



MEMORIAL CITY HALL
PERFORMANCE CENTER

**Memorial City Hall Performance Center
Rental Fees**

Rooms	Commercial Rate	Non-Profit Rate
Auditorium: per event day (up to 8 hrs) 552 fixed seats Dressing rooms Green Room Rehearsal Room Use of Lobby on event day	\$750	\$500
Auditorium: Load-in and rehearsal days (up to 8hrs) (no public assembly)	\$300	\$250
3 rd Floor Great Room (per hr) -does not include use of the kitchen	\$125	\$75
Equipment		
3 rd Floor Kitchen- per event Includes- Refrigerator, stove, oven	\$100	\$100
Tablecloths (each)	\$7.50	\$7.50
Tables (60" round)	\$15	\$15
Banquet Chairs	\$5	\$5
Technical Fees		
Theatrical Lighting -Operators fee not included	\$100	\$100
House Sound/PA system -operator fee not included	\$100	\$100



Video Projectors/Screen (auditorium only) -operator fee not included	\$100	\$100
Cameras	\$100	\$100
Spotlights -operator fee not included	\$50	\$50
Wireless Clear-Com	\$100	\$100
Microphone	\$50	\$25
Sound/light/video operators fees (per hr)	\$50	\$25
MCH Manager fee (per hr after 5pm)	\$75	\$50
Piano	\$400	\$300
Technical Supervisor on-site for duration of event	\$25hr	\$25hr
Box Office/Ticket Sales		
Event set-up on MCH website for online ticket sales	\$250	\$250
Box Office staff on event day for 3 hour minimum	\$25hr	\$25hr
Misc.		
Clean up fee	\$250	\$250

Deposit per event

25% of estimated rental fees

RENTAL USE INCLUDES:

1. Full-day access to licensed space for exclusive use by Lessee. Normal hours of access are 8:00 a.m. to 5:00 p.m. Monday through Friday, with extended access until 11:00 p.m. Saturday access is from 9:00 a.m. to 11:00 p.m. Additional time before 8:00 a.m. and beyond 11:00 p.m. Monday through Saturday will be billed at \$100/hour. This is to ensure that each rental day schedule has a ten (10) hour break between the departure on one day and the arrival on the following day. Additional rental fees will be charged for extended hours. Sunday access is from 9:00am to 11:00 p.m. Memorial City Hall is not available for rental on City of Marshall holidays or Sunday mornings.
2. Services of MCH Management Office to assist in scheduling the event and to act as liaison between City of Marshall and Lessee during regular business hours and by appointment.
3. Stage, auditorium and lobbies cleaned and in good order prior to occupancy.
4. House lights in auditorium and general flood lights for the stage.
5. Permanent fixtures, utilities, and heat or air conditioning.



6. All stage curtains in Memorial City Hall's standard inventory as outlined on our website, _____ under Technical Information.
7. The Memorial City Hall Manager as technical advisor ONLY. Per-hour fees go into effect after 5:00 p.m. Monday through Friday and all day Saturday, Sunday and holidays.
8. Memorial City Hall has 10 (ten) 60" round tables, and 100 matching padded armless chairs you may request for an additional fee.

RENTAL FEE DOES NOT INCLUDE:

1. Stage personnel of any type including set up, tear down, show call or operators of any equipment. If your event requires tech staff in addition to the MCH Manager for set up, show call and/or tear down, your event will be charged for all the hours that tech staff works on your event. The MCH Manager, in consultation with your event representative, will determine all tech staff needs.
2. Piano tuners.
3. Auxiliary theatrical sound and light equipment in the MCH inventory.
4. After-hours Box Office, House Manager or Usher services.
5. Any and all police and security.
6. Promotion, advertising or public relations services of any kind, with two exceptions:
 - a. MCH uses email marketing service, and will work with you to send out an e-mail blast about your event – one blast per event for \$50, or 2 for \$75.
 - b. With approval from the MCH manager, a banner for your event may be placed on MCH's website. The minimum fee is \$35 for art that is in a format ready to be published. The fee will be an additional \$35 per hour for the time it takes to get art into a usable format.
7. Insurance. All non-city users must obtain and present a certificate of insurance covering the user's public liability, personal injury and property damage. Required minimum coverage is \$1 million. The certificate must name City of Marshall and Memorial City Hall as an additional insured.
8. Fees for any custodial service required outside the regular cleaning schedule; special use of lobbies or excessive use of any backstage area or dressing rooms. Also, the use of glitter in decorations or stage sets is prohibited in Memorial City Hall. Your damage deposit of \$250 will not be returned if glitter removal is required as a result of your event. The same amount will be charged for cleanup required as a result of silly string, confetti or the like.



9. Catering services, ice and/or crew refreshments.
10. Tables or chairs.
11. Tablecloths (MCH's are available for use at \$7.50 each).
12. Permission to promote, sell or distribute concessions, novelties, souvenirs, etc. Memorial City Hall retains 25% of all gross merchandise sales and 10% of all concession sales.
13. MCH video cameras, their set up or operation (\$100 per use).
14. MCH spotlights (\$50.00 each plus operators' time per day)
15. Video projectors (\$100.00 per day)
16. Wireless Clear-Com (\$100.00 per use)

MISCELLANEOUS INFORMATION

Security:

All events must utilize the services of the City of Marshall Police Department and personnel, if security is required. Each officer is up to \$35.00 per hour and the City of Marshall Chief of Police determines the required number of officers and guards and hours for each show based on estimated attendance and number of tickets sold. Each officer and guard must be on duty one and one half-hours prior to scheduled event start time and will remain until the audience has left the building.

Stage Labor and Equipment:

Lessee may contract with Memorial City Hall for full technical services. MCH technical director will coordinate third party stage labor and technical equipment operators for lessees who do not bring their own. The Technical Director must approve any stage labor contracted by Lessee, whether paid or volunteer. Any stage labor, whether paid or volunteer, must be at least 18 years of age. Any stage labor, whether paid or volunteer, suspected of being under the influence of alcohol or drugs, will be asked to leave premises immediately.

Front of House (cost and schedule):

House Manager, and after-hours support of the Box Office Manager will be provided at \$25 per hour if needed.

Lessee has the option to provide its own usher services; however, a training session must be held and the MCH usher manual, covering seating plans and emergency procedures, must be reviewed. If requested, a staff person from MCH may be scheduled during regular business hours for training with the licensed user's ushers. It is



the licensed user's responsibility to schedule training prior to its event. Compliance with rules and regulations set out in the usher manual is strictly enforced.

Usher services are not part of this agreement.

Other Fees and Assessments:

It is the responsibility of Lessee to pay for any and all services or additional equipment required for their use of Memorial City Hall. In all circumstances, Memorial City Hall or the City of Marshall will not be responsible to pay on behalf of the licensee for any services or equipment associated with a licensed use not detailed above. Any and all state, county or city taxes or permits and fees are the sole responsibility of the licensee.

Cleanup:

A cleanup fee will be assessed against the Lessee for excessive garbage due to decorating, boxes, etc. Such a fee will result in a reduction of the return of your damage deposit in the amount of \$250.00.

Lessee agrees that premises be returned to the condition in which they were prior to Lessee's use, excepting normal wear and tear. All cleaning between shows must be done by Lessee. MCH Management is not responsible for clean up between performances.

All areas including green rooms and dressing rooms must be left in good condition. Trash must be removed to dumpster, no food matter or other debris left in sinks, refrigerator, or on any work surface. Clear tables of any debris or food, and remove table decorations and cloths. Spills and debris must be cleaned from work surfaces, appliances and floors. Take down all decorations and remove personal belongings, equipment and supplies.

