

## Bartlesville Community Center – Room Rental

January 2019

### Community Hall

M – F 8:00am to 5:00pm	\$65.00 per hour
After 5:00pm	\$90.00 per hour
Event rentals PRIOR to 8:00am or AFTER 12:00am	\$125.00 per hour
Weekends (4-hour minimum)	\$90.00 per hour

### Deposit Required:

\$ 250.00

### The Lounge

\$50.00 per use/as add on during Community Hall rental hours

### Studio Theatre – Lyon Gallery – Balcony

M – F 8:00am to 5:00pm	\$40.00 per hour
After 5:00pm	\$55.00 per hour
Event rentals PRIOR to 8:00am or AFTER 12:00am	\$90.00 per hour
Weekends (4-hour minimum)	\$55.00 per hour

### Deposit Required:

\$ 150.00

### Luncheon Rate (3 hours total use/week days only)

\$1.00 per person attending (\$110.00 minimum) includes set up/tear down and kitchen use (as available) for a maximum of three hours TOTAL. Additional unscheduled time will be at a rate of \$75.00 per hour.

### Kitchen

\$50.00 per day/add on use during room rental only

Kitchen use includes refrigerators; freezer, ice machine, warming boxes, stoves, ovens; microwave and dish sink during the times specified in your contract. **Kitchen Rental does not include dishes, coffee cups, glassware, silverware, salt and pepper shakers or commercial coffee equipment and carafes.** No chaffers, pitchers, serving utensils or catering equipment is available. Dishes and coffee service is available for rental, please see rates listed below.

### Other Charges

Set Up and Tear Down Labor	Based on event set up needed
Table Linens – Varies colors available	\$ 5.00 per tablecloth
Linen Napkins– Varies colors available	\$10.00 per dozen napkins
Table Skirts – White, Ivory, Black, Forrest Green and Royal Blue	\$10.00 per table
Chair Covers – White, Ivory / Chair Bows – Silver, Purple, Pink	\$ 2.00 per cover & \$2.00 per bow (set up)
Pipe-And-Drape – Black Only	\$50.00 – 10'x20' or \$100.00 – 10'x40' (also short 3' tall \$20. per 10')
Dance Floor	\$80.00 (12x15), \$100.00 (18x18), \$125.00 (24x24)
Security Officer(s) - Required for all alcohol service	\$35.00 per hour/per officer - \$50.00 after midnight
LCD Projector & Screen	\$ 30.00 per use
100" HD Portable Screen & Short Throw LCD Projector	\$150.00 each – we have two available
Portable Sound System with MP3 Connector	\$30.00 per use/event
Full Coffee Service (paper cups, sugar, creamer & stirrer)	\$.50 per person/based on event count - Regular & Decaf available
Dishes * (9" plate, 7" plate, coffee cup, glassware and silverware)	\$ .75 per person – based on your guarantee number
LED Lighting Packages (you select the lighting color)	6 LED's \$100.00/12 LED's \$150.00/18 LED's \$200.00
Gobo's (custom created light with your logo/monogram)	\$100.00 each, \$50.00 per copy plus \$40.00 Labor
Sky Effect Lighting (6 lights – blue in color)	\$50.00 total cost
Holiday Rental Rates	Double the Regular Rental Rate & Labor Rate

\* All Dishes are to be washed, dried and put away after use or an additional cleaning fee will be added to your Invoice.

### Please Note:

- During all evening and weekend events there will be a Night Manager and Maintenance Professional(s) available.
- Labor charges are not included in the room rates and will be given based on desired room set up.
- Additions to rental time outside of the contracted hours on the **day of the event** are at a rate of **double time**. Please plan carefully.

## Bartlesville Community Center – Auditorium Rental

January 2019

### Auditorium \*

1 – 6 continuous hours of rental	\$ 850.00 or 10% of Gross Ticket Sales (whichever is greater)
6 - 12 continuous hours of rental	\$1,100.00 or 10% of Gross Ticket Sales (whichever is greater)
12 - 18 continuous hours of rental	\$1,450.00 or 10% of Gross Ticket Sales (whichever is greater)
Cleaning Fee at Rehearsal (as needed)	\$ 100.00 per Event

- \* Rentals using sound, lights or fly system are required to use BCC Technicians.
- \* BCC does not have an in-house Lighting Designer or Sound Engineer – if required this will be an additional charge.
- \* Labor is not included in the Rental Prices.

### Includes:

Green Room with hot and cold water dispenser  
Production office with desk and wireless internet access  
Dressing Rooms and Chorus Rooms  
Wardrobe Room  
Laundry Room (2 washers and 2 dryers)  
Up to 100 Chairs and 60 music stands  
Conductor's podium  
Speaker's lectern  
Uniformed Ushers and House Manager(s)  
Night Manager at front kiosk  
Box Office Manager  
Maintenance Person  
Performance(s) will be listed on BCC's online calendar and on marquee  
Brass Easels for signage

### Also Available:

Additional Labor – Technical Director, Sound & Lighting department heads are required. See Stagehand Rates Sheet.  
Security –Bartlesville Officer – \$35.00 per officer, per hour  
Normal stage lighting – work within the BCC's general light plot (See Tech Spec)  
Stage Lighting – Price based on need.  
Full sound system – \$500.00  
Orchestra shell – \$50.00 per move  
18' x 24' Screen  
LCD Projector  
9' Steinway "D" Concert Grand Piano – \$100.00 per 6-hour block  
9' Steinway "CD" Concert Grand Piano – \$100.00 per 6-hour block  
Piano tuning - \$155.00 per tuning – requires one month advance notice  
Use of climate-controlled Scene Shop (outside of contract rental hours) - \$30.00 per hour (Requires signed Liability Waiver)  
Performance information listed on BCC's website – Please contact Copper Cup 918-337-2781  
Performance information listed on BCC's Event Calendar, social media, lobby flat-screens and marquee.

### Box Office Fees:

\$2.00 per ticket – Facility Fee (paid by ticket purchaser)  
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\$.05 per ticket – Ticket Printing Fee (paid facility rental group)  
4% Credit Card Fee – (paid facility rental group)  
Tickets are available for sale during BCC's normal business hours – one hour prior to event and online 24/7.

### Commission on Novelties Sales:

BCC shall receive a commission on the sale of all novelty items (T-shirts, programs, recordings, etc.) sold at the Bartlesville Community Center. The rate of commission shall be 15% on soft goods and 15% on all media items.

### Insurance:

All rentals must provide a liability insurance certificate verifying there is a policy in force naming renter as insured. Such insurance must provide for a minimum premises bodily injury liability of \$1,000,000 per occurrence. Certificate must be presented with signed contract and deposit.

### Please Note:

All events in the Auditorium require a 30 day advance Production Meeting. For more information and a list of available equipment please contact Technical Director, Bill Cheverton at 918-337-2787 or [bcheverton@bartlesvillecommunitycenter.com](mailto:bcheverton@bartlesvillecommunitycenter.com) You can also find technical information online at [www.bartlesvillecommunitycenter.com/performing-arts-hall](http://www.bartlesvillecommunitycenter.com/performing-arts-hall)