Duke Energy Center for the Performing Arts

Rate Schedule and Requirements

RALEIGH MEMORIAL AUDITORIUM **Seating Capacity 2,289**
Monday – Wednesday per performance **$ 2,200 or 12%**

RALEIGH MEMORIAL AUDITORIUM **Seating Capacity 2,289**
Thursday – Sunday per performance **$ 3,300 or 12%**

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

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

KENNEDY THEATRE **Seating Capacity 150**
Monday –Sunday per performance **$ 400 or 12%**

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.)

Contract Deposit

A minimum deposit of the total base rent will be due with signed contract. If deemed necessary by management, estimated expenses will be due prior to the commencement of event. The contract must be executed by *Customer* and accepted by Complex Management. The deposit must be received before tickets are placed on sale for the event and prior to any advertising or promotions taking place. Non-compliance with this provision is cause for cancellation of the event.

Insurance Requirements

An insurance policy including Worker's Compensation and Employers Liability Insurance, Commercial General Liability, and Commercial Automobile Liability including liability for Owned, Non-Owned and Hired automobiles, will be required for all events held at the Duke Energy Center. This policy is to be written by an A-rated insurance company licensed in North Carolina and be acceptable to the City of Raleigh's Risk Manager. 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 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.

A 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 full deposit paid prior to ticket set-up.

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.

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. Ticketmaster accepts Visa, Mastercard, Discover, Diner's Club, and American Express, both at phone centers 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 at 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

Supervisor:	RegularTime	$ 31.75 per hour
	Overtime	$ 47.75 per hour
Technician:	Regular Time	$ 25.25 per hour
	Overtime	$ 38.00 per hour

Front of House Personnel

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

Event Personnel Rates [3-hour minimum]

Front of House Manager	$ 33.75 per hour
Box Office Supervisor	$ 33.75 per hour
Door Guards	$ 20.75 per hour
Box Office Cashier / Head Usher	$ 14.50 per hour
Ushers / Ticket Takers	$ 13.25 per hour

Security [3-hour minimum]

Police: Regular Time $ 48.25 per hour
Security is required during move-in, rehearsals, shows, and move-out. The type of security and number of officers hired will be at the discretion of Management, which will be based upon the nature of the event and the number of projected event attendees.

Fire Watch Personnel: Regular Time $ 25.25 per hour
Overtime $ 38.00 per hour
If haze or fog machine is used Fire Watch Personnel will be required – **[3-hour minimum]**

Rental Equipment

Equipment 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]
$13.50 per section per day / $54.00 per section per week

Lighting *

Basic House Plot of 70 instruments	No Charge
Additional lighting instruments	$ 5.25 per unit per day
	$ 21.00 per unit per week

Follow Spotlights: (*Operator Charge is Additional)*
Memorial and Fletcher only:
Lycian 1275 $ 93.00 per day $ 372.00 per week

Memorial and Meymandi only:
Lycian 1295 $ 216.00 per day $ 864.00 per week

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

Basic Sound System:
Memorial · Fletcher · Meymandi $ 262.00 per day
$ 1,048.00 per week
Basic system tie-in includes house speakers, control booth program, dressing room program & page, and listening assisted system. Monitors available – please call for a quote.

Kennedy Theatre Sound System (*Please call for a quote)* $ 66.50 per day $ 266.00 per week

Intercom Headset System:
(*Basic Intercom System includes base station and (5) headsets)*

Additional Headset	$ 7.25 per day	$ 29.00 per week
Microphone *wired*	$ 27.25 per day	$ 109.00 per week
Microphone *wireless*	$ 66.50 per day	$ 266.00 per week
Playback	$ 33.75 per day	$ 135.00 per week

Pianos: * Piano tuning required at House Contractor Rate.

Steinway Concert Grand Piano (9) $ 164 per day
(Based on availability and subject to moving charges ~ contact Production Supervisor for a quote]) $ 656 per week

Kurzwell Electric Piano	$131.50 per day	$ 526 per week
Steinway M, Baby Grand	$131.50 per day	$ 526 per week
Upright Piano	$ 99.00 per day	$ 396 per week

Rental Equipment (continued)

Electrical:

110V 20 amp with drop cord	$ 79.50 each
110V 20 amp without drop cord	$ 47.00 each
100 amp Distro Box [Backstage]	$ 183.75 each
100 amp Distro Box [Outside]	$ 262.00 each
200 amp Service Box [Lichtin Plaza] (*Requires 48-hour notice*)	$ 326.75 each

Other Equipment Rates: *

(Sales Tax will apply to equipment listed below)

Music Stands	$ 3.25 per day	$13.00 per week
Forklift	$164.00 per day	$656 per week
Chairs (Black Wire)	$ 3.25 per day	$13.00 per week
Chairs (Banquet)	$ 4.25 per day	$ 17.00 per week
Tables (6'/ 8'/ 60" Round)	$ 8.25 per day	$ 33.00 per week
Dressed Tables (6'/ 8')	$16.00 per day	$ 64.00 per week
Easel	$ 3.25 per day	$ 13.00 per week
Lectern	$14.50 per day	$ 58 per week
Lectern with sound	$79.50 per day	$ 318.00 per week
Acrylic Lectern	$47.00 per day	$ 188.00 per week

Banner Affix (*Location to be determined by DECPA staff*) $ 14.50 per banner

Banner Affix (*Outside Building*) Negotiable

Audio/Visual Equipment: 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.

Cleaning

A cleaning fee will be billed for each rehearsal and performance in all theatres.

Memorial, Meymandi, Fletcher

Performance - $262 Rehearsal (½ perf. rate) - $131.25

Kennedy Theatre - $131.25

Cleaning fee will be billed at (rate & ½) on holidays.

Extraordinary Cleaning Charge

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

Advertising

You can take advantage of our local and/or Complex contract rates and established media relationships for a fifteen percent (15%) fee of the total marketing budget. Please contact the Marketing Department 919-996-8719 for additional information.

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: $164.00 per location
$ 66.50 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 $66.50 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.

Parking Fees

There is a non-negotiable parking fee, $7.00 per car, for daily or evening events in the Complex's lots. ***Please note – this rate will go up to $10.00 per car effective October 1. 2019.***

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.

Rates for services not specified herein are available upon request.

All rates are subject to change without notice. 07/01/19