

THE
GRAND
★
OPERA HOUSE

A PERFORMING ARTS CENTER OF MERCER UNIVERSITY

Rental Application Form

*Please note: All information MUST be completed in full before the request will be considered.
We cannot accept or begin servicing your request without thorough information.*

ORGANIZATION INFORMATION

Organization: _____ Date Filed: _____

Physical Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Contact Person(s): _____

Phone Number(s): _____

Email Address: _____

EVENT INFORMATION

Name of the Event/Artist: _____

Event Date: _____ Event Start Time: _____ Approx. End Time: _____

Requested Access Time: _____ Expected Exit Time: _____

Please describe your event including all special requirements/technical needs (attach additional sheets/artist riders if applicable): _____

Admission price(s): \$ _____

Contact Signature: _____ Date: _____

For Grand Opera House Use – Date Received: _____ Approved by: _____

Grand Opera House Rental Policies And Procedures

1. **AVAILABILITY POLICY** – During the December – May period of each year, the Grand Opera House will effectively have a first hold on all dates for the following September – May period while it completes the booking of its season. Potential renters may request a second hold on dates, and The Grand will do its best to release dates for rental bookings as quickly as possible. The Grand also reserves the right to extend or establish new holds throughout the year as opportunity bookings become available. The Grand also has a number of evergreen renters who will command dates at certain established parts of the year, and these dates will not be available for consideration for other rental parties.
2. **DATES FOR HOLDS** – Renters may establish first or second hold dates by contacting The Grand’s Rental Coordinator, Chas Pridgen, at 478-301-5464. The Grand will not hold blocks of dates, nor extending holds for more than six weeks, without request for exception to the Executive Director through the Rental Coordinator. Failure to complete the booking within the agreed hold period will result in cancellation of the hold or holds.
3. **APPLICATION SUBMISSION** – The organization must submit a completed Rental Application Form. Completed forms may be emailed to pridgen_cf@mercer.edu
4. **APPLICATION REVIEW** – Grand management will review the application within 5 business days, under normal circumstances. A rental engagement will not be unduly withheld, but may be denied if in the sole determination of management the rental request is not seen to be in the best interest of the Grand Opera House or Mercer University. Prior to acceptance of the request, the renter will need to conference with Grand staff in order to generate an estimate of total expenses, which will determine the deposit amount required to secure the date.
5. **PRE-PRODUCTION MEETING** – At least one pre-production meeting is mandatory, and the renter is required to meet in person or by conference call with Grand staff at a point or points to be determined by The Grand but not later than 10 business days prior to the engagement. Failure to comply may result in the cancellation of the rental date and/or inability to make future rental requests to The Grand Opera House.
6. **CONTRACT AND DEPOSIT** – Upon determination of estimated event cost, a Grand Opera House Rental Agreement will be issued, including a deposit amount required to finalize securing the rental date. **Countersigned copies by the renter plus the stated deposit amount must be received by The Grand before booking is complete.** The event may not be announced, publicized, or put on sale prior to receipt of a fully-executed contract and cleared deposit check. Failure to adhere to these terms may result in immediate cancellation of the event.
7. **PAYMENT** – **All fees and costs will be deducted from final ticketing settlement.** The remaining revenue from ticket sales will be remitted by Mercer University to the renter no later than 5 business days after the event under normal circumstances. Expenses in excess of sales must be paid by the user within five business days after completion of the event. **Grand management reserves the right to request an additional deposit to cover all anticipated costs if in its estimation the renter will not achieve sufficient ticket sales to cover these costs.**

I have read and elect to accept The Grand Opera House Rental Policies And Procedures, as stated above.

Rental Representative: _____ Date: _____

Please submit this signed form with your rental application.
We will provide an additional copy to you for your records.

The Grand Opera House – Rental Rate Sheet

Day of the Week	For-Profit Business Rate	Non-Profit Business Rate*
Friday-Sunday (up to 10 hrs.)	\$1,800	\$1,000
Monday-Thursday (up to 10 hrs.)	\$1,500	\$ 850

*Non-profit renters must provide a copy of their IRS 501©(3) designation letter with deposit.

PLEASE NOTE: RENTERS THAT EXCEED THE RENTAL PERIOD (10 HOURS) WILL BE CHARGED \$50 FOR EACH HALF-HOUR INCREMENT BEYOND THE 10 HOUR ALLOWANCE, unless excepted in advance by the Executive Director.

Grand Opera House rentals include:

- Stage, basic sound and lights, rigging, and other technical equipment, except as listed below.
- Heating, air conditioning and hot and cold water as installed on premises.
- Use of all dressing rooms, green room and laundry facilities.

Grand Opera House rentals do not include:

- Technical labor and other event personnel (see schedule below)
- Liability insurance (minimum \$1 million combined single limit required by all users)
- Applicable music license fees (ASCAP, BMI, SESAC, etc.)
- Sales tax obligation (8%)
- Cleaning personnel (see schedule below)
- Performance programs or access to copying services
- Tables, linens, chairs
- Audio and visual recording fees
- Premium and other equipment rental fees
- Box Office service fees (see below)

Personnel Rates*

Technicians (3 minimum)	\$19.50 per hour (Lighting & sound engineers, stage mgr and crew)
Fire marshals (Up to 3 required)	\$21 per hour
House manager (1 required)	\$16 per hour
Additional Ushers (if required)	\$ 8 per hour
Police (as required)	\$20 per hour
Cleaning personnel	\$200 per performance day/\$100 each additional performance In same day; \$100 per rehearsal/non-performance day

*Number of technicians determined at the sole discretion of the Technical Director.

A four-hour minimum applies to all technical personnel. The Grand Opera House is not a union house.

Equipment Rental

Microphones	One mic provided at no charge. Additional mics \$25 each. A \$20 deposit may be requested, at the discretion of GOH staff.
Premium Sound System	\$3,000.00 (Speakers, board, mics & engineer)
Follow Spots	\$50.00 each (must be operated by GOH employee)
Acoustical Shell	\$600.00 (Note: Use of the shell requires additional personnel costs for set-up and tear down, based on the rates above)
Tables	Two provided at no cost. \$7.00 for each additional.
Chairs	Ten provided at no cost. \$2.00 for each additional.
Risers	\$4.00 each
Grand piano	\$450
Piano tuning	At cost
Pit stairs	\$150 (Note: 4 person crew is required for set-up and tear down, based on the personnel rates above)

Light Hang & Prep	Standard wash/specials included in rental. \$300 not-for-profit/\$600 for-profit for non-standard lighting
Lighting Design Fee	\$150
Gaff and Spike Tape	\$20 per roll
Water Jugs	\$15 per bottle

Box Office Fees

Mercer Ticket Sales (MTS) is the exclusive ticketing provider for The Grand Opera House.

If admission is being charged for your event, all tickets must be sold through MTS.

All tickets sold through MTS are serviced by Tickets.com

Event Set-up Charge	\$75
Service Charge	10% of face value of ticket
Ticket Printing	\$.15 per ticket (Including complimentary or free tickets)
Facility Fee	\$2.00 per ticket sold

Merchandise Commission

10-15% of sales

All rates subject to change without prior notice.

Updated 6/15/2022