



PARAMOUNT THEATRE

PARAMOUNT THEATRE RENTAL INFORMATION

All rates subject to change.

PERFORMANCE <i>MONDAY-THURSDAY</i>	\$4,750.00
PERFORMANCE <i>FRIDAY-SUNDAY</i>	\$5,750.00
MOVE-IN/OUT OR REHEARSAL (on separate day than performance)	
<i>MONDAY-THURSDAY</i>	\$1,750.00 per day
<i>FRIDAY-SUNDAY</i>	\$2,750.00 per day
PHOTO SHOOT (does not include labor)	\$250.00 rental fee plus \$125.00 per hour

- Discounts are available for extended runs, multiple date rentals negotiated at the same time, and for other special considerations.
- The AUTHORITY reserves the right to adjust the rental rates, when doing so is in the best interest of the facility, and LICENSEE's event has not yet been contracted.
- The LICENSEE will secure and furnish the AUTHORITY, prior to the commencement of the terms of the LICENSEE, policies or certificates of comprehensive general liability insurance with limits of liability of at least \$1,000,000 and \$2,000,000 general aggregate insurance. The policies or certificates of insurance must include the AURORA METROPOLITAN EXPOSITION AUDITORIUM & OFFICE BUILDING AUTHORITY and/or COPLEY THEATRE as additional insured.

USHERS

RESERVED SEATING	\$1,350.00 per performance
GENERAL ADMISSION	\$850.00 per performance

CLEANING

\$750.00 per performance (or as incurred, if over \$750.00)

SECURITY

IN-HOUSE SECURITY	\$25.00 per hour (4 hour minimum)
OFF-DUTY POLICE OFFICER	\$73.50 per hour as needed / 4 hour shifts



PRODUCTION/FACILITATION

HOUSE/PRODUCTION MANAGERS	\$650.00 per event / 2 nd event same day \$900.00
CATERING FOR CAST AND/OR CREW	Cost plus 25%

DEPOSIT AND PAYMENTS

A non-refundable deposit of 50% of the facility rental fee is required at the time of contract signing.

BOX OFFICE SERVICES

COMPUTER TICKET SERVICES	
COMPUTER SET-UP FEE	\$50.00 per performance
TICKET SERVICE FEES	\$0.25 on all sold tickets / \$0.10 on complimentary tickets
ONLINE SALES	\$1.75 per ticket
PHONE SALES	\$1.00 per ticket
CREDIT CARD FEE	4% of credit card sales
BOX OFFICE LABOR	\$1,400.00 per performance \$500.00 for each additional performance

MARQUEE

<i>Available day of performance only. Additional days \$250.00 per day upon CEO's approval</i>	
ONE LINE - DAY OF PERFORMANCE	Included in facility rental fee
ADDITIONAL LINE (subject to approval)	\$150.00

STAGEHAND LABOR

Experienced union technicians are required if any lighting or sound changes will be made during the performance. Stagehands are available to LICENSSEE at the following rates.

TECHNICAL DIRECTOR	\$59.86 per straight time hour / \$89.79 per over time hour
HOUSE STAGEHANDS	\$48.81 per straight time hour / \$73.22 per over time hour
EXTRA STAGEHANDS	\$41.79 per straight time hour / \$62.68 per over time hour
RIGGERS	\$54.58 per straight time hour / \$81.87 per over time hour

Technical Director and all Stage Crew positions, listed above, have a 4 hour minimum.

- The Technical Director is REQUIRED for all events at the Copley Theatre. House Stagehands shall be defined as the first five (5) stagehands required for any given event. The number of stagehands required for any event shall be at the sole discretion of the Technical Director.
- The minimum crew-call for the Technical Director and stagehands is four (4) hours.
- The crew-call begins one (1) hour prior to the advertised performance/event start time, including load-ins and rehearsals



- The overtime rate (Time & 1/2) applies to all hours worked in one day after eight (8) hours, after forty (40) hours during a performance week; or, if the stagehands do get an 8 hour break between the end of one workday and the beginning of the next workday.
- A meal period of one (1) hour is required after five (5) hours, and can be scheduled after the third, fourth, or fifth hour worked. If the break is not granted, wages increase to double time until the one (1) hour break is given. If a hot meal is provided on-site by the renter, the meal period is thirty (30) minutes and the stagehands remain “on the clock” at straight time, during that thirty (30) minute meal period. A second one hour meal period is required during any workday lasting more than ten (10) hours, and a third meal period is required during any workday lasting more than fifteen (15) hours. The second meal period may be scheduled after the 8th, 9th, or 10th hour worked, and the 13th, 14th or 15th hour for the third meal period.
- A fraction of an hour shall constitute one (1) half hour.
- All work performed on holidays shall be paid as one and one half (1-1/2) times the straight hourly rate. (please ask for a list of holidays).
- Any performances, shows, seminars, debates, etc., which are lived streamed to the internet, broadcast via radio or television, filmed, taped, or recorded shall pay each stagehand employed during the streaming, broadcasting, filming, taping, or recording of the event only, an additional \$4.95 per hour to all.
- Videotaping or filming of any event shall pay an additional \$4.95 per hour to all stagehands employed to include the Technical Director whether or not the tape or CD is made available for sale.

EQUIPMENT RENTAL

HOUSE SOUND SYTEM	\$500.00
STEINWAY “D” 9’ CONCERT GRAND PIANO	\$350.00 plus cost of tuning
YAMAHA PROFESSIONAL UPRIGHT PIANO	\$100.00 (if available) plus cost of tuning
PIANO TUNING	\$85.00 per tuning (check for current pricing)
PROJECTORS	
3,500 LUMEN	\$150.00 per event
10,000 LUMEN	\$250.00 per event
15,000 LUMEN	\$350.00 per event
SPOTLIGHTS (4 available)	\$150.00 per spot/ per event <i>not including stagehand labor to operate</i>
HAND HELD WIRELESS MICROPHONES	\$50.00 per mic/ per event
MARLEY FLOOR (includes gaffers’ tape)	\$750.00 for up to 3 event days
PHONE LINES	\$75.00 per line/ per day (dressing rooms 1, 2,5, 6 only)
CREDIT CARD PHONE LINE	\$75.00 per line/ per day (in lobby)



LICENSE FEES PER PERFORMANCE

ASCAP (American Society of Composers, Authors & Publishers)	.008 of Gross Ticket Sales
BMI (Broadcast Music, Inc.)	.008 of Gross Ticket Sales

License fees are based on the highest ticket price for each performance. Information on ASCAP and BMI fees is available upon request. Paramount Theatre Charges a 5% handling fee.

- *LICENSEE will incur a 1-1/2% late fee for past due invoices. For every thirty (30) days past due, 1&1/2% will be compounded to the invoice.
- **Backstage and Front of House Personnel are required for all events. General stage washes (lighting), and some equipment are usually included in a rental. Specialized needs can be accommodated, but will require additional costs.
- The Paramount Theatre's seating capacity is 1,851 seats; however, for most productions the seating capacity is 1,773 seats, when factoring in ADA accessible seating, sound board placement in the middle of the main floor, media & artist comps, House Manager's Trouble Seats, CEO's Seats and Doctor in the House Seats. Actual seating capacity will be determined after a meeting/discussion takes place between LICENSEE and Paramount Theatre's Director of Audience Services.
- The theatre requires six complimentary seats (can be a foursome and a pair) located in Rows A through T with center aisles to be at the disposal of the Paramount Theatre's House Manager to assist with any problems related to seating, as well as two seats on an aisle at the rear of the main floor to accommodate theatre's "Doctor-in-the-House" program. Eight complimentary seats are required on the main floor in Rows A through P center section with an aisle for theatre's CEO's use. Also, up to 50 "House Seats" for purchase in Rows A through T of the center section or in the left or right sections on the center aisles maybe requested for the Aurora Civic Center Authority to accommodate its board members, staff, and vendors. "House Seats" are to be in Rows A through U in of the main floor in the center section or the left or right sections off of the center aisles.
- A base rental fee includes up to eight hours of time with one performance of three hours or less. Note that labor is additional and the Aurora Civic Center Authority reserves the right to determine the number of technicians and Front of House staff for any event based on the renter's needs or plans. Multiple performances or dates may be negotiated.
- The Aurora Civic Center Authority offers a discount to not-for-profit organizations. Such organizations must provide state or federal documentation of not-for-profit status in order to receive this discount for the building rental fee. No discounts are available for labor or any additional services not covered by the base rental.



MARKETING RATES

SEASON BROCHURE \$5,000.00

Space Deadline: April 1 / Files and Artwork Due: April 20

Mailed in mid-June to approximately 450,000 homes. Please provide high resolution image(s), logo, date, time, ticket pricing and a short description or a native Illustrator file (II or earlier). The Paramount reserves the right to approve

or disapprove placement in Season Brochure; and to edit or rebuild artwork to meet brochure requirements.

WEBSITE

Rental Productions will be included in the Paramount Theatre's Calendar of Events in chronological order with a corresponding "Show Page" with image and description as part of the rental agreement.

E-BLASTS \$750 for 2 e-blasts (based on availability)

Space Deadline: 2 Weeks Prior / Artwork Deadline: Friday Before Deployment

E-blasts of upcoming shows and discounts are sent out to our list of nearly 30,000 opt in email subscribers on a weekly basis. (Every Tuesday) The Artwork should be sized at 600 x 220 pixels and supplied as a jpg, pdf, or native Illustrator file (II or earlier.) The Paramount reserves the right to refuse artwork not built to specifications.

CONTACT

Requests for Season Brochure inclusion and E-blasts must be approved by the Paramount Theatre's President & CEO. Paramount Theatre is not obligated to market or advertise rental events in any way.

Please submit space reservations to:

Bill Pope | Rentals Manager | Paramount & Copley Theatres | 630-723-2468

billp@paramountarts.com

Please submit electronic artwork to:

Jamie Gronwick | Director of Marketing | Paramount & Copley Theatres | 630-723-2465

jamieg@paramountarts.com