

Venue and Rental Information

As of September 24, 2007
 (All rates subject to change without notice)

Stage Dimensions

House can be accessed from stage by permanent stairs stage right. Crossover hallway and access to the orchestra pit is located under the stage and can be accessed by stairs or elevator.

Proscenium Width:	39'0"
Height:	25'0"
Depth, curtain to back wall:	42'
Depth, to last line set:	36'4"
Distance from edge of stage to grand curtain:	2'9"
Height of grid from stage floor:	56'
Width of stage from wall to wall:	76'
Offstage space from proscenium to sidewall left:	11'2"
Offstage space from proscenium to sidewall right:	26'1"
Height of stage:	3'1 ¼" above house floor
Distance from edge of stage to balcony rail:	63'0"
Balcony rail height:	10'0"
Distance from edge of stage to catwalk:	32'0"
Catwalk height:	38'0"
Height of stage floor from house floor:	3'2"

Stage Floor: Masonite composite over tongue and groove plywood over sleepers and stringers. Stained black and sealed with matte finish.

Orchestra Pit:

Height of stage floor from orchestra pit floor:	8'3"
Distance from edge of stage to DS edge of pit:	7'6 ½"

Orchestra pit is fan/semi-circular in shape.

Please note, the orchestra pit is not hydraulic and an orchestra pit cover is not available. It will remain open during your show(s).

Rigging (See Lineset Schedule for details.)

30 sets of lines total; 24 available for road use
 Length of battens: 26 @ 54', 4 @ 50' (may not add extensions)
 All pipes operated stage left only.

Curtains

Grand or Act Curtain: Crimson Velour. Manual.

May be drawn open or guillotine (flown in/out)

8 Pair black legs: 30' x 12'

5 Black borders (teasers): 12' x 54'

1 Traveler

1 Black Sharkstooth Scrim

1 White Cyclorama Drop

1 Movie Projection Screen

Lighting Equipment

A professional lighting instrument inventory is available. In addition a sizable inventory of accessories is available including standard theatrical 3-pin (stage pin) cable, a variety of adapters, two-fers, pipe and boom bases, gel frames, template holders, barn doors, top hats, and side arms. An inventory of perishables (gels and templates) is also available when needed. Use of the Raue Center's inventory must be discussed with the technical director's office in advance.

A house repertory lighting plot is available and used for individual presentations or for groups of presentations as determined by production schedules. This should be considered the "standard" set-up for the theatre. If you believe your production requires modifying this set-up, please contact the technical director's office no later than 30 days prior to your event.

Electrical Equipment

Position for company switchboard: Stage Right

3 Colortran i 96 dimmer racks; approximately 200 2K dimmers available for use.

Sound System

House Sound-

Console: Soundcraft K200 32 x 8 Mixing Console

Speakers: 3 clusters (Left, Right, Center) of Apogee AE Series two-way speakers and Subwoofers. 4 Apogee Full-Range Speakers (mounted under balcony)

Monitors: Are available upon request.

Microphones--Raue Center has a full compliment of microphones. Please contact the technical director's office with your intended use and quantity desired and we will provide microphones suitable to your needs.

Lineset Schedule

Set #	Name	Location (from pro- scenium)	Batten Length	Weight Capacity	Notes
1	General Purpose	1'0"	54'0"	1500	Not recommended
2	Grand Curtain	1'8"	54'0"	2000	Permanent- not available
3	Teaser	2'6"	54'0"	1500	Permanent- not available
4	1st Electric	3'8"	54'0"	2000	Permanent- not available
5	General Purpose	5'0"	54'0"	1500	
6	General Purpose	6'4"	54'0"	3000	
7	Border	8'4"	54'0"	1500	
8	Legs	9'0"	54'0"	1500	
9	2nd Electric	9'8"	54'0"	3000	
10	General Purpose	11'0"	54'0"	1500	
11	Teaser	12'4"	54'0"	1500	
12	Legs	13'8"	54'0"	1500	
13	Movie Screen	15'0"	54'0"	1500	Permanent- not available
14	3rd Electric	16'4"	54'0"	3000	
15	Mid-Stage Traveler	17'8"	54'0"	1500	Permanent- not available
16	Teaser	19'0"	54'0"	1500	
17	Legs	19'8"	54'0"	1500	

Stage Regulations and Technical Specifications

1. Food and drinks are not permitted on-stage or in-house unless required by script or contract. Food and drinks are permitted in the dressing rooms and uncarpeted stairs and hallways.
2. Smoking is not permitted in Raue Center.
3. Casts and stage crews are reminded that use of alcohol and/or any narcotic or illegal drug on the property is prohibited.
4. At rehearsal, before, during and after the performances, the Renting Organization is responsible for supervising use of dressing rooms and is responsible for enforcing Raue Center policies. The Renting Organization is responsible for the property of its performers, crew and others during the period of rental use.
5. Children must be supervised at all times. Children will not be permitted to go unattended through the theatre at any time. One (1) adult per every 20 children (under 18) is required.
6. Raue Center management personnel or stage supervisor, appointed by the executive director, will be on duty during all rehearsals and performances. The supervisor's authority and decisions are final.
7. Raue Center retains control of the management of the auditorium and the enforcement of Raue Center policies.
8. Only auditorium-approved personnel will be allowed to operate stage equipment, elevators and sound and lighting systems.
9. Raue Center will engage all stage crews as needed.
10. No scenery, props or platforms can cross fire curtain line so as to prevent its full operation.
11. No major scenic building or painting will be allowed in Raue Center or on-stage without prior approval from the technical director's office.
12. No stage equipment is to be moved or taken down, no electrical connections for lights or sound are to be changed, and no appliance installed without consent of the technical director's office.
13. Nothing is to be nailed, taped, glued, pinned or attached in any way to any curtain, floor, wall or ceiling, without consent of the technical director's office.
14. Scenery and properties must be fireproofed before they are brought into Raue Center. Open flames will not be permitted unless properly shielded. Scenery must pass the open match test as set forth in the Chicago Fire Code.
15. Unusual electric connections or any unusual staging effects, such as open flame, pyrotechnics, water effects, etc. will not be permitted in connection with a performance, except with the prior approval of the technical director's office.

16. The Renting Organization is expected to clear the stage of their own equipment immediately after the final performance. Exceptions must be requested and approved in advance of load-in by the technical director's office.
17. Guests, parents and family members will not be admitted backstage without prior arrangements with the technical director's office and the house manager. Cast members should make prior arrangements to meet their family members either in the front lobby or the back parking lot.
18. Buses for crew and/or performers should be parked in the spaces provided. Vehicles loading or parked in the Raue Center loading area must keep access clear. Parents or relatives of performers who are picking up performers should wait outside of the building in the Grant Street parking lot until the performer they are waiting for exits the building.
19. Rentals of the stage for rehearsals will not extend past 10:30 p.m. All cast and crew must be out by 11:00 p.m. Overtime charges will be assessed at the aforementioned rates.

Exiting the Raue Center backstage area may result in lockout, as all doors are secured for rehearsals and performances. Directors, performers and all stage crew **MUST** enter and exit the building for all performances through the back stage entrance and **NOT** through front doors.

Basic Rental Rates

Per day performance rate includes:

- Up to eight (8) hours of total time in the space
- Basic stage wash lighting
- Basic sound
- One (1) podium
- Use of lobby, normal configuration with **NO** concession sales of any kind by renter
- Dressing room space

Please note, the above does not include labor costs. All labor charges are in addition to the per hour performance rate. Labor will be required for any rehearsal and those charges would be in addition to the rehearsal charge. Overtime applies to performance and rehearsal. In addition, the per hour performance rate is fees charged for "overtime" above and beyond the contracted eight-hour rental. The per hour rehearsal rate is available only upon booking of an eight-hour performance day where additional rehearsal time is required.

Special Notes:

- Any additional time over and above what is contracted for is an additional charge. In all cases, any fraction of an hour constitutes as a full hour of charges.
- Any and all technical labor will be discussed and mutually agreed upon. However, in the event of a disagreement on such requirement, the opinion of Raue Center will prevail.
- Any event, whether rehearsal or performance, which occurs on a holiday will be billed at one and one-half times the normal rate for all labor charges. Raue Center determines holidays.
- There is a minimum charge of three (3) hours for any rehearsal time or labor assignment in conjunction with any event. Any amount of time up to three (3) hours is automatically billed at three (3) hours. Additional time beyond three (3) hours will be billed as incurred.

- Eight (8) hours is the maximum time a renter can be in the space for any combination of rehearsal, set-up and performance. Additional time over eight (8) hours must be arranged at least 60 days in advance and may be subject to overtime rates below.
- Raue Center is not obligated to add additional time to the contract during a performance run because a show is running behind schedule.

Rate Schedule

Space	Seats	Mon.-Thurs. Performance Rates Per Show (Up to 8 hours)	Fri.-Sun. Performance Rates Per Show (Up to 8 hours)	Per Hour (After 8 hours)	Rehearsal Rate Per Hour (3 hour min.)
Auditorium	800	\$1,200	\$2,000	\$200*	Mon.-Thurs. \$50* Fri., Sat. & Sun.: \$70*
Auditorium (for school shows)	800	\$500*			
Auditorium (for films)	800	\$1,000 for one day rental*	\$1,000 for one day rental*	\$25/hour lamp fee. All rights to show the film and shipping costs are the responsibility of the renter.*	
Space	Seats	Mon.-Thurs. Rental Rates	Fri.-Sun. Rental Rates	Minimum of 3 hour rental. Staffing costs are additional. Costs reflect basic set-up - if extensive room needs are required, additional costs will be incurred.*	
Wells Manufacturing Gallery	50	\$50/hour*	\$75/hour*		
Immanuel Lutheran Church in Memory of Florence Bohl & Her Family Gallery	50	\$50/hour*	\$75/hour*		
The Gerhard & Patricia Weiler Family Foundation Gallery (2 nd Floor)	50	\$50/hour*	\$75/hour*		

* Half-price rates do not apply.

All non-profit organization rental rates will be discounted 50% except those excluded above.

The auditorium is rented on a per-event basis, not an hourly rate. Additional non-profit performances on the same day will be charged 50% of full applicable fee.

For usage not covered by above schedule, please contact Kate Wilford at 815.356.9010. A cost estimate will be provided. It is understood that this is an approximation. Upon receipt of the technical requirements, more accurate labor costs can be determined. Renter is responsible for all directly related costs in effect on the day of the event.

Stagehand and Overhead Services

Renter will be charged for Raue Center technical director and all stagehands (minimum 3) at the existing rates for required rehearsals, to set-up the event and for load-in/out as follows: \$21/hour, minimum of \$50. See Terms & Conditions.

Front of House Services

Size of required staff for all events (ushers, house managers, ticket takers and security personnel) shall be determined by the technical director's office. Fees are as follows:

\$15 per hour for house management

\$125 flat rate for ushers, ticket takers and security personnel per performance.

Fees apply to all seating configurations, with additional performances on the same day figured at full rate.

Program Inserts

Program inserts must be provided by Renting Organization. Program inserts must be delivered to the theatre at least two days prior to show date to be inserted into the theatre program books.

Renters delivering programs that require stuffing immediately prior to show time will be charged an additional \$50 fee.

Custodial and Maintenance Services

Custodial and maintenance fees of \$100 per performance and \$50 each additional performance on same day will be assessed. (Subject to change depending on depth of service and billing by outside contractor if applicable.)

Box Office Services

The box office, located in the lobby of Raue Center, provides all ticketing services for events. Arrangements for ticketing services are made through the box office manager. The box office utilizes a computerized ticketing system and all tickets are printed onsite. Ticket printing costs will be billed to the Renting Organization, assessing charges on a per-ticket printed basis.

Online ticketing is available by request for a \$5 per ticket fee. Arrangements must be made in advance with the box office manager.

The box office set-up fee is \$200 for 1-2 shows per year, \$400 for 3-4 shows per year and \$600 for 5-6 shows per year.

All tickets must be printed and distributed solely by the Raue Center Box Office. Fire code requires an accurate count of those attending ANY Raue Center event, including rehearsals. The attendance count must be reported prior to the event. Failure to do so may result in an additional fee.

Box Office Hours of Operation:

Wednesday	10:00 a.m. - 4:00 p.m.
Tuesday, Thursday and Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.

The box office will open 90 minutes prior to curtain time on performance dates.

If the box office is open beyond normal operating hours the following fees will apply:

\$40/hour for non-profit organization

\$50/hour for for-profit organization

Additional Ticketing Fees

For VISA, MasterCard and Discover charges the Renting Organization will be assessed a fee of 3.5% of sales using these forms of payment.

The Renting Organization will be responsible for a \$2 per ticket facility fee and a \$0.15 ticket printing fee for each ticket purchased for the event.

Ticket Refund

Individuals may return tickets for a tax deductible donation; however they must return the tickets no later than 24 hours prior to the performance so they may be sold to those on the waiting list.

Ticket On-Sale Date

The ticket on-sale date will be determined by the box office manager and Renting Organization. First day of on-sale is allowed on Wednesdays or Thursdays ONLY.

Piano Rental

Pianos used in conjunction with the auditorium public performances must be rented and tuned prior to the performance. Piano rental is \$125 per performance. \$375 maximum per show run.

All tuning and brush-up costs will be charged to the user as follows: \$95 per tuning -or- \$75 per brush-up.

Table Rental

Bistro tables with tablecloths can be rented for \$25 each. Bistro tables only: \$10 each. Tablecloths only: \$15.

Stage Supplies

\$25 per rental will be charged for in-house supplies, i.e. gels, gaff tape, tieline

\$25 per follow spot per show

All non-reusable supplies required for rehearsal and performances; i.e. lumber, tape, etc., will be charged to the renter at cost.

The rental rate for the Marley floor is \$200 per run with additional charges for gaffers tape and labor.

Stage Equipment Fees

Stage equipment which is rented for production must be arranged and approved by the technical director's office. All rental equipment is charged back to the renter at Raue Center's cost. Stage equipment not listed by renter on the attached equipment sheet will not be provided. Raue Center is not responsible for providing any equipment requested later than two weeks (14 days) prior to the start of any rehearsal/performance run. In the event Raue Center does provide said equipment, it is subject to a 20% surcharge. No guarantee is made to any requests made later than two weeks prior to event. Excessive or extended use will be assessed an additional charge.

Deposit

Raue Center is confirmed when a non-refundable deposit of \$500 is received accompanied by a signed contract. Contract and deposit must be received no less than 90 days in advance of rental date. Failure to return signed contract and deposit 90 days prior to date can result in forfeiture of date.

In the event of cancellation, the Renting Organization will be billed for all charges incurred as a result of the cancellation. These charges may include, but are not limited to, tickets printed, mailing fees, credit card charges, advertising, stage labor, administrative costs, equipment rental and patron refund check fee of \$2.50 per ticket. In the event of postponement, all charges must be paid in full before a new event date will be confirmed. The deposit will be forfeited for cancellations. The deposit will be credited to the postponed event that is reconfirmed within 12 months of original confirmation.

Renting Organization is responsible for costs for restoring any and all damage to the facility and the costs of full replacement value of any equipment damaged as a result of their activities. These costs may be taken from box office ticket sales collected by Raue Center for the Renting Organization's performances.

Merchandise

All non-food and drink concessions must be approved by Raue Center. Twenty-five percent (25%) of gross sales shall be paid to the Raue Center concessionaire if concessionaire is provided by Raue Center; twenty percent (20%) if the Renting Organization provides a concessionaire. No products shall be sold in the seating area.

Concessions

Please contact the general manager's office at 815.356.9010 if food or drink items are to be sold by Renting Organization.

Unresolved Payment

The Renting Organization is liable for all checks, bank drafts and credit card charges that are returned and cannot be resolved.

Additional Requirements

Cast parties or receptions are not allowed without prior written agreement with Raue Staff no less than fourteen (14) days in advance of performance event.

Food may not be eaten in carpeted areas of the auditorium, dressing rooms or stage unless required by script or contract.

Terms and Conditions

1. A non-refundable deposit in the amount of \$500 is due upon receipt. Raue Center reserves the right to void this contract if the advance deposit and signed contract is not returned within 30 days of its issuance.
2. Renting Organization agrees that all charges as outlined in the Rental Charges document will be paid to Raue Center upon receipt of statement and recognizes that such statement represents a financial obligation to Raue Center.
3. Renting Organization must place a \$500 damage deposit upon renting the theatre. This deposit is in addition to the non-refundable deposit of \$500. The damage deposit is due upon receipt of the signed contract or at least three days in advance of load-in; if the damage deposit is not received the Renting Organization will be denied access to the building. If the facility is restored to its original condition and no damage occurs, this deposit will either be refunded or applied to the balance of the rental fee.
4. Certificate of Insurance **MUST** be attached to this rental agreement providing evidence of liability coverage for the Renting Organization in an amount of not less than \$1 million dollars in bodily injury and \$1 million dollars in property damage. Certificate of insurance must state that 30-day advance written notice will be given to Raue Center in the event of cancellation or material change in insurance coverage. Certificate of Insurance is to name Raue Center For The Arts as an additional insured. The Certificate of Insurance must be on file with Raue Center at least two weeks (14 days) in advance of the event.
5. Raue Center shall not be liable for any damage to property of the Renting Organization from whatever source, internal or external, nor shall Raue Center be liable for any loss of property from or on premises, however occurring, or for any damage done to effects of the Renting Organization by an employee of Raue Center. The Renting Organization agrees to hold Raue Center harmless against any claims for damage to persons or property arising out of use of the premises by the Renting Organization.
6. The Renting Organization is responsible for any special clean-up which may result from the event. Maintenance fee for clean up will be assessed, if necessary, as part of the payment due statement.
7. The Renting Organization agrees that any materials (i.e. music, literature, poetry, lecture, comedy, etc.) performed at Raue Center is either original work or works for which the Renting Organization has received written permission from the author or his licensed agent to perform.
8. Raue Center is to receive 10 complimentary tickets per performance.
9. No video cameras or photography will be allowed unless prior approval has been made with the technical director's office. All groups are responsible for informing their patrons in advance of this policy. Renters should add to their program.

Rental Contract

1. It is acknowledged that the relationship between the parties is that of independent contractors and in no event will the relationship between the parties hereto be interpreted or construed to be that of employer/employee or of principal/agent.
2. Raue Center will not be responsible for any terms heretofore mentioned when prevented from doing so by strikes, epidemics, acts of God or any other legitimate condition(s) beyond the control of the Renting Organization. If such acts or conditions occur, Raue Center is not liable for any damages which the Renting Organization, his/her group or representative(s) may suffer.
3. If for any reason, except due to an act of God, this contract is cancelled by the Renting Organization beyond the cancellation clause contained herein, or a change of date is required by the Renting Organization for any reason other than an act of God, then the Renting Organization agrees to reimburse Raue Center for its bona fide out-of-pocket expenses immediately upon presentation of a certified statement of such expense to the Renting Organization or his/her representative.
4. If this contract is signed by someone other than the Renting Organization, the person signing for the Renting Organization expressly warrants that he/she is authorized by Renting Organization to execute this contract for the Renting Organization for this engagement at the time and place specified for this contract.

RAUE CENTER FOR THE ARTS

RENTING ORGANIZATION

By: _____

By: _____

Richard Kuranda, Executive Director

(Please print name)

Phone: 815.356.9010

Phone: _____

Date: _____

Date: _____