

UNIVERSITY OF MICHIGAN - SCHOOL OF MUSIC, THEATRE & DANCE

Rate Sheet for

# Hill Auditorium

As of August 2019

One (1) Day: \$1,900.00

Rehearsal/Set-up: 50% of one-day rate

***Events involving paid professional artists must be handled by an official University presenter. Additional costs and fees may apply.***

To initiate a reservation -

Renter must provide a non-refundable \$100.00 deposit per day of rental, and return a signed confirmation letter, provided by the University Productions Scheduling Office.

60 days prior to the event -

Renters must disburse the entire base rent to the University Productions Scheduling Office.

*[For Non U-M Organizations only]*

2 weeks prior to the event -

The signed contract must be returned to the University Productions Scheduling Office.

Failure to meet any of these requirements can result in forfeiture of the date.

## **CANCELLATION POLICY FOR RESERVATIONS & CONTRACTED EVENTS**

- Day of the Event: 100% of the rental fee will be charged.
- Less than 72 hours notice: for a Load-in day or lecture, a 30% cancellation fee of the day rate will be charged. For a Performance day, a 50% cancellation fee of the day rate will be charged.
- Less than 15 days notice: a \$200.00 cancellation fee.
- Less than 60 days notice: a \$150.00 cancellation fee.
- Earlier cancellations: A full refund of deposited funds, minus the non-refundable deposit.

**BASE RENT INCLUDES:**

- Access to the theatre between 9am and 1am
- Use of Box Office and Usher room during rental period
- One House Technician for 1 shift (8 hours)
- One House Manager and lobby staff for 1 performance per day
- HVAC, Custodial, Open & Close of theatre
- \$300.00 of Custodial Service towards clean up following event
- Use of dressing rooms, one with a shower
- Sound System (as outlined on the Hill website Tech Specs page)
- Lighting System (as outlined on the Hill website Tech Specs page)
- 100 music stands & chairs

**ADDITIONAL CHARGES TO BASE RENT INCLUDE:**

- Overtime hours for building (before 9am, after 1am) - \$225.00/hour
- Custodian costs beyond \$300 - at cost
- Additional Lobby staff for reception/perfs (as needed) - \$27.50/hour - charged in 4 hr. blocks
- 2nd shift House Technician - \$27.50/hour - charged in 4 hour blocks
- Additional House Tech (as needed) - \$27.50/hour - charged in 4 hour blocks
- Piano by arrangement w/ Bob Grijalva, SMTD, 734-764-6207
- Security (if required by Public Safety) as per arrangements with Public Safety
- Projection screen - \$450
- Stage Extension and/or pontoons - at cost
- Choral and orchestra risers by arrangement with Paul Feeny, SMTD, 734.764.8765
- Changes to Access times less than 24 hours in advance will be subject to double-time rates for affected personnel