

KIRKLAND PERFORMANCE CENTER

Fee Schedule

- 1) Facility Use
 - a) Base Rate is **\$1,800.00** and includes a four (4) hour time block between the hours of 8:00 AM and midnight.
 - b) Additional time beyond the Base Rate will be billed at **\$300.00 per hour**, and will be billed to the nearest fifteen (15) minute increment. This time will be billed during setup and restore and will be charged whether or not Licensee is on-site. This time will begin at client arrival or scheduled arrival (if different), whichever is earlier.
 - c) Additional time between the hours of 12:00 AM and 8:00 AM will be billed at **\$500.00 per hour**, and will be billed to the nearest fifteen (15) minute increment.
 - d) Use of KPC's orchestra pit will be billed at **\$200.00 per event** and is only available for use by an orchestra. Other uses, such as storage or dressing space, are not permitted.

- 2) Labor
 - a) **Stage Technicians - \$46.00 per hour (except Lead Technician at \$50.00 per hour)**
 - i) Lead Technician – Required at all times, but may be combined with another position, depending on the complexity of the Event. If this position is combined with another, the lower rate will prevail.
 - ii) Lighting Technician – Required for any stage lighting hang, focus, programming, or design.
 - iii) Sound Technician – Required for any live sound mixing.
 - iv) Projection Technician – Required for any use of projector.
 - v) Rigger/Flyman – Required to hang or fly any scenery.
 - vi) Followspot Operator – Required for use of followspots.
 - vii) Additional Stage Hand – May be required based on complexity of show. Will be determined during technical advance.
 - b) **Front of House Staff - \$35.00 per hour**
 - i) House Manager – Required when the public is present OR when any setup by Licensee is taking place in the lobby.
 - ii) Additional House Staff – Required when catering is present, when Licensee uses any box office service (see Box Office below), OR as deemed necessary during technical advance.
 - c) All Labor is subject to a four and a half (4.5) hour minimum. This includes 30 minutes (0.5 hours) prior to Licensee arrival to prepare the facility for your arrival. Additional time beyond the minimum will be billed to the nearest fifteen (15) minute increment.
 - d) All Labor will be billed at an overtime rate of 1.5x the rate mentioned above when any one of the following apply, and at a rate of 2x the rate mentioned above when any two or more of the following apply:
 - i) Staff is employed over 8 hours in one day
 - ii) Staff is employed over 40 hours in one week (Sun-Sat)
 - iii) Staff is employed on 7 or more consecutive days
 - iv) Staff is employed on a KPC holiday (New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve)
 - v) Staff is not provided a 30 minute meal break between the second (2nd) and fifth (5th) hour worked. Overtime will begin after five (5) hours worked and assessed until the break is provided.
 - vi) Staff is employed between the hours of 12:00 AM (midnight) and 8:00 AM.

- 3) Cleaning
 - a) Four and one half (4 ½) hours of cleaning labor is included in the Base Rate.
 - b) Additional cleaning will be billed at a rate of **\$90.00 per hour** when full venue restore is unable to occur in the time included above. This will be billed to the nearest fifteen (15) minute increment.

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- 4) Equipment
 - a) Sound
 - i) All in-house equipment will be included with the Base Rate at **no additional charge**.
 - ii) Steinway "B" Grand Piano may be used for **\$350.00 per day**, and will include one tuning to a440. Additional tunings may be requested at an additional cost.
 - b) Lighting
 - i) All in-house equipment will be included with the Base Rate at **no additional charge**.
 - ii) Special lighting effects (ie gobos) and gel (color) not in KPC's rep plot may be requested at an additional charge.
 - c) Projection
 - i) Use of each in-house projector will be billed at **\$450.00 per day** and will include use of projection screen and DVD/Blu-Ray player.
 - ii) Hardware requirements for projection use will be discussed during technical advance.
 - d) Video
 - i) Options range from archival recordings to multi-camera livestreams. Price will vary depending on needs. Please inquire with Production Manager for specifications and pricing.
 - ii) Licensee may opt out of using KPC's Video services and utilize another option. A **\$500.00 surcharge** will be charged to Licensee.
 - e) Special Effects
 - i) Use of haze, fog, smoke, snow, and dry ice machines will be billed at **\$100.00 per day** each.
 - f) Outside Rental Equipment
 - i) Upon request, KPC can arrange for the rental of additional equipment not included in KPC's inventory to be billed at actual cost plus a 20% markup.
 - ii) KPC may determine, at its sole discretion, that equipment brought in by Licensee is sub-standard, unsafe, or potentially hazardous. KPC reserves the right to refuse the use of any outside equipment not procured by KPC.
- 5) Box Office
 - a) Free and non-ticketed events incur **no additional charge**.
 - b) Box Office service is provided to Licensee at **no additional charge** and includes the following:
 - i) General Admission or Reserved Seating
 - ii) Up to two (2) seating sections and two (2) price levels for each section
 - iii) Up to one (1) Licensee held section or ticket pull, not available to the public
 - iv) Up to two (2) ticket reports per week
 - v) Common Services listed below.
 - c) Additional Box Office services, including additional sections and/or price levels are available to Licensee. Price will vary depending on needs. Please inquire with Production Manager for specifics and pricing.
 - d) Licensee may opt out of using KPC's Box Office services and utilize another option. A **\$400.00 surcharge** will be charged to Licensee. Common Services listed below will be provided.
 - e) Common Services
 - i) Listing on KPC's website
 - ii) Box Office assistance to patrons during normal business hours
 - iii) City of Kirkland Admissions Tax (5% of Gross Sales) charged to you, but paid on your behalf
 - iv) Up to two Box Office Staff on the day of your event, depending on sales (unless KPC Box Office is not utilized). Labor not charged to Licensee.
 - v) Patron report post-event, upon request (unless KPC Box Office is not utilized)