charges. Basic charges are detailed in Schedule A and event specific estimates can be completed upon request.

Rate Category (to be completed by venue): **University Event/Academic** (must be req. for class credit)
 University Event/Non-Academic (ex. RSO)
 Non-University Affiliated Non-Profit Organization
Non-profit number _____
 Non-University Affiliated For-Profit Organization

This Agreement must be signed by an authorized User Representative in order to validate reservations. BY COMPLETING AND SIGNING THIS AGREEMENT, THE USER ACKNOWLEDGES RECEIPT OF A COPY OF THE POLICIES AND PROCEDURES CONCERNING USE OF FACILITIES AND AGREES TO BE BOUND BY AND ADHERE TO THESE POLICIES AND PROCEDURES.

THIS CONTRACT MUST BE RETURNED SIX (6) WEEKS PRIOR TO THE DATE OF THE EVENT. NO PUBLICITY OR TICKETS CAN BE DISTRIBUTED PRIOR TO THIS SIGNED CONTRACT BEING RETURNED TO WHARTON CENTER.

BILLING INFORMATION:

Name: _____ Date: _____

MSU Acct # _____ Authorized Signature: _____

Campus/Billing Address: _____

E-mail: _____ Mobile: _____ Fax: _____

Primary Event Coordinator/Conductor: _____

E-mail: _____ Mobile: _____ Fax: _____

All events taking place in the Cobb Great Hall or Pasant Theatre must complete a Backstage Parking Request and return it one week prior to event. Passes will be mailed (See Parking Addendum)

RENTAL/SPECIAL SERVICES:

Stephanie Kribs, kribsste@msu.edu, 517-884-3126

To ensure the success of your event, please complete this form to the fullest extent possible. Please provide an outline of the event with this contract or at the rental meeting. If additions, deletions, or changes become necessary, please immediately contact the person listed above their specific area to convey your adjustments.

Has your organization done an event here before? NO YES If yes, when: _____

Please provide a brief description of your event including the type of event that you are hosting (i.e. performing arts, concert, lecture, talent show). _____

Approximate length of event _____ Intermission: NO YES If yes, length: _____

BOX OFFICE:

Roslyn James, jamesro@msu.edu, 517-884-3105

Will event be ticketed? NO YES RESERVED SEATING GENERAL SEATING

Ticket Prices:

PUBLIC \$ _____ STUDENT \$ _____ CHILD \$ _____ SENIORS \$ _____ FREE

All tickets are assessed a \$2.50 restoration fee. Please take this into consideration when setting your ticket prices.

Does STUDENT price apply to all students or only MSU students? _____ Limit per ID? _____

Please indicate any additional discounts that will be offered. _____

Would you like Wharton Center's Children's Policy enforced for your event? NO YES

Our Children's Policy states that children under 5 years of age are not permitted and that everyone attending must have a ticket.

Do you wish to take any tickets out on consignment? NO YES If yes, how many: _____

Tickets can be taken out on consignment to be sold by your group members. Your org. must keep the income from the sale of these tickets. You will be charged ticket printing prices and restoration fees on any tickets you sell. Any unsold tickets must be returned to the Wharton Center Box Office 36 hours prior to your event.

Will you need any complimentary/PR tickets? NO YES If yes, how many: _____

Wharton Center will staff the box office on the night of your event and will remain open 30 minutes past the advertised start time.

Do you wish the box office to remain open later at a charge of \$50/half hour? NO YES

Tickets are printed with the venue location, date and time included in the format of the ticket. You may select three lines of ticket text with 27 characters per line including spaces.

Ticket Text: _____

Requested On-Sale Date _____

Would you like your event to be listed on whartoncenter.com? NO YES

If yes, please e-mail images (jpeg file) and a brief description of your event to Roslyn James. We require two images: 220 pixels wide X 300 pixels tall; 800 pixels wide X 190 pixels tall.

Would you like to receive sales reports for your event? NO YES

If yes, how often: _____ Email address: _____

HOUSE MANAGEMENT:

Matt Kribs, kribsmat@msu.edu, 517-884-3199

A minimum number of staff will be provided for each event at a cost to the user. User may choose to provide some volunteer ushers in place of additional Wharton Center staff. Volunteer ushers will be expected to work entire event. List of volunteer names must be submitted 1 week prior to event. Actual numbers of staff necessary will be determined at the rental meeting.

Do you wish to provide volunteer ushers? NO YES

To be completed by venue: # of supervisors: ___ # of Wharton Center ushers ___
of volunteers ___ Arrive at: _____ Report to: _____

Does the artist have specific security requirements? NO YES

If yes, please provide security rider.

To be completed by venue: # of DPPS officers: ___ #of green coats: ___ Private security: ___

Late seating instructions: _____

Will you have any special seating requirements (i.e. VIP, performers)? NO YES
of seats _____

Will you be providing a program? NO YES

Will merchandise be sold at your event? NO YES Tables requested: _____

If an artist sells any merchandise in the lobby areas, Wharton Center will collect commission. Standard commission is 20%, 30% if Wharton Center provides the seller. Requests for staff to sell merchandise must be made in advance of the show. The artist must claim 6% sales tax.

Other requests (i.e. Information tables, backstage access, videotaping from house, simulcast, webcast, etc.):

SPECIAL ACTIVITIES: If you plan any special activities before or after the performance please list them here.

Activity: _____

Location: _____ Time: _____

Activity: _____

Location: _____ Time: _____

RECEPTIONS: Nina Silbergleit, silbergl@msu.edu, 517-884-3119

Does your performer require any catering in the venue? NO YES

If yes, please provide the artist's catering rider. All arrangements must be made through Nina.

Will you be hosting an onsite reception in connection with your event? NO YES

Separate room rental rates apply.

Will the event be: Public Private Number of guests: _____

Breakfast Lunch Dinner Reception Beverage Service

Reception Location: _____ Date: _____ Time: _____

Any special requests or details: _____

MARKETING AND PUBLIC RELATIONS: Kent Love, loveke@msu.edu, 517-884-3113

Event Marketing Coordinator (if different than above): _____

E-mail: _____ Mobile: _____ Fax: _____

Promotion of any event is the sole responsibility of the Presenter. Please refer to Page 7 of the Policies and Procedures regarding promotional material and event advertising.

Please attach a news release, or forward release to the Wharton Center prior to the on-sale date. Heralds or fliers for your event may be brought to the Wharton Center lobby for distribution.

Wharton Center's Department of Communications will advise presenters on their events on a limited basis. Please contact the number listed above.

PRODUCTION SERVICES:

Ron Fenger, fenger@msu.edu 517-884-3164
Steve Heinrich, heinrich@msu.edu 517-884-3110
Maureen Murphy, murphym3@msu.edu, 517-884-3163

If your artist has a technical rider it MUST be presented as soon as possible.

Wharton Center Facilities are Union houses, with IATSE Local #274 having a presence. All events must be staffed by the appropriate union stagehands as determined by venue staff. All labor costs will be billed to the user. In an effort to keep these labor costs at a minimum it is helpful to work with our production stage managers to establish an event day schedule (set-up, rehearsals, etc.) that will allow the necessary meal breaks and avoid penalty and overtime charges where possible.

	<u>DATE</u>		<u>TIME</u>
Additional Rehearsal	_____	FROM	_____ TO _____
Rehearsal	_____	FROM	_____ TO _____
Set-Up	_____	FROM	_____ TO _____
Performance	_____	FROM	_____ TO _____
Strike/Tear Down	_____	FROM	_____ TO _____

Equipment, staging, costume drop off, if any: _____
(All items must be removed at completion of event)

Event Stage Manager: _____ (1 person should be responsible for making on- stage decisions during your event).

E-mail _____ Mobile: _____

Total number of people in production: _____
List of performers, organizers, assistants who will need access to backstage on the day of the event should be forwarded prior to the event)

Specific dressing room needs: _____

EQUIPMENT NEEDS - no additional rental charge. Additional labor charges may apply.

ITEM	YES	NO	QUANTITY
Special Lighting	<input type="checkbox"/>	<input type="checkbox"/>	
General Lighting is included. Please attach a detailed description of requested lighting.			
Wired Michophones	<input type="checkbox"/>	<input type="checkbox"/>	_____
CD Player	<input type="checkbox"/>	<input type="checkbox"/>	
Archival Audio Recording	<input type="checkbox"/>	<input type="checkbox"/>	CD must be provided by user.
Video Recording	<input type="checkbox"/>	<input type="checkbox"/>	VHS tape must be provided by user.
Lectern	<input type="checkbox"/>	<input type="checkbox"/>	_____
Conductor's Podium	<input type="checkbox"/>	<input type="checkbox"/>	_____
4' Table on stage	<input type="checkbox"/>	<input type="checkbox"/>	_____
6' Table on stage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Orchestra Chairs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Music Stands	<input type="checkbox"/>	<input type="checkbox"/>	_____
Music Stand Lights	<input type="checkbox"/>	<input type="checkbox"/>	_____
4 Step Choral Risers	<input type="checkbox"/>	<input type="checkbox"/>	_____
Orchestra Shell	<input type="checkbox"/>	<input type="checkbox"/>	_____
4'x8' Band Platforms	8" _____	16" _____	24" _____ 32" _____
6 available at each height, please indicate quantity needed.			

EQUIPMENT NEEDS – additional rental charges apply. Additional labor charges may also apply.

ITEM	CHARGE (per item per day)	YES	NO	QUANTITY
Wireless Microphones	\$60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Overhead Projector	\$30	<input type="checkbox"/>	<input type="checkbox"/>	_____
Video Projector	\$300	<input type="checkbox"/>	<input type="checkbox"/>	_____
Projection Screen	\$60	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dance Floor (installation included)	\$150	<input type="checkbox"/>	<input type="checkbox"/>	_____
Follow Spot (performance day)	\$100 (Pasant \$50)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sound Monitor System (Cobb GH)	\$1000	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bleachers (Cobb GH, includes trans.)	\$175	<input type="checkbox"/>	<input type="checkbox"/>	_____
Concert Grand Piano	\$100	<input type="checkbox"/>	<input type="checkbox"/>	_____
Upright Piano	\$85	<input type="checkbox"/>	<input type="checkbox"/>	_____
Piano Tuning	\$125	<input type="checkbox"/>	<input type="checkbox"/>	_____
(A-442 Tuning available upon request)				
Organ (Cobb GH only)	\$150	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pearl Custom Drum Kit	\$300	<input type="checkbox"/>	<input type="checkbox"/>	_____
Phone Line Installation	\$100	<input type="checkbox"/>	<input type="checkbox"/>	_____
Use of 5 Gallon Water Cooler	\$5	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bottled Water – 5 Gallon	\$6	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bottle Water – individual	\$2	<input type="checkbox"/>	<input type="checkbox"/>	_____