

# Duke Energy Center for the Performing Arts

## Rate Schedule and Requirements

All rental rates for public events are based on the greater of the following base rate (per performance) vs. twelve percent (12%) of net ticket sales (gross ticket sales minus applicable taxes.)

**RALEIGH MEMORIAL AUDITORIUM** Seating Capacity 2,257  
Monday – Wednesday per performance \$ 2,200 or 12%

**MEYMANDI CONCERT HALL** Seating Capacity 1,750  
Monday – Sunday per performance \$ 2,200 or 12%

**RALEIGH MEMORIAL AUDITORIUM** Seating Capacity 2,257  
Thursday – Sunday per performance \$ 3,300 or 12%

**FLETCHER OPERA THEATER** Seating Capacity 600  
Monday – Sunday per performance \$ 850 or 12%

**KENNEDY THEATRE** Seating Capacity 125  
Monday – Sunday per performance \$ 400 or 12%

### Contract Deposit

A minimum deposit of the total base rent will be due with signed contract. Estimated expenses will be due seven (7) days prior to the event being held in the Duke Energy Center for the Performing Arts. The contract must be executed by the Customer and accepted by Complex management. The above listed deposit must be received before tickets are placed on sale for the event, and prior to any advertising or promotions. Non-compliance with this provision is cause for cancellation of the event.

### Insurance Requirements

An insurance policy including public liability and property damage is required for ALL events held at the Duke Energy Center. This policy is to be written by a company authorized to do business in North Carolina. Proof of insurance must be provided to management no less than thirty (30) days prior to the commencement of the event. Please refer to Article IV of the contract for a complete explanation of the liability and the coverage required. **The City of Raleigh shall be named as an additional insured in any required insurance policy.**

**Box Office Services** - The Convention Center Complex retains control over all ticket sales for public events contracted for under the above rate structure. Ticketing is provided by Ticketmaster, a national computerized ticketing service. The fee to the client for this service is \$0.30 per ticket.

**Facility Fee** of \$2.00, to be retained by City, will be added to the price of each ticket.

Please contact the Complex's Box Office Manager at (919) 996-8701 to arrange ticketing for your event. The contract must be fully executed, and deposit paid prior to ticket set-up.

Ticketing information should be submitted to the Box Office. A **Box Office Set-up Sheet** will be forwarded with the contract. Please complete and return to the Box Office Manager at least two weeks prior to preferred on-sale date. Clients are required to use the full Ticketmaster system, including scanners.

### Phone, Fax and Mail Orders

A \$5.00 processing fee per order will be charged to the customer. This includes all mail-in, fax, or phone orders processed by the Box Office. This excludes window sales.

There is a fee charged per ticket and per order for each sale purchased through Ticketmaster phone centers, outlets, or internet sites. All printed materials should advertise the availability of these services.

### Charge Cards

Visa, Mastercard, and American Express are accepted at the Duke Energy Center Box Office. Visa, Mastercard, Discover, Diner's Club, and American Express are accepted by Ticketmaster at their phone center and over the internet. **A fee of four percent (4%) of the total tickets purchased by credit card will be charged to the client.**

### Other Box Office Services

Group ticket sales and other ticketing services are available upon request. Contact the Box Office Manager (919) 996-8701 for additional information.

### **Taxes**

7.25% Sales Tax will be charged to all admission charges effective April 1, 2017. Sales and use tax will be charged on equipment rental where appropriate.

### **Non-resident Clients -**

*Filing and/or payment of any other state or local returns and taxes, which may apply, are the responsibility of the client.*

**State of North Carolina 4% withholding for non-resident personal services** - North Carolina income tax is required to be withheld by payers of non-wage compensation paid to non-residents for personal services rendered in this state. Refer to North Carolina General Statutes 105-163.1 – 163.24.

### **Event Personnel Requirements**

#### **Production Personnel** (*Billed in whole hours*)

**Required for all entertainment events and for specific sound, lighting, stage, audio-visual, and electrical needs. The number of production personnel will be determined by the Production Supervisor based upon the event requirements.**

**\*Overtime (time & one-half) is required for work performed daily between 12 am and 8 am, on holidays (please see holiday schedule listed on attached House Policy), and after 40 hours per week. Calls cannot be scheduled in overtime without Production Supervisor approval.**

#### **Minimum Calls:**

Move-in Call	4-hours each
Move-out Call	4-hours each
Rehearsal Call	4-hours each
Performance Call	4-hours each

#### **Production Personnel Rates**

<b>Supervisor:</b> Regular Time	\$ 30.75 per hour
<b>Overtime</b>	\$ 46.25 per hour
<b>Technician:</b> Regular Time	\$ 24.50 per hour
<b>Overtime</b>	\$ 36.75 per hour

#### **Front of House Personnel**

Management will determine the number of Event Personnel required based on the potential attendance, specific requirements, and the nature of the event.

#### **Event Personnel Rates [3-hour minimum]**

Front of House Manager	\$ 32.75 per hour
Box Office Supervisor	\$ 32.75 per hour
Door Guards	\$ 20.00 per hour
Box Office Cashier / Head Usher	\$ 14.00 per hour
Ushers / Ticket Takers	\$ 12.75 per hour

### **Security [3-hour minimum]**

**Police:** Regular Time \$ 46.75 per hour  
**Security is required during move-in, move-out, shows, and rehearsals. The type of security and number of officers hired, will be at the discretion of Management, and will be based upon the nature of the event and the number of projected event attendees.**

**Fire Watch Personnel:** Regular Time \$ 31.50 per hour  
Overtime \$ 47.25 per hour

**If haze or fog machine is used Fire Watch Personnel will be required - \$30.50 per hour – [3-hour minimum].**

**Rental Equipment - All equipment item sections listed below with an asterisk \* will be charged 7.25% sales and use tax.**

#### **Risers \***

4' x 8' x [24" h] [16" h] [8" h]  
\$13.00 per section per day / \$52.00 per section per week

#### **Lighting \***

Basic House Plot of 70 instruments No Charge  
Additional lighting instruments \$ 5.00 per unit per day  
\$ 20.00 per unit per week  
LED Strips \$ 24.50 per day \$ 98.00 per week  
Follow Spotlights (*Operator Charge is Additional*)  
1000 watt \$ 48.50 per day \$ 194.00 per week  
1200 watt \$ 90.25 per day \$ 361.00 per week  
2500-3000 watt \$ 209.50 per day \$ 838.00 per week

**Sound: \*** [*Daily Rate applies for move-in days, rehearsal days, and performance days.*]

#### **Basic Sound System:**

Memorial, Fletcher, Meymandi  
\$ 254.25 per day \$ 1,017.00 per week  
Kennedy Theatre \$ 159.00 per day \$ 636.00 per week

*Basic system tie-in includes all house speakers, control booth program, dressing room program and page, listening assisted system, and monitors as requested.*

#### **Intercom Headset System:**

\$ 64.50 per day \$ 258.00 per week  
(*Basic Intercom System includes base station and (5) headsets*)  
Additional Headset \$ 7.00 per day \$ 28.00 per week  
Microphone wired \$ 26.25 per day \$ 105.00 per week  
Microphone wireless \$ 64.50 per day \$ 258.00 per week  
Cassette Deck \$ 32.75 per day \$ 131.00 per week  
CD player \$ 32.75 per day \$ 131.00 per week  
Minidisc \$ 32.75 per day \$ 131.00 per week

#### **Pianos: \*** Piano tuning required at House Contractor Rate.

Steinway Concert Grand Piano (9) \$ 159 per day  
(**Based on availability and subject to moving charges ~ contact Production Supervisor for a quote**) \$ 636 per week  
Kurzweil Electric Piano \$127.50 per day \$510 per week  
Steinway M, Baby Grand \$127.50 per day \$510.00 per week  
Upright Piano \$ 96.00 per day \$ 384 per week

**Telephone Lines:** \$159.00 per line  
*Services, features, and long-distance charges will be billed separately.*  
Phone set \$ 31.75 each

**Electrical:**

110V 20 amp with drop cord \$ 77.00 each  
110V 20 amp without drop cord \$ 45.50 each  
100 amp Distro Box [Backstage] \$ 178.25 each  
100 amp Distro Box [Outside] \$ 254.25 each  
200 amp Service Box [Lichtin Plaza]  
(Requires 48-hour notice) \$ 317.00 each

**Other Equipment Rates: \***

*(Sales Tax will apply to equipment listed below)*

Music Stands \$ 3.00 per day \$12.00 per week  
Forklift \$159.00 per day \$636 per week  
Chairs (Black Wire) \$ 3.00 per day \$12.00 per week  
Chairs (Blue/Grey, Black/Grey) \$4.00 per day \$16.00 per week  
Tables (6' / 8' / 60" round) \$8.00 per day \$32.00 per week  
Dressed Tables (6' / 8') \$15.50 per day \$ 62.00 per week  
Easel \$ 3.00 per day \$ 12.00 per week  
Flipchart with pad \$ 9.50 per day \$ 38.00 per week  
Podium \$14 per day \$ 56 per week  
Podium with sound \$ 77.00 per day \$ 308.00 per week  
Acrylic Podium \$45.50 per day \$ 182.00 per week

Banner Affix (Location to be determined by DECPA staff)  
\$ 14.00 per banner

Banner Affix (Outside Building) Negotiable

*Normal placed items to be moved in the Center will be charged per occurrence at \$24.50 per hour in one-hour increments; number to be determined by Supervisor.*

**Cleaning Fee:** A cleaning fee in the amount of \$254.25 will be billed for each rehearsal and performance, or for each 5-hour block of time in Raleigh Memorial Auditorium, Meymandi Concert Hall, and Fletcher Opera Theater. Kennedy Theatre - \$127.25. *Cleaning fee and Event Personnel will be billed at (rate & ½) on holidays.*

**Extraordinary Cleaning Charge**

To be determined by Management given the condition of the Center after use.

**Internet:** (Requires 48-hour notice in advance) Price is based on number of locations, where service is needed, and the type of service. Prices include service for up to one week. Events that are longer than one week will be charged by the week.

Duke Energy Center will create a terms of use contract that must be signed by the customer before they use either wired or wireless Internet service.

**Wired Internet Service:** \$159.00 per location  
\$ 64.50 Network Switch Rental

There is no set limit to the number of computers that can be connected to one location. The Center will only

provide one outlet with one patch cord at each location. The customer may however provide their own network switch and patch cables to connect multiple computers at one location. Duke Energy Center staff can provide a switch and patch cables for an additional fee of \$64.50 per location. Technical Supervisor will determine the amount of network wire that a customer can add. Customer wiring must be confined to a single room. No wire length > 50 feet. Wires must be securely taped to floor – (no tripping hazards, overhead wiring, or attaching to fixtures or walls). **Wiring in areas accessible to the public must be done by Duke Energy Center personnel only.**

**Wireless Internet Service:** 1 Wireless – **Call For Quote**  
Customer will be given a password that must be used to connect to wireless service. The customer may connect as many computers as desired to the access point. Radio range is limited to about 50 feet from the access point to the computer. The Center will not guarantee that a customer will be able to connect to an access point through walls or other obstructions.

Customers may not provide their own wireless access points. Duke Energy Center will control the location and number of access points. Wireless Internet will only be available upon request.

**The Duke Energy Center does not own Audio/Visual equipment. Please contact an AV company of your choice, or we can provide you with a list of local vendors.**

**Parking Fees**

There is a non-negotiable parking fee, \$7.00 per car, for daily or evening events in the Complex's lots.

**Catering, Concessions, Merchandise Sales**

All food and beverage requirements, and merchandise sales, must be arranged through the Complex's exclusive food service contractor, Centerplate Catering (919) 996-8639.

**Advertising**

You can take advantage of our local and/or Complex contract rates and established media relationships for a fifteen percent (15%) fee. Please contact the Marketing Department (919) 996-8709 for additional information.

**Rates for services not specified herein are available upon request.**