



COPLEY THEATRE RENTAL INFORMATION

*All rental rates include one corded microphone, podium, four 6' tables, 8 chairs and house lights.
All rates subject to change.*

WEEKDAY RATES

*Monday-Friday 9am-5pm
Meetings and Seminars only*

\$275.00 for up to 4 hours
\$375.00 for up to 8 hours

EVENING AND WEEKEND RATES

\$100.00 per meeting hour / \$125.00 per performance hour
\$60.00 per preparation hour (sound check), load-in, load-out
\$75.00 per rehearsal hour

ATRIUM

USE OF ATRIUM IN ADDITION TO COPLEY \$150.00
ATRIUM SET-UP FEE \$125.00

CLEANING

\$75.00 per day or event, or as incurred

SECURITY

IN-HOUSE SECURITY \$20.50 per hour Mon-Fri
4 hour minimum as needed \$22.50 per hour Sat / \$25.00 per hour Sun
OFF-DUTY POLICE OFFICER \$52.25 per hour as needed / 4 hour shifts

HOUSE MANAGEMENT

HOUSE MANAGER \$35.00 per hour
4 USHERS \$150.00 per four hours

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	\$25.00 per performance
TICKET SERVICE FEES	\$0.25 on all sold tickets / \$0.10 on complimentary tickets
ONLINE SALES	\$1.75 per ticket
CREDIT CARD FEE	4% of credit card sales
BOX OFFICE LABOR	\$22.50 per hour on day of event / 4 hour minimum
ADVANCE SALES LABOR COSTS	Based on number of weeks and performances

STAGEHAND LABOR

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

TECHNICAL DIRECTOR	\$55.81 per straight time hour / \$83.72 per over time hour
HOUSE TECHNICIAN	\$45.71 per straight time hour / \$68.57 per over time hour

Technical Director and House Technicians 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.

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.

MISCELLANEOUS CHARGES

Screen	\$20.00	Projector	\$100.00
Wireless Microphones (if available)	\$50.00ea	Video Monitors (if available)	\$35.00ea
Theatrical Stage Lighting	\$100.00	Portable Flip Chart (if available)	\$10.00ea
Upright Piano	\$75.00	Piano Tuning	\$75.00
Black and White Linens	\$6.00ea		

- Catering and Bar Information available upon request: (set up/take down fee and/or minimum sales guarantee may apply)
- Discounts are available for extended runs and large quantity rentals that are negotiated at the same time as the original contract.
- The North Island Center reserves the right to adjust the rental rates when doing so is in the best interest of the facility.
- 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 COPLEY THEATRE as additional insureds.



- The Paramount & Copley Theatre's Box Office Staff and computer ticketing services are available for LESSEE's use if requested. The Copley Theatre's maximum allowable seating capacity is 173 seats. LESSEE may not print more than 173 tickets per event or allow more than 173 people in the audience area of the theatre, during any event.
- LESSEE 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.
- A negotiated base rental fee includes up to eight hours of time and one performance of three (3) hours or less. A second performance in one day will increase the base rental fee by 50%. Note that labor is additional and the AUTHORITY reserves the right to determine the number of stage crew technicians, Front of House staff, and security guards 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 on a case by case basis. 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 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