

UNIVERSITY OF MICHIGAN - SCHOOL OF MUSIC, THEATRE & DANCE

Rate Sheet for

Rackham Auditorium

As of August 2019

Four Hour Occupancy (minimum):	\$500.00
Additional Hours (4-8 hours):	\$125.00/hour
One (1) Day:	\$1,000.00
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 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 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:

- Use of the auditorium between 7am and 12am (midnight)
- One house technician for 1 shift (8 hours)
- One house manager for 1 performance per day
- HVAC, custodial, open & close of theatre
- Use of box office and green room during rental period
- Technical equipment as outlined in the Technical Specifications
- One Lectern and microphones

ADDITIONAL CHARGES TO BASE RENT INCLUDE:

- Overtime hours for building - Before 7am - \$175.00/hour, After 12am - \$225.00/hour
- 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
- Additional lobby staff for receptions/perfs as needed - \$27.50/hour - charged in 4 hour blocks
- Piano - per arrangement with Bob Grijalva, SMTD, 734.764.6207
- Security - (as required by Public Safety) as per arrangements with Public Safety
- Changes to Access times less than 24 hours in advance will be subject to double-time rates for affected personnel