

## **Rental Rates and Information**

### **JULY 2017-- JUNE 2018**

#### WASHINGTON CENTER GENERAL INFORMATION

The Washington Center, Olympia's largest performing arts facility, is committed to providing a wide variety of entertainment and cultural activities for South Puget Sound. Located in the heart of the capital city, the Washington Center has become a community-gathering place that provides a focus for the arts, educational programs and cultural enrichment unique to the region. Not only available for the performing arts, the Center's Stage I, Stage II and lobby areas have and continue to be used for public and private events, seminars, workshops, weddings and receptions by various business and civic organizations, schools, community groups and individuals.

Our multi-purpose facility contains a 983-seat main stage proscenium theater with four seating levels in a three-and-a-half story auditorium, and our Black Box theater houses a smaller flexible seating space which accommodates a multitude of uses.

Since 1985, the Washington Center has hosted over 6000 events and over two million theater-goers. Our history is as rich as our purpose. The Washington Center could rightly be called the grandchild of the old Liberty Theater, a vaudeville house opened on the same site in 1924. The Liberty was then renovated and refurbished for movies in 1948, becoming the Olympic Theater. The Center still retains the flavor of the old 1924 façade, although the interior was completely redone. The theater is now an elegant performing arts center and community facility.

#### MISSION STATEMENT

We inspire audiences and artists of all ages through live performances,  
enriching the vibrancy of our community

## WASHINGTON CENTER RENTAL RATES

The Washington Center is designed to accommodate two fully separate events concurrently in two distinctively different theater and lobby spaces. Stage I, our Main stage, and Stage II, our Black Box, may be rented together to provide additional connecting space.

### STAGE I – WASHINGTON CENTER MAIN STAGE:

Included in the rent of the Main Stage is the green room with two star dressing rooms, two chorus dressing rooms, a production office, and a limited kitchen area with a refrigerator and a microwave, and a full size washer and dryer.

#### REGULAR RATE\*

	RENT	DEPOSIT
Full day rental	\$1300	\$650.00
Full day (4 or more consecutive days)	\$1000	\$500.00

\*Regular rental rates for Stage I will be either the amounts listed above or 10% of the gross ticket sales, whichever is greater.

#### NON-PROFIT ORGANIZATION RATE \*†

	RENT	DEPOSIT
Full day rental	\$875	\$437.50
Full day (4 or more consecutive days)	\$650	\$325.00
Education Rate‡	\$625	\$312.50

\*Non-profit rental rates for Stage I will be either the amounts listed above or 8% of the gross ticket sales, whichever is greater.

### STAGE II - BLACK BOX WASHINGTON CENTER: \*

Theater space with versatile seating options for up to 125, or for standing receptions of up to 200 with small adjacent lobby. Dressing room accommodates up to 8 people. Commercial Rentals in the Black Box by Special Arrangement only - Rates are negotiated at that time.

#### REGULAR RATE\*

	RENT	DEPOSIT
Full day rental	\$350.00	\$175.00
Full day (4 or more consecutive days)	\$250.00	\$125.00

\*Regular rental rates for Stage II will be either the amounts listed above or 10% of the gross ticket sales, whichever is greater.

**NON-PROFIT ORGANIZATION RATE\*†**

	RENT	DEPOSIT
Full day	\$200	\$100.00
Full day (4 or more consecutive days)	\$175	\$87.50
Education Rate‡	\$150	\$75.00

\*Non-profit rental rates for Stage II will be either the amounts listed above or 8% of the gross ticket sales, whichever is greater.

**NOTE:** A Non-refundable deposit to reserve either space is 50% of one day's rent regardless of number of days rented. Dates on the calendar are free to hold, but if another party or group wants the date(s) you are holding, you will be offered the right of first refusal. We will make a good faith effort to contact you, but if we are unable to, you will forfeit rights to the date(s). In order to keep your date, you will have to enter into a contract or release the date.

† Non-profit rates **may** be available, at The Washington Center's discretion, to those charitable organizations who meet the requirements determined by the IRS as tax-exempt under IRC section 501(c)(3).

‡Education Rates **may** apply to those non-profit organizations whose primary purpose is to present the performing arts to public school age audiences or to provide the opportunity for public school age students to perform and who meet the requirements determined by the IRS as tax-exempt under IRC section 501(c)(3).

**IMPORTANT:** All known event expenses will be withheld from any gross ticket or other receipts and balance will be paid or invoiced no later than five working days after your event. Any and all additional expenses will be billed as received. For any events in which the Washington Center for the Performing Arts is not holding gross ticket or other receipts, 100% of the rental amount must be paid prior to the date of the scheduled event. Any balance due the Washington Center for the Performing Arts must be paid in full within 15 working days of invoice date. Any unpaid balances will accrue interest at the rate of 1.5% per month. If your organization has not promptly paid a bill to The Washington Center in the past, or if this is your first use of the Center, we retain the right to require advance payment of 100% of the rental amount and all projected expenses.

**KENNETH J. MINNAERT CENTER FOR THE ARTS @ SPSCC RENTAL RATES**

	RENT	DEPOSIT
MAIN STAGE Full day rental (seats 500)	\$550	\$275.00
BLACK BOX Full day rental (seats 85)	\$125	\$62.50

## WASHINGTON CENTER EVENT INFORMATION

This information is provided to assist you in estimating expenses for labor hours required for your event. All events have different staffing needs which make it difficult to provide a final cost estimate prior to the event. During your production meeting we will make every effort to estimate the number of staff required so that you may calculate labor expenses. The final invoice/settlement will be mailed to you shortly after your event.

**PRODUCTION MANAGER:** The Production Manager is responsible for transposing the technical requirements of the event prior to the actual rental of the space. Each event has different technical needs depending on the complexity of the set, lighting, and audio components. You will be billed for preparation time, rehearsals, event/performance run time and to restore the space to its original condition prior to your load-in. The Production Manager will determine the final number of staff required for any given set up procedure.

**STAGE LABOR:** Our staff will work with your organization to ensure that all artistic, technical, and logistical requirements are satisfied. Each event will be fully contained within the stage and lobby space that is rented. All sets and equipment must be loaded out by the end of the contracted period. All events require Washington Center staff to manage stage, technical and lobby activities prior to, during the event and until at least all sets and equipment are removed from the theater. The Washington Center has a labor agreement with IATSE local #15. The labor rate is \$30 per hour for each staff person required to assist in the set-up, run of the event, set strike and restoration of the theater to its original condition. There is a four (4) hour minimum labor call per staff member. Hourly charges for any and all hours worked by any stage crew member in excess of 8 hours in a calendar day shall be charged \$45 per hour. All hours worked between the hours of midnight and 7:00 am shall be compensated at the rate of double time. Technical crew shall be allowed a meal period of at least thirty (30) minutes which commences no less than two (2) hours nor more than five (5) hours from the beginning of the shift. If a meal break is not called by the end of the fifth (5<sup>th</sup>) hour of work, compensation of double times the base rate at the beginning of the sixth (6<sup>th</sup>) hour must be paid until a meal break is called.

**STAGE CREW:** The number of stage crew varies according to the complexity of the set, rigging, lighting, and audio requirements as determined by the Washington Center Production Manager. There will be 2–3 crew members at a minimum on staff for rigging of sets, hanging and focusing lighting equipment, audio installation, and other set up. The Stage Crew is composed of light board, audio board, fly grip and spot operators, and additional technical assistants as needed. Complex theater, choral or musical events which require a set load-in, set up of riser platforms or acoustic shell may necessitate a crew of 4-6. You may supply your own qualified crew members to assist the Washington Center crew.

**EVENT DIRECTOR/FRONT OF HOUSE MANAGER:** One House Manager is required for each event with attendance projected to be fewer than 500 and 2 for an audience projected to be 500 or more; although actual staff requirements are determined by the Events Director. The FOH Manager is present whenever there is an audience or the lobby is occupied for any reason including loading in of lobby items. He/she will assist with any prearranged lobby set up and ensure audience comfort, safety and proper seating. The FOH Manager usually arrives 2 hours prior to the event to prepare the facility, assign ushers, and meet with the producer to review special seating needs and latecomer policy. The FOH Manager is required to stay until the audience has left and the lobby is completely vacated. All Front of House services are billed at \$27 per hour per person. Hourly charges for any and all hours worked by front of house member in excess of 8 hours in a calendar day shall be increased to \$40.50.

Regular janitorial services are included in the rental fee. Additional cleaning fees may be charged at \$20 per hour if the facility requires specific cleaning directly related to use during an event.

**PRODUCTION MEETINGS:** Organizations renting at either the Washington Center or the Kenneth J. Minnaert Center meet with the Washington Center Production Manager and Events Director (after submitting contracts and deposit) for a production meeting. This on-site meeting with our staff is included in the rental fee and critical to confirming all aspects of your event. These meetings shall be scheduled during regular business hours at least one month out from your event. Additional meetings with members of our staff will be billed at \$20 per hour.

**USHERS:** All rental events require the use of Washington Center trained ushers under the direction of the FOH Manager. The Washington Center offers usher training approximately every month. Organizations wishing to supply their own ushers must arrange for an usher staff of twelve to eighteen for an audience of 500 or more and each of their ushers must have attended the Washington Center volunteer usher training. The Washington Center will schedule ushers for all events where they are not provided by the renting organization. The cost if we provide ushers will be:

Commercial Rental:	Stage I - \$200	Stage II - \$100
Non Profit Rental:	Stage I - \$100	Stage II - \$ 50

**TICKETING:** All ticketed events for either theater must be handled through the Washington Center Box Office, with the exception of public school events. After contracting, ticketing arrangements are made directly with the Box Office Manager. ***WCPA Box Office Services are required for all ticketed events.***

Ticket set up fee (one event or first performance in a run)	\$100
Each additional event or performance	\$ 50

Maximum amount	\$200
Service charge on each ticket sold or checked out	\$3.00

The Box Office is open for ticket sales Tuesday through Saturday 12:00 noon– 5:30 pm and two hours prior to each performance. The Box Office at the Kenneth J. Minnaert Center is open two hours prior to each performance. The Washington Center Box Office accepts Visa, MasterCard, Discover Card, American Express, personal checks and cash. Ticket purchases can be made in person, by phone, fax request or on the internet. Tickets may also be checked out to the producer for distribution and will be subject to the \$3.00 service fee.

**SEATING:** The Washington Center has established a policy of opening the lobby area to the public one hour prior to each event. Theater doors open for seating 30 minutes prior to the performance. Admittance for other types of events can be arranged with the Washington Center staff.

**CONCESSIONS:** The Washington Center offers an assortment of cookies, fresh ground coffee, tea and soft beverages in addition to beer and wine. The Washington Center controls all liquor sales. For liquor sales at the Kenneth J. Minnaert Center please consult the Director of Event Services.

**CATERING:** The Washington Center maintains caterer relationships with several local catering companies. Catering must be arranged through these companies. If you prefer to provide your own food, a \$75 potluck fee will be assessed. In Stage II you may serve food and beverages with express written permission from the Executive Director. A banquet license is required to serve alcoholic beverages. You can arrange for this permit directly through the Washington State Liquor Control Board web site. ([liq.wa.gov](http://liq.wa.gov)) Click on the Banquet Permit icon. This permit must be signed by the Events Director and provided 5 days before the event.

**MERCHANDISE:** Sale of merchandise in the lobby can be arranged with the Event Services Director. The Washington Center will retain 20% of all merchandise sales, although we **may**, at our discretion, reduce the commission to 10% for non profit groups.

**INSURANCE:** *Liability Insurance is required for every event held at the Washington Center or the Kenneth J. Minnaert Center for the Arts.*

Liability limits are:

Per Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Liability Insurance cannot be purchased through The Washington Center. Please provide a copy of your policy naming The Washington Center/SPSCC as the additionally insured at least 5 days before your event.

**MARKETING:** Users are responsible for marketing their own events however the Marketing Department does offer services to users to facilitate their marketing plans. Users may arrange a meeting with the Marketing Dept. to contract specific aspects of their marketing plan, such as posters, email blasts, etc. A list of WCPA Marketing Services is available by emailing [marketing@washingtoncenter.org](mailto:marketing@washingtoncenter.org).

**Online Calendar Listing** requires renter/producer-provided copy and images for a listing on the WCPA online events calendar and your unique event page on The Washington Center web site. Calendar listing is contingent upon receipt of event deposit, fully executed contract, ticketing and event information material as provided by the producer. The event page contains all provided event materials, images, ticket prices, and online access to purchase tickets. Listing includes events open to the public. Private events may be listed with your permission. Images for the web site are to be provided as .jpg files. The Marketing Department reserves the right to edit provided material and to crop and size images as needed.

All advertising schedules under WCPA contract must be pre-approved by the Washington Center marketing department. The Washington Center has contracts with several area newspapers offering discounted advertising rates. If you create your own publicity materials, you may not use The Washington Center logo or fonts similar to those used by The Washington Center, or in any other way suggest that your performance is being presented by The Washington Center. Please send a copy of your materials to the Center before they are produced.

Poster and flyer distribution material promoting your event at the Washington Center/Kenneth J. Minnaert Center can be arranged in advance and is subject to availability. Distribution covers the tri-city area with an average of 100 posters hung per event.

**MUSIC RIGHT FEES:** Any user who performs copyrighted musical works in public, and whose performances are not specifically exempt under the Law, needs a license from ASCAP and BMI. This includes musical works performed or incorporated in an event on which "Dramatic Rights" have not been contracted. Events that are subject to ASCAP and BMI fees may be contracted for directly with an ASCAP and BMI agency or can be arranged through the Washington Center. To determine if your event is subject to these charges, please inquire during the contracting period.

**ALCOHOL/LIQUOR Liability:** Consumption of alcoholic beverages is permitted at the Washington Center as long as the Center provides the alcohol and bartenders. For alcohol service at the Kenneth J. Minnaert Center please consult with our Director of Event Services. Details to be worked out at the Production Meeting.

**WASHINGTON CENTER SERVICES & EQUIPMENT**

**Labor:**

Production and stage work \$30 per person per hour  
(4 hour minimum call) (overtime rate \$45 per hour)

Front of House Management \$27 per person per hour  
(overtime rate \$40.50 per hour)

**WASHINGTON CENTER Equipment and rates: (A full technical packet is available upon request)**

<b>Steinway D 9' Concert Grand Piano</b> (includes one tuning)	\$200 per day
<b>Kimball 6' Baby Grand Piano</b> (includes one tuning)	\$200 per day
<b>Additional piano tunings</b>	Cost plus 10%
<b>Wurlitzer Organ</b>	\$250 per day
<b>Digital projector (WCPA Stage I only)</b>	\$50 per day
<b>DVD Recording</b>	\$50
<b>Wi-Fi Access</b>	\$25
<b>Portable projector &amp; screen (WCPA Stage II only)</b>	\$25

**KENNETH J. MINNAERT CENTER FOR THE ARTS Equipment and rates: (A full technical packet is available upon request)**

<b>Steinway B Grand Piano</b> (includes one tuning)	<b>\$200 per day</b>
<b>Kawai Grand Piano</b>	<b>\$200 per day</b>
<b>Additional piano tunings</b>	<b>\$200 per day</b>

Other equipment availability to be determined upon request.