

Moody Performance Hall

Rate/Pricing Sheet

Effective 11/2017

Summary of Facility Rental and Labor Fees

	City of Dallas-based Nonprofit Arts & Cultural Organization	Other Nonprofits	Commercial / Industrial / Private
Base Rental / Performance (6-hour block)	\$1,400	\$1,800	\$2,500
Base Rental / Rehearsal, load-in, tech (6-hour block)	\$1,050	\$1,350	\$2,500
Base Rental Full Day (12-hour block)	\$2,000 + staff overtime	\$2,600 + staff overtime	\$5,000 + staff overtime
Lobby only (6-hour block)	\$1,000	\$1,800	\$2,500
Base Rental / Off-peak discount	50% discount on regular rate	20% discount on regular rate	Not available
Base Rental / Weekly rate (40-hour block)	\$9,000	\$11,700	\$20,000
Staff / Event coordinator	Included in base rental	\$25/hr	\$25/hr
Staff / House Theater technicians	Included in base rental	\$25/hr	\$25/hr
Staff overtime	1.5 x hourly rate	1.5 x hourly rate	1.5 x hourly rate
Cleaning fee (theater performance)	\$200	\$200	\$200
Cleaning fee (rehearsal, load-in, tech)	\$100	\$100	\$100
Cleaning fee (galas, lunches, other)	Cost	Cost	Cost
Ushers	\$14/hr	\$14/hr	\$14/hr
Security	\$20/hr	\$20/hr	\$20/hr
Stagehands	Outsourced	Outsourced	Outsourced
Facility preservation fee	\$1.50 per ticket sold; \$1 student shows; \$375 Flat fee for non-ticketed events	\$1.50 per ticket sold; \$1 student shows; \$750 Flat fee for non-ticketed events	\$2.50 per ticket sold; \$1 student shows; \$1,250 Flat fee for non-ticketed events

Please see pages 2-3 for additional information on fees and charges

Proof of nonprofit status required for nonprofit rates

Facility Rental and Labor Fees
Additional Information

The Base Rental is the basic fee that pays for the use of the Moody Performance Hall for the allotted amount of time, utilities, along with basic lighting and sound equipment. The rental fee does not include labor, cleaning fee, ushers, security, preservation fee, and special lighting and sound equipment.

Fee / Charge	Description
Base Rental / Performance (6 hour block)	Exclusive use of the theater, lobby and support spaces for a 6-hour continuous block (generally 8-2 or 5-11 p.m., specific times can be negotiated subject to personnel availability). Additional hours over the 6-hour block: \$150/hr billed in 30 minute increments plus staff overtime if applicable.
Base Rental / Load-in, Tech, Rehearsal (6 hour block)	Exclusive use of the theater and support spaces for load-in and tech, rehearsal for a 6-hour contiguous block. Additional hours: \$150/hr billed in 30 minute increments plus staff overtime if applicable.
Base Rental / Full Day (12 hour block)	12 consecutive hours, between the hours of 7 a.m. and midnight. Can be used for load-in, tech, rehearsal (exclusive use of the theater). If the organization wants to use a 12-hour day for load-in, tech, rehearsal and performance, please note that a minimum of 4 hours will have to be used for tech subject to the approval of the MPH Technical Director.
Lobby	Exclusive use of the lobby space for special events held in the lobby. Limited technical support.
Base Rental / Off-Peak Discounted Rates	50% or 20% discounted rate of base rental fees for non-peak use times, which are defined as follows: (1) Tuesdays and Wednesdays (all year); (2) any date from January 5-31; (3) any date from July 1-31 and August 1-31. City Holidays and furlough days excluded; overtime labor fees may apply. Base Rental / Off Peak Discounted Rates only available for nonprofit organizations.
Base Rental / Weekly Rate	Exclusive use of the theater with 40-hour access (schedule to be worked out with the organization, Monday through Sunday). No other events will be booked at the theater during the week; events may be booked in the lobby if they do not conflict with the organization's use of the space (pre-agreed upon). No more than three consecutive weeks may be rented at the weekly rate. Staff overtime may apply.
Discounted rates for short-term rentals	Dates that are not booked within 30 days of the day will be available for short-term rental at a 50% discounted rate. Dates on "hold" do not qualify for this discount.
Staff / Event Coordinator & Theater Technicians	An MPH personnel team of one event coordinator and two theater technicians are required for performances and public events (staff for load-in, tech and rehearsal varies and is generally limited to the theater technicians). For City of Dallas-based arts and cultural organizations <u>only</u> , the base rental includes one event coordinator and two "house" technicians. For all other renters, labor is billed at \$25/hr per person.
Staff Overtime	MPH personnel are subject to overtime rates of 1.5 times the base rate for hours worked over 8 in one day.
Cleaning Fee / Public Performance	Includes 2 janitorial staff for 6-hour block of time.
Cleaning Fee / Rehearsal	Includes 1 janitorial staff for 6-hour block of time.
Cleaning Fee / Galas, lunches, other events	Cleaning fee for galas, lunches, etc. will be billed at cost.

Fee / Charge	Description
Ushers	<p>Ushers billed at \$14/hr per usher. Call time for ushers are 1.5 hours prior to Scheduled event start time.</p> <p>An Example of typical usher charges:</p> <p>\$504 = Estimated cost for 8 ushers for performances using orchestra and balcony level. Additional ushers billed at \$14/hr</p>
Security	<p>Security officers billed at \$20/hr per officer. Security will remain onsite until all patrons, artists and crew have left and the building (FOH and BOH) is secured. User is billed according to these scheduled times. Additional Security Officers may be scheduled when the Organization requests more than one entry point of venue; in such instances, additional Security Officers will be placed at each entry point.</p>
Stagehands	<p>The Moody Performance Hall is not a union house, but welcomes organizations that want to work with union stagehands. Upon approval of MPH technical director, Organization may provide own stagehands, including trained volunteers; contract with own vendor for stagehands; or ask MPH to contract for stagehands with its own vendor.</p> <p>*Please note that MPH reserves the right to require trained or certified stagehands for activities which in our estimation require a trained professional.</p> <p>*Please note that the MPH house technicians are not to be used/included as stagehands.</p>
Facility Preservation Fee	<p>A per-ticket facility preservation fee will be charged on the following basis:</p> <ul style="list-style-type: none"> ▪ \$1.50 City of Dallas-based nonprofit arts & cultural organizations ▪ \$2.50 commercial organizations ▪ \$1 student shows (waived for student shows if tickets are \$10 or less) <p>Non-ticketed events (free events, galas, lunches, etc.) flat fee added to base rental</p>