



# **UK** College of Fine Arts

## UNIVERSITY OF KENTUCKY SINGLETON CENTER FOR THE ARTS

### FACILITY USE POLICIES AND RENTAL RATES

*EFFECTIVE FOR EVENTS TAKING PLACE AFTER AUGUST 1, 2023*

# FACILITY USE POLICIES AND RATES

EFFECTIVE for EVENTS TAKING PLACE AFTER AUGUST 1, 2023

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## A QUICK CHECKLIST FOR SCHEDULING AND CONTRACTING AN EVENT

- Contact the SCFA Main Office at 859-257-1706 to confirm date availability. Holds will be in place for two weeks while the client completes the online request form and may only be extended twice. **NO ADVERTISING OF ANY KIND MAY TAKE PLACE UNTIL SIGNED CONTRACT(S) HAVE BEEN RETURNED, AND (FOR OFF CAMPUS CLIENTS) FACILITY RENTAL FEES PAID.**
- All events must be requested online through the UK Event Management System (EMS) a minimum of two weeks in advance at <https://meetatbigblue.uky.edu/> . The EMS system allows our campus partners in UK Risk Management, UK Police, and University Events to review your request for compliance with university administrative regulations and policies; this review may have additional requirements.
- All requested information must be completed in order to submit the request and for us to process the contract and estimate.** (For on campus clients, this must include a valid UK cost center number for billing. student organizations that do not have a UK cost center number must be registered and in good standing with UK.) If there is a technical rider available for your event, please be sure to attach it.
- After review and processing, a contract and estimate will be issued for your review and signature. Please read and return the executed contract **by the indicated due date. (Off campus clients also require payment of fees.)**
  - If contract is not returned (with fees, for off campus clients) by due date, your event will be subject to cancellation.

After the event is submitted in EMS, the SCFA Ticketing Director will contact the client (for ticketed events only) and will provide the client with a worksheet to collect the ticketing-related details of the event. Please complete and return the ticketing worksheet to the Ticketing Director, who will use the worksheet information to draft a Ticket Contract. The Ticket Contract must be executed and returned to the Ticketing Director before ticket sales and promotions begin.

- Once both contracts are signed and returned, and for off campus clients, the facility rental & administrative fees have been paid, tickets may go on sale and advertising of the event may begin.
- UK Risk management requires all off campus clients, 3<sup>rd</sup> party vendors, and guest artists to provide an insurance rider. This is a Combined Single Limits policy which names the client as well as the University of Kentucky as also insured for the date(s) of the event. The coverage amount is \$1,000,000. Submit proof of insurance no less than 14 business days prior to event date.
- Keep the SCFA office updated of any set up, time changes, or other details pertinent to your event.

### PLEASE NOTE:

**THE ABOVE LIST IS A QUICK REVIEW OF THE PROCESS USED TO SCHEDULE AND CONTRACT EVENTS. PLEASE READ THIS ENTIRE DOCUMENT FOR A DESCRIPTION OF ALL POLICIES, RENTAL RATES, LABOR COSTS, AND OTHER CHARGES THAT MAY BE ASSOCIATED WITH YOUR EVENT.**

## I. FACILITY USE PRIORITIES

The Singletary Center for the Arts (SCFA) is primarily intended as an educational and cultural resource for the University, the Lexington region, and the Commonwealth of Kentucky. SCFA serves as the primary performance facility for the UK School of Music, supports a variety of College of Fine Arts and University of Kentucky events, produces public events, as well as supporting other organizations on an individual rental basis for purposes that are compatible with, and enhance the mission of, the University of Kentucky, and are in the best interests of the community. Available spaces include: the Concert Hall, the Recital Hall, the Rehearsal Room, the President's Room, and the Lobby.

All Facility Users must comply with the rules and regulations outlined in this document. Scheduling is based on the following priorities:

- Priority I – College of Fine Arts - School of Music
- Priority II – Singletary Center produced events
- Priority III - University of Kentucky events
- Priority IV - Non-University Resident Organizations
- Priority V- All Others

## II. SCHEDULING PROCEDURES

### ***Administration***

Scheduling decisions are the responsibility of the Singletary Center Director, in consultation with the Production Director, to allocate space assignments, labor projections, and equipment availability.

An *annual scheduling template* will be used to assure sufficient annual dates and spaces for the UK School of Music, SCFA produced events, and resident companies. All requested dates by these groups must be submitted by February 1 for the following fiscal year (which begins July 1). The SCFA Director will assess the requests and negotiate the best use of the facilities by these groups, then confirm the assigned dates by March 31. On March 31, the calendar will be open to scheduling inquiries to all other facility users. Online space requests via EMS (or in cases where events are copied forward annually, confirmation of details) are required for School of Music and seasonal resident companies prior to the end of the spring semester, approximately the first week of May, or events are subject to cancellation. Final confirmation of all events will be made by emailed contract.

The Singletary Center will retain certain days for maintenance, restoration, and preparation for events, depending on need, and facilities may not be available for use on these days.

## Contracting Procedures

To enable reservations and contracts, contact SCFA a minimum of 6 weeks in advance of the anticipated event date. All events **MUST** be booked and contracted no less than two weeks prior to the event date.

To book space, the Facility User will:

- 1 **Inquire with the Singletary Center Main Office.** Check available date(s) for the event and provide a description of the event, the times the facility space(s) will be requested, the supportspaces needed, and event requirements.
- 2 **Choose and temporarily hold date(s).** Dates will be held for a two week hold period, and a maximum of two renewals will be extended if necessary. Once availability is confirmed, go online to <https://meetatbigblue.uky.edu/> to formally submit your request through the UK Event Management System (EMS). For campus users, your Link Blue account is your login. For off campus clients, we will need to set up an account for you. For all clients other than UK School of Music, login and follow the link to "Create a Request" and select "Events - Singletary Center for the Arts." For UK School of Music requests, select "School of Music Request" or "School Reception" where appropriate. If your event is ticketed, the Ticket Office Manager will contact you to provide a ticket worksheet us ticketing details.
- 3 **Submit an online space request before the end of the hold period. ALL EVENTS MUST BE REQUESTED NO LESS THAN TWO WEEKS PRIOR TO THE WEEK OF THE EVENT.**
- 4 **Submit a completed ticketed events worksheet.** This must include all information requested and clearly state your contact information.
- 5 **Review the contract and estimate, and return the signed contract and facility rental fees by the due date indicated.** *FOR OFF CAMPUS CLIENTS:* Your contract must also include your facility rental fee and an administrative fee of \$60. (Make checks out to "UK Singletary Center for the Arts.") You will be billed for labor and other charges after the event.  
*FOR ON CAMPUS CLIENTS:* Review and respond to the emailed contract acknowledging your acceptance of terms.  
*FOR BOTH ON and OFF CAMPUS CLIENTS:* Cancellations made within 30 days prior to the scheduled date will be billed the Facility Rental Fee and an Administrative fee.
- 6 **Review the ticketing contract and return the signed ticketing contract by the due date indicated.**
- 7 **Once BOTH the building contract and ticketing contract are executed, and (for off campus clients) facility rental fees are received, the event may be advertised.**
- 8 **Insurance Requirement.** All Facility Users are required to obtain and submit a combined single limits insurance policy for the date(s) of the event which names the Facility User and the University of Kentucky as also insured. The coverage amount is \$1,000,000. This policy must be submitted to the Singletary Center administrative office and University Events within 14 business days of the event. If an insurance rider is not submitted, the event will be subject to cancellation.
- 9 **Updates.** If changes to your event must be made after the contracts are executed, please be sure to inform the Singletary Center office immediately.
- 10 **Submit payment upon receipt of invoice.** Following the event, you will receive a reconciliation/invoice. Submit payment within 30 days of receiving the invoice. **IF YOU CARRY AN OUTSTANDING BALANCE, YOUR ORGANIZATION WILL NOT BE ABLE TO PLACE HOLDS ON FUTURE EVENT DATES UNTIL THE BALANCE IS PAID IN FULL.**

### III. RENTAL USER CATEGORIES

The Singletary Center determines rental fees based on the following three user categories.

1. **University of Kentucky and affiliated organizations** – entities with a University of Kentucky account number, student organizations registered and in good standing with the university.
2. **Not-for-profit organizations** – organizations possessing current, legal, non-profit status. Proof of non-profit status may be required.
3. **For profit organizations** – commercial event producers and promoters who generate funds for themselves

## IV . FACILITY RENTAL FEES – EFFECTIVE AUGUST 1, 2023

The following rental rates DO include: access to space(s) rented at the contracted times only; general lighting and HVAC; and Singletary Center stock equipment listed on your contract. Four and five hour blocks must include the time needed to set up and strike your event.

The following rental rates DO NOT include the costs of production/equipment rentals; technical and/or house labor expenses; marketing/publicity costs; piano tuning fees; contracted goods and services (i.e. Building Operator, Parking, Custodial, Security, expendable supplies); facility storage; photocopier costs, and Ticket Office services.

### CONCERT HALL

1450+ SEATS

EVENT/PERFORMANCE \_\_\_\_\_ SET UP/TECH/REHEARSAL  
5 HOURS MINIMUM\* \_\_\_\_\_ 4 HOURS MINIMUM\*

#### FOR-PROFIT ORGANIZATIONS

Hourly Performance Rate: \$268/hr.  
Full Day Performance Rate:\*\* \$3216

Hourly Rehearsal Rate: \$203/hr.  
Full Day Rehearsal Rate:\*\* \$2426

#### NONPROFIT ORGANIZATIONS

Hourly Performance Rate: \$193/hr.  
Full Day Performance Rate:\*\* \$2318

Hourly Rehearsal Rate: \$116/hr.  
Full Day Rehearsal Rate:\*\* \$1386

#### UNIVERSITY OF KENTUCKY ORGANIZATIONS\*\*\*

Hourly Performance Rate: \$107/hr.  
Full Day Performance Rate:\*\* \$1285

Hourly Rehearsal Rate: \$81/hr.  
Full Day Rehearsal Rate:\*\* \$970

\*Events that exceed the time contracted will be billed pro-rated costs of Time-and-a-Half the hourly costs and will be assessed additional labor fees.

\*\* Full day rates shall be applied to events and associated rehearsals contracting 10 or more hours in a single day and shall be charged per space contracted.

\*\*\*Clients from the UK College of Fine Arts are not required to pay Facility Rental Fees.

## RECITAL HALL

375 SEATS

EVENT/PERFORMANCE  
5 HOURS MINIMUM\*

SET UP/TECH/REHEARSAL  
4 HOURS MINIMUM\*

### FOR-PROFIT ORGANIZATIONS

Hourly Performance Rate: \$152/hr.  
Full Day Performance Rate:\*\* \$1827

Hourly Rehearsal Rate: \$92/hr.  
Full Day Rehearsal Rate:\*\* \$1109

### NONPROFIT ORGANIZATIONS

Hourly Performance Rate: \$100/hr.  
Full Day Performance Rate:\*\* \$1197

Hourly Rehearsal Rate: \$59/hr.  
Full Day Rehearsal Rate:\*\* \$706

### UNIVERSITY OF KENTUCKY ORGANIZATIONS\*\*\*

Hourly Performance Rate: \$61/hr.  
Full Day Performance Rate:\*\* \$731

Hourly Rehearsal Rate: \$37/hr.  
Full Day Rehearsal Rate:\*\* \$443

\* Events that exceed the time contracted will be billed pro-rated costs of Time-and-a-Half the hourly costs and will be assessed additional labor fees.

\*\* Full day rates shall be applied to events and associated rehearsals contracting 10 or more hours in a single day and shall be charged per space contracted.

\*\*\*Clients from the UK College of Fine Arts are not required to pay Facility Rental Fees.



**PRESIDENT'S ROOM  
MAXIMUM CAPACITY: 100  
4 HOURS MINIMUM\***

**FOR-PROFIT ORGANIZATIONS**

Hourly Rate: \$75/hr. Full Day Rate:\*\* \$900

**NONPROFIT ORGANIZATIONS**

Hourly Rate: \$50/hr. Full Day Rate:\*\* \$600

**UNIVERSITY OF KENTUCKY ORGANIZATIONS\*\*\***

Hourly Rate: \$40/hr. Full Day Rate:\*\* \$480

**REHEARSAL ROOM OR LOBBY\***

**FOR-PROFIT ORGANIZATIONS**

Hourly Rate: \$36/hr. Full Day Rate:\*\* \$432

**NONPROFIT ORGANIZATIONS**

Hourly Rate: \$25/hr. Full Day Rate:\*\* \$300

**UNIVERSITY OF KENTUCKY ORGANIZATIONS\*\*\***

Hourly Rate: \$15/hr. Full Day Rate:\*\* \$180

\* Events that exceed the time contracted will be billed pro-rated costs of Time-and-a-Half the hourly costs and will be assessed additional labor fees.

\*\* Full day rates shall be applied to events and associated rehearsals contracting 10 or more hours in a single day and shall be charged per space contracted.

\*\*\*Clients from the UK College of Fine Arts are not required to pay Facility Rental Fees.

## **DRESSING ROOMS**

The Singletary Center dressing rooms are located directly behind the Concert Hall. Facility Users renting the Concert Hall shall have priority use of the dressing rooms. Facility Users renting the Recital Hall shall have second priority. Should the dressing rooms be unavailable, or become unavailable due to a ConcertHall booking, the Rehearsal Room may be rented as support space instead, if it is available. If the dressing rooms and Rehearsal Room are not available, Facility Users will have access only to restrooms located backstage between the Concert Hall and Recital Hall.

## **SUPPORT SPACE**

Large groups desiring to rent the Concert Hall or Recital Hall will be **required** to rent adequate support space. The support space(s) necessary for your event will be determined by the Production Office. If adequate support space is not available, the booking request will be denied.

## **MULTI-DAY DISCOUNT**

Facility Users who rent space(s) for 4 or more **consecutive** days for the same event (including the event's associated rehearsals) shall receive a 20% discount on the facility rental fees.

## **RAIN SITE RESERVATIONS**

Facility Users who wish to reserve a space as a rain site contingency will be charged a non-refundable fee of 50% of the space rental costs plus administrative fee, regardless of whether the facility is used. If the Facility User does require use of the facility, full space rental, labor, and associated charges will be due under normal rental terms.

## V . FACILITY USE: GENERAL RULES AND REGULATIONS

**1 Authorized Areas:** Facility Users will have access to authorized areas only. The Facility User, or responsible party identified in the contract, MUST be present for the entire use of the facilities and accepts full responsibility for any damage and/or missing property. The Facility User is responsible for keeping its various members, supporters, and participants within authorized contracted areas. The Facility User is responsible for informing guests, members, caterers, volunteers, participants, and all others involved with the user's event about the Singletary Center Facility Use Policies. Doorways may not be blocked, and proper fire egress must be maintained at all times.

**2 Support Space:** Dressing Rooms are located behind the Concert Hall stage and Facility Users renting the Concert Hall shall have priority use of the dressing rooms. Facility Users renting the Recital Hall shall have second priority use of the dressing rooms. Should the dressing rooms be unavailable, or become unavailable due to a Concert Hall booking, the Rehearsal Room, if available, may be rented as additional dressing/support space. If the dressing rooms and Rehearsal Room are unavailable, Facility User will have access to the backstage restrooms located between the Concert Hall and Recital Hall. Large groups will be **required** to rent adequate support space for their events, as determined by the Singletary Center Production Office. These support spaces, if not requested, will be assigned at the discretion of the Production Office if such space is deemed necessary. If adequate support space is not available, the facility use request will be denied. Support space(s) will be billed at the Rehearsal rate.

**3 Insurance: All users are required to obtain and supply an insurance rider.** This rider shall be issued by a licensed company, doing business in the state of Kentucky. It shall be a combined single limits insurance policy, and the coverage amount shall be \$1,000,000 naming the Facility User, as well as the University of Kentucky as also insured. This policy must be submitted no less than 10 business days prior to the event date.

**4 Tickets:** All Facility Users desiring to charge an admission and/or distribute tickets must use the Singletary Center Ticket Office (SCTO). Only tickets issued by SCFA's official ticket vendor will be accepted for admission to an event.

**5 Ticket Office:** All Facility Users selling admission to an event are required to use the Singletary Center Ticket Office (SCTO). SCTO services include: ticket creation, mailing/distribution of tickets, ticket sales reports and cost of box office personnel, internet and telephone sales, inclusion of event in the published calendar, cost of credit card banking services, and post event ticket sales reconciliation report. All Facility Users including University organizations will be charged 8% of gross ticket sales for SCTO services. The SCTO will set, control, and retain any ticket order charges or fees added to the face value of tickets and charged to customers. The Facility User is responsible for including information about ticket order charges or fees in the publicity for the event.

**6 Advertisement/Publicity:** No advertisement, press release, invitation, poster, flyer, public announcement, or artist contract citing the Singletary Center for the Arts is permitted until a Rental Contract is signed and authorized. Verbal commitments are not acceptable – no exceptions. Publicity material citing the Singletary Center must use the Singletary Center's website address (www.SingletaryCenter.com), and ticket office telephone number (859-257-4929). No advertising materials may be displayed on the interior, exterior, or any part of the Singletary Center without specific authorizations and content approval from Singletary Center management. If unauthorized advertising materials are found posted in the Singletary Center, these items will be removed.

Once the event is contracted, the Singletary Center will list your event on its website calendar; however, the Singletary Center is in no way responsible for any publicity or marketing efforts on behalf of the Facility User.

**7 Merchandise Sales:** Facility Users may sell event merchandise in designated areas of the Singletary Center's lobby with prior approval by the Singletary Center management. 20% of gross merchandise sales (exclusive of sales tax) will be charged to the Facility User by the Singletary Center. Facility user or authorized personnel must count in merchandise with house staff before selling commences, and reconcile the sales once the event is over, prior to leaving the Singletary Center. All aspects of merchandise sales are the responsibility of the Facility User. If Singletary Center personnel are required as sellers, this service must be requested and arranged in advance. An hourly fee per employee is charged.

**8 Labor and Equipment:** All equipment in the Singletary Center's inventory must be operated by Singletary Center staff. Use of Singletary Center equipment MUST be arranged in advance of load in and is available on a first come, first served basis. ALL equipment used in the Singletary Center must be approved by the Production Office in advance of load in. Equipment requested on the day of the event will be supplied if available and at the discretion of the Production Office. Use of equipment supplied by Facility User on the day of the event will be subject to the approval of the Production Office. *(See Section VII, Labor and Production Expenses, for further details.)*

**9 Maximum Sound Levels:** In the interest of the safety of SCFA staff and patrons, and in conjunction with standards from the National Institute for Occupational Safety and Health, sound levels are limited to a sustained average of 92 dB.

**10 Decorations:** Nails, hooks, tacks, screws and bolts may not be used on any surface, wall, floor, or furnishing in the Singletary Center. Cloth gaffer's tape is the only tape permitted to be used on floors and equipment. **No tape of ANY kind may be applied to brick walls.** Facility User may be held financially responsible for repair/replacement of any damages to facility or equipment. No bunting, paper, or any other combustible material may be used without prior approval of the Singletary Center Production Office, and this use must be listed in the rental contract. All scenery brought into the Singletary Center must be treated with flame retardant. **No rice, confetti, or glitter may be used in the Singletary Center unless prior approval has been granted and janitorial expenses are included in the rental contract. Unauthorized use will result in billing of all expenses related to the clean-up.** No Helium Balloons. Painting of scenery or props on site must be arranged in advance and will be limited to touch ups, permitted at the discretion of the Production Office.

**11 Pyrotechnics/Special Atmospheric Effects:** ABSOLUTELY NO PYROTECHNICS ARE PERMITTED IN THE SINGLETARY CENTER WITHOUT PRIOR APPROVAL OF BOTH THE PRODUCTION OFFICE AND UK FIRE MARSHAL'S OFFICE. All pyrotechnics must be operated by licensed pyrotechnicians. All necessary permits must be obtained at the Facility User's expense and provided to the Singletary Center Production Office. Use of fog, haze, or other atmospheric effects requires taking the building's fire alarms out of service and will require the hiring of a UK Building Operator to monitor the fire panel at a flat rate of \$200. The cost of the Building Operator shall be billed to the Facility User.

**12 Performance, Rehearsals, Load In, Strike:** The Singletary Center staff will set up the required equipment AS PER THE CONTRACT, and at the times agreed upon with the Facility User. The Facility User's time in each space begins and ends precisely as cited in the Rental Contract. Facility User must plan their rental time accordingly and work within the time contracted to load in, run the event, and strike the event. **Facility Users will not be allowed into the spaces contracted any earlier than the time cited on the rental contract.** Any time over the rental block cited on the Rental Contract will be pro-rated to Facility User at one and a half times the hourly rental cost, and a minimum of an additional 2 hours of labor per person shall be billed.

**13 Storage:** Storage of Facility User's property will be permitted only for the length of the Rental Contract, unless prior arrangement is made with the Production Office. Facility User property shall not be delivered, nor can it remain past the date and time entered in the rental contract. No permanent storage areas will be available for Facility Users.

**14 Custodial Services:** The Singletary Center shall provide basic custodial/janitorial services for public events at a flat fee of \$40 per public event, for all rental categories. Special events, such as catered receptions, dinners, parties, similar types of events, or large events with attendance over 750 people may be subject to an additional custodial/janitorial fee should the event require cleaning beyond that of normal public use. If the Facility User has requested the use of glitter, confetti, or similar decorations or effects (which must be approved in advance on the rental contract), a custodial staff will be hired and the costs will be billed to the Facility User. The special custodial cleaning fee is billed at a flat rate of \$400. If the facility is left in a state which requires substantial clean up taking longer than usual, the Facility User will be billed for the total time worked.

**15 Tobacco Free Campus:** The University of Kentucky is a tobacco free campus. This policy prohibits use of all tobacco products on the grounds, parking lots, and indoors. This includes cigarettes, e-cigarettes, cigars, pipes, chew, and snuff.

## VI . ALCOHOL RULES AND REGULATIONS

**Alcoholic Beverage Service:** Alcohol service, directly or indirectly, on University property are expressly forbidden without permission from the UK Office of the Executive Vice President for Finance and Administration (EVPFA). With appropriate permission, alcohol may be served under limited circumstances. The Singletary Center administrative office is charged to handle all inquiries regarding alcohol on Singletary Center premises. Alcohol must be served by a licensed caterer. Copies of the caterer's valid license to serve alcoholic beverages must be filed with the Singletary Center administrative office, and the caterer must publicly display the license(s) during the event. The caterer must also provide their valid certificate of insurance.

**Requests to sell/serve alcohol at an event must be submitted 30 days in advance of the event to allow the UK EVPFA time to review the request. Last minute requests may not be accommodated.**

**PLEASE ABIDE BY THESE RULES AND REGULATIONS SO AS NOT TO JEOPARDIZE YOUR FUTURE USE OF THE SINGLETARY CENTER.**

## VII LABOR AND PRODUCTION EXPENSES

### 1 TECHNICAL STAFF

The Singletary Center will provide production support staff including Stage Managers, Lighting Technicians, Sound Technicians, and Stagehands for all events in the Concert Hall, Recital Hall, or Rehearsal Room as needed. Equipment in the Singletary Center's inventory must be operated by Singletary Center staff. A minimum of one Stage Manager for every public event, or one Stagehand for every rehearsal, is required. Additional personnel may be required to handle equipment requested and will be hired at the discretion of the Singletary Center to support your event. A Tech Supervisor will be required for complex events. Technical staff must be given a 10-minute break after every two hours, and a one-hour meal break after each five hours on the clock. **If circumstances do not allow for a one-hour break after five hours on the clock, the Facility User is required to provide a balanced meal and a thirty-minute break.** The specific production schedule including all required breaks will be confirmed with the Facility User by the Production Office to ensure that all center policies are followed.

In the event that a performance, rehearsal, tech call, load in or strike cannot be staffed in full by the Singletary Center's labor pool, the Singletary Center reserves the right to substitute IATSE Local 346 stagehands at the prevailing labor rates. IATSE follows similar regulations for breaks and meals. Facility User shall be billed for IATSE labor at their prevailing rates.

Prior to any event, a full labor cost estimate and working schedule will be confirmed with the Facility User by the Singletary Center staff to ensure that all policies are followed.

Stage crew is assigned the responsibility of tracking the time contracted, letting the Facility User know when the end of the contracted block of time is approaching, and shutting down the spaces contracted at the end of the rental block. If Facility User exceeds the contracted block of time, labor charges will be an ADDITIONAL 2 hour minimum per person, plus the time and a half pro-rated hourly rental fee per space contracted.

#### Back of House Technical Staff Labor Rates

Tech Supervisor:	\$27/hr., 4 hour minimum
House Electrician:	\$27/hr., 4 hour minimum
House Sound:	\$27/hr., 4 hour minimum
House A/V:	\$27/hr., 4 hour minimum
Technical Staff:	\$23/hr., 4 hour minimum

#### Back of House Technical Staff Labor Rates – UK College of Fine Arts

Tech Supervisor:	\$25/hr.
House Electrician:	\$25/hr.
House Sound:	\$25/hr.
House A/V:	\$25/hr.
Technical Staff:	\$16/hr.

## 2 FRONT OF HOUSE STAFF

The Singletary Center will provide front of house staff (House Manager, Lobby Attendants, Ticket Takers, Concessions Managers, Merchandise Managers) for all events that are open to the public or have invitation only audiences. Facility User may **not** substitute volunteers for hired Singletary Center personnel. Large events may require a Front of House Supervisor. The Front of House Supervisor will be assigned at the discretion of the Center. In the event that Front of House staff is required to work in excess of 5 hours, a schedule permitting breaks for the Front of House staff must be provided. **If the Front of House staff is not able to be rotated out for meal breaks, the Facility User will be required to provide a balanced meal for the Front of House staff; the Front of House Supervisor and/or House Manager will determine appropriate times for the Front of House staff to break.**

### Front of House Staff Labor Rates

Front of House Supervisor:	\$27/hr., 4 hour minimum
House Manager:	\$24/hr., 4 hour minimum
Ticket Taker / Usher:	\$17/hr., 3 hour minimum
Concessions Manager:	\$17/hr., 3 hour minimum
Merchandise Manager:	\$17/hr., 3 hour minimum

### Front of House Staff Labor Rates – UK College of Fine Arts

Front of House Supervisor:	\$24/hr.
House Manager:	\$16/hr.
Ticket Taker / Usher:	\$14/hr.
Concessions Manager:	\$15/hr.
Merchandise Manager:	\$15/hr.

## **2 Front of House Staff, continued**

The Front of House hiring minimums required by the Singletary Center are as follows:

### Concert Hall Ticketed Events

#### *Up to 750 Anticipated Attendance*

1 House Manager  
6 Ticket Takers

#### *Over 750 Anticipated Attendance*

1 House Manager  
8 Ticket Takers

### Concert Hall Non-Ticketed Events

#### *Up to 750 Anticipated Attendance*

1 House Manager  
3 Lobby Attendants

#### *Over 750 Anticipated Attendance*

1 House Manager  
6 Lobby Attendants

### Recital Hall Ticketed Events

1 House Manager  
2 Ticket Takers

### Recital Hall Non-Ticketed Events

#### *Up to 150 Anticipated Attendance*

1 House Manager  
1 Lobby Attendant

#### *Over 150 Anticipated Attendance*

1 House Manager  
2 Lobby Attendants

### President's Room

Minimum hire is 1 House Manager. Additional Lobby Attendants will be required for larger set ups and will be hired at the discretion of the Patron Services Coordinator.

### Rehearsal Room

For events in the Rehearsal Room that are open to the public or are invitation only, the minimum hire is one House Manager. Additional Lobby Attendants will be required for larger set ups if the lobby is used as well.

## **3 PHYSICAL PLANT, PARKING SERVICES, SECURITY**

### **BUILDING OPERATORS**

A Building Operator is required for certain events, including large, high-profile events; events which utilize atmospheric effects such as fog or haze; events which utilize pyrotechnics. This service is contracted by the Singletary Center with the University of Kentucky Physical Plant for a \$200 flat fee per day.



## PARKING SERVICES

The SCFA Patron Services Coordinator is a liaison with UK Parking for all parking requests.

School Shows: The University of Kentucky Parking Services requires three parking control officers for all school shows that use bus transportation. This service is contracted by the Singletary Center with the University of Kentucky Parking Services Office for a \$400 flat fee.

The parking lot behind the Singletary Center (28 spaces) can be reserved on evenings and weekends for VIP, performer, or event staff parking. Under special circumstances, it may be possible to reserve this lot during weekday business hours. One parking control officer is required. The Facility User is required to supply the Patron Services Coordinator with a list of people approved to park in the lot a minimum of three days before the event date. If the event falls on a Sunday, the list must be provided by 5pm on Thursday. This service is contracted by the Singletary Center with the UK Parking Services Office for a \$150 flat fee.

Other special parking reservations can be negotiated with UK Parking Services and will be billed on an as contracted basis.

## SECURITY SERVICES

Events that require security on campus are required to use UK Police Department services. SCFA will work with UKPD to communicate your event's needs. UK Police will evaluate the event and determine necessary staffing. Costs will be included on final reconciliation, or for campus users, may be billed directly to a campus account number at prevailing rates. For more information, please contact us.

## 4 RENTALS AND EXPENDABLES

In the event that the Singletary Center does not have the equipment requested or necessary for the event, the Production Office will rent the necessary equipment. The cost of the rental will be borne by the Facility User. If expendables are required (for example, lighting gel, gaffer's tape, batteries, etc.), the Production Office will order these items for your event. The cost of the expendables will be borne by the Facility User. Rental and expendables costs will be projected in the event cost estimate and actual expenditures will be included on the final billing/reconciliation.

Table Cloths are available for rental for both 6' and 8' tables, available in black or white, at a rate of \$10/cloth per day.

## 5 MARLEY DANCE FLOORING

The Singletary Center houses 8 rolls of black Marley Dance Flooring, owned by the University of Kentucky Dance Ensemble. This floor is available for rental at the following rates (subject to change):

Day Rate: \$25 per roll // Week Rate (3 or more days): \$75 per roll

If Marley Dance Flooring is rented, Facility User will be billed for cloth gaffer's tape needed to install floor. (If Facility User prefers Marley floor tape, it must be requested so that it can be ordered and in stock by the date of the installation.)

## 6 PIANO TUNING

All pianos will be serviced and tuned by the University of Kentucky School of Music Piano Technician. The Singletary Center Production Office will assist you with arranging the tuning to meet the event needs and schedule. Rates are determined by the Piano Technician and they will bill you directly for their services.

## VIII WEB STREAMING POLICIES

### 1 IP INDEMNITY

**Facility User** affirms that prior to staging or performing any copyrighted or licensed property at the Singletary Center, the **Facility User** has obtained an agreement with the property's owner to use such property, paying all required licensing, fees, and royalties. **Facility User** agrees to indemnify, defend, and hold harmless the University of Kentucky from and against any loss, cost, or damage of any kind, including legal fees, arising from claims made or brought against the University of Kentucky alleging **Facility User** lacked proper authority to perform licensed property.

### 2 WEB STREAMING INDEMNITY

**Facility User** grants the University of Kentucky the following rights regarding any and all media recordings and broadcasts, including but not limited to:

- The right to record the image, likeness, voice, face, and performed movements of **Facility User's** performers by any technology or means currently known or hereafter invented.
- The right to create, keep, disseminate, and dispose of any still photography, moving images, audio, or other forms of recording of **Facility User's** performers including without limitation to document any piece of art consisting of any physical media including without limitation: paintings, sculptures, installations, theatrical costumes, set pieces, scenery, stage make-up, lighting design, curatorial work, and graphics, as well as any digital files used in its creation.
- The right to broadcast, distribute, or otherwise disseminate any recording made whether at the time of the performance, e.g., live internet streaming, or after initial recording, e.g., social media post or video hosting.
- The right to reproduce, copy, edit, amplify, project, or simulate any image and/or all sounds produced, change format and/or media type, or otherwise modify any original recording made under the terms of this agreement.
- The right to subsequently modify without notification or limitation any and all media/content resulting from the editing or modification of any original or modified recording ad, infinitum.
- The right to combine any recordings of **Facility User's** performers with other images, recordings, or printed media in the production of film, television, radio, internet content, still photography, or any other media.
- The right to assign, transfer, or license the rights granted in this release to a third party.
- The right to use any media produced by the exercise of the rights cited above in any educational materials or curriculum, as well as in the marketing of the University of Kentucky's programs and events through the inclusion in promotional materials of any current or future media format.

## **IX VIDEO CAPTURE & LIVESTREAMING SERVICES**

The Singletary Center offers in-house livestreaming and recording services for events in the SCFA Concert Hall and SCFA Recital Hall. All options include one audio-visual technician for pre-performance consultation and event capture. For fully-produced multi-camera recordings, the services of a Lighting Director are included to ensure proper video quality.

Audio may be sourced from a pair of in-house Neumann KM183 overhead microphones, from an independently contracted audio engineer, or the Singletary Center can provide audio engineering services for an additional fee (contracted based on event-specific needs).

NOTE: Only Option 4 includes post-capture video editing and production; Option 2 and Option 3 include the full content of the performance with no post-production editing. Time allotment for video editing is a 6:1 ratio based on the length of the event (6 hours of post-production for each hour of captured performance) and includes color & lighting correction, edits for intermission/stage changes, and end credits.

### **OPTION 1: SINGLE-CAMERA ARCHIVAL RECORDING or SINGLE-CAMERA LIVESTREAM**

- 1 camera – fixed-perspective full stage wide shot
- Connect to client streaming channel (YouTube)
- 4 hours of A/V support (setup to tear-down)
- Stream starts 15 minutes prior to event
- COST: \$300.00
  
- Archival recording + Livestream: \$350.00

### **OPTION 2: MULTI-CAMERA ARCHIVAL RECORDING or MULTI-CAMERA LIVESTREAM**

- 2-3 cameras
- Live switching between cameras during event
- 4 hours of A/V support (setup to tear-down)
- Client receives file as mp4 format – no video editing
- COST: \$450
- Multi-camera archival recording + Livestream: \$500

### **OPTION 3: PRODUCED MULTI-CAMERA RECORDING**

- 2-3 cameras
- Live switching between cameras during event
- 4 hours of A/V support (setup to tear-down)
- 2 hours of Lighting Director services prior to recording
- 6:1 video editing ratio (up to 2 hours of footage)
- Client allowed 1 preview for suggested edits
- Includes credit roll sequence at end (client supplies credit text)
- Client receives file as mp4 format - edited
- COST: \$775
- Multi-camera produced recording + Livestream: \$825

## **X SINGLETARY CENTER TICKET OFFICE**

**1 All Facility Users charging admission and/or distributing tickets are required to use the Singletary Center Ticket Office (SCTO).** Only numerically marked tickets distributed by the SCTO will be accepted for admission to an event.

**2 Ticket Office Services include:** ticket creation, mailing/distribution of tickets, ticket sales reports and cost of box office personnel, internet and telephone sales, inclusion of event in the published calendar, cost of credit card banking services, and post event ticket sales reconciliation report.

**3 All Facility Users, including University organizations, will be charged 8% of gross ticket sales for SCTO services.** The minimum SCTO charge is \$100 per performance, with a \$7,500 per performance maximum. The SCTO will set, control, and retain any ticket order charges or fees added to the face value of the tickets and charged to customers. Facility Users wishing to ticket free events in order to regulate admission will be charged a \$500 flat fee for Concert Hall events, and a \$150 flat fee for Recital Hall events. Please see item 7 (Reconciliation) for information regarding comp ticket charges.

**4 General admission ticketed events (non-reserved seating) are permitted in the Singletary Center at the discretion of the SCTO.**

**5 Ticket transfers or consignments are not possible, and will be handled with ticket order forms provided by the SCTO.** If Facility User wishes to use its own ticket order forms, a copy of the form must be approved by the SCFA Ticketing Director **prior to sales or distribution.** Facility User must ensure that order forms are completed and accurate. All checks must be made to "UK SCFA," or "UK Singletary Center for the Arts." The SCTO will contact the Facility User to verify that orders are complete and ready for pick up, if necessary.

**6 The deadline for order form drop off at the SCTO is 48 hours prior to an event.** If event is scheduled on a Sunday, order forms for that event must arrive at the SCTO by 4pm Friday.

**7 Reconciliation of ticket sales and production costs will be completed within 30 days after completion of the event.** Reconciliation of some events may take longer than others, depending on the nature of the event and the costs involved. Production costs owed to the Singletary Center will be deducted from ticket sales income, and the remainder will be sent to Facility User in the form of a check from University of Kentucky Accounting. Facility User may be asked to submit a Federal W-9 tax form or a University of Kentucky Vendor Form, if User has not previously done business with the University. Inquiries about reconciliations may be directed to the Singletary Center Fiscal Officer. In the event that ticket sales do not cover the costs of event, an invoice will be sent to Facility User. Payment is requested within 30 days of receipt of invoice.

- 8% of gross ticket sales or \$100 minimum and \$7500 maximum per performance.
- Flat \$500 fee for FREE but ticketed events in the Concert Hall
- Flat \$150 fee for FREE but ticketed events in the Recital Hall
- Fee of \$0.50 per ticket printed if only using SCFA Ticket Stock for outside venues

## COMPLIMENTARY TICKETS

### Concert Hall Ticketed Events

- Presenting organization are allotted 50 complimentary tickets at no charge. Any comps issued past this number will be charged **50 cents per comp**, to be deducted from the gross ticket sales (in addition to the 8% ticket office fee). For shows with multiple performances, the allotted number of complimentary tickets will be 50 x the number of performances. These comps may be distributed across all performances (not necessarily limited to 50 per night).

### Recital Hall Ticketed Events

- Presenting Organizations are allotted 25 complimentary tickets at no charge. Any comp issued past the allotted 25 will be charged **50 cents per comp**, to be deducted from the gross ticket sales (in addition to the 8% ticket office fee). For shows with multiple performances, the allotted number of complimentary tickets will be 25 x the number of performances. These comps may be distributed across all performances (not necessarily limited to 25 per night).