The **Palace Theatre**

Est. 1926
34 W Broad Street
Columbus, OH 43215
Capacity: 2695

Rental Rates 2021-2022 (Valid as of July 1, 2021)
For Profit
Performance Day: $7354
2 or More Performance Day: $11,036
Rehearsal/Load-In day: $3674

For Profit (Valid 501(c)3 groups only)
Performance Day: $6419
2 or More Performance Day: $9,644
Rehearsal/Load-In day: $2986

For events where tickets will be sold to the general public, rental clients <u>must</u> provide proof of a successful track record of presenting events in large theaters or other venues of 2,000 seats or more.

Additional Rental Costs
Sound: based on equipment used
Lights: based on equipment used

Stagehand Labor: CAPA costs + 54.15%

Piano Rental: $200/week
Piano Tuning: $200

Parking Permits: $50

Box Office: $1100/performance
Front of House: $475/performance

Security (Police): $55/hr
Security (T-Shirt): $22/hr

Backstage staff: $20/hr

Tables: $5 each
Chairs: $.50 each

Special rates apply for all VIP/Meet and Greets. Please ask for details

Facility Fee: $4.00 per ticket
To maintain, preserve, and enhance the beauty and working condition of the theatre, a $3.50 per ticket "Restoration Charge" is added to the base ticket price of each event at the Palace.

Deposit The **<u>non-refundable</u>** deposit amount is the full amount of basic rent.

Stagehand Labor
Subject to the work rules, minimums and overtime provisions. An estimate will be provided upon request.

Insurance
To be obtained by presenter/renter. The presenter/renter is required to obtain liability insurance as provided in the rental agreement. Certificate is due 60 days prior to your event. If we do not receive a certificate of insurance, your date will be cancelled. A list of providers can be supplied upon request.

Event Ticketing
CAPA uses CBus Arts/Tessitura for all events at the Ohio, Palace, Southern, Riffe Center, and Lincoln Theatres. CAPA sets up and supervises each event on the system. The Tessitura commissions are as follows:

> $.25 per ticket for outlet sales
> 4% of cost of each ticket purchased with a credit card
> $.08 per ticket sold at a CAPA ticket office
> $.05 per complimentary ticket pulled

Tickets purchased at the CAPA ticket offices are subject to credit card commissions of 4% for VISA, Mastercard, Discover, and American Express (subject to change without notice). CAPA must handle all ticket sales.

Merchandise
CAPA shall receive 20% of gross receipts from any and all merchandise sales. CAPA shall receive its percentage at the end of each performance. Promoter is responsible for paying **ASCAP, BMI** and **SESAC**.

Marketing
CAPA does <u>not</u> provide marketing or PR resources for renters. You may be able to be included in an eBlast if you're offering a pre-sale or a discount offer. Please ask the ticket office about this option.

Placing a hold
Holds may be placed and held for up to two weeks. After that time, your hold will be released if you have not communicated with Elena in writing. If you do not check in, your date may be released without further notice from CAPA. To confirm a date you will need to sign a contract and send in a deposit. A certificate of insurance is required two (2) months before the performance.

Before you sign a contract
In addition to the basic rental charge, **you will have charges for sound, lights, labor, ticketing, front of house, and security.** These are the basic charges incurred for every rental. Depending on the nature of your event, additional fees may apply. An estimate of all expenses must be obtained prior to booking.

Paying your Bill
Your full estimate must be paid in full one (1) month prior to your event. If you have enough money in your ticket sales to cover your estimated expenses the show can proceed. If you have not sold enough tickets to cover your expenses, remaining expenses must be paid to CAPA in the form of a certified check or money order. CAPA will provide all renters with a full settlement of expenses following the event.