



# FACILITY RENTAL: MILLER AUDITORIUM

CAPACITY: 3,497

Miller Auditorium is intended primarily as an educational and cultural resource for the University and the West Michigan community. Priority for its use will be assigned to programs sponsored by Miller Auditorium, University departments and resident organizations. Miller's facilities will also be made available to other non-profit organizations and commercial entities whose focus is compatible with or enhances the mission of the University and in the interest of the community. Rentals are made on an individual program basis.

Miller Auditorium's Associate Director, Rob Pennock, is responsible for scheduling of events. For more information or to reserve the facility contact him at 269.387.2315 or [rob.pennock@wmich.edu](mailto:rob.pennock@wmich.edu).

## MILLER AUDITORIUM RENTAL RATES \_\_\_\_\_

Commercial Rate .....	\$3,500.00 or 15% of gross sales (whichever is greater)
Non-Profit Rate .....	\$2,300.00
Rehearsal Rate.....	50% of base rental rate (rate not available on Friday, Saturday, Sunday or during holidays)
Additional Performance & Rehearsal Hours.....	\$200 per hour

The facility rental rate includes six hours in facility or two performances during the six-hour rental period. Additional time and/or performances will be subject to additional fees listed above. Multiple performances must be scheduled with a minimum of one hour between the end and beginning of each performance.

Rehearsal rental rate includes basic auditorium facilities including the stage, dressing rooms, and audience chambers. There is no charge for rehearsals on the day of the program that fall within the six-hour time limit. Additional time will be charged at the hourly rate listed above.

Performance rental includes areas listed above and usage of the lobby. All additional areas of the facility are subject to additional charges.

Please note all rentals are subject to both facility and personnel charges. All rates subject to change prior to execution of facility usage contract. Facility usage rates and labor fees during holiday periods and peak times may be higher.

## PERSONEL LABOR RATES

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Labor rates listed are for a maximum of eight (8) hours per day. Hours worked in excess of eight hours per day or 40 hours per week will be subject to overtime paid at the rate of one and one-half (1 1/2) the normal rate. Note all holiday periods are subject to overtime. \* All Labor subject to additional 7.65% FICA.

Technical Director .....	\$42.00 per hour	Area Managers .....	\$15.00 per hour
Crew Head.....	\$36.00 per hour	Ticket Office Staff.....	\$15.00 per hour
Stage Hand .....	\$17.00 per hour	Ticket Takers .....	\$12.00 per hour
House Manager .....	\$29.00 per hour	IATSE Labor .....	Current rates plus 15% payroll fee
Ticket Office Manager.....	\$29.00 per hour		

## EQUIPMENT USAGE & RENTAL

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Piano & Organ.....	\$225.00 (includes tuning)	Follow Spots .....	\$25.00 each per day
Orchestra Shell .....	\$175.00	Music Stands & Lights .....	\$1.00 each per day
Dance Floor.....	\$300.00	Phone Set-Up and Usage .....	\$200.00 per line
Barco Projector .....	\$525.00 per day	Washer/Dryers .....	\$225.00

## MISCELLANEOUS FEES & SERVICES

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Parking Fee .....	\$1.00 per ticket	Traffic Control .....	\$55.00 per hour per officer (Typical event expense is approximately \$1,000.00)
Ticket Handling Fee .....	5% of gross ticket sales (And 4% of Visa and MasterCard ticket sales.)	Front of House Labor .....	\$1,200.00 estimated (Per event based on labor rates listed above.)
Facility Restoration Fee .....	\$1.25 per ticket	Custom Materials, Signs, etc.....	P.O.A.
Lobby Set-Up .....	\$225.00	Marketing Services .....	P.O.A.
Merchandise/Concessions.....	27% of gross sales (Includes 6% Michigan sales tax.)	Catering .....	P.O.A. (All catering must be contracted through WMU Dining Services.)
Orchestra Pit Set-Up .....	\$200.00		
Ticketing Services .....	\$75.00 Set-up fee (Plus 5% of gross sales and 4% of gross credit card sales. Additional charges for performance labor as listed above.)		