



Facility Use per day

*Availability between 8am - 12am

Sobrato Auditorium \$1,750
 • Load-in or rehearsal \$875

Hammer4 Studio \$500
 • Load-in or rehearsal \$250

Large reception \$500 (4 hours)
 • Hammer4 Studio, Terrace, Café/Patio or main Lobby

Small reception \$250 (4 hours)
 • Mercury News Lounge or Café

Box Office Services

Ticketing fees

- \$1.00 Capital Fund Fee
- \$0.25 processing fee

Client-executed ticketing or free admission (comps, Goldstar, consignment) will incur fees based on attendance and will be charged post-event.

Hammer Box Office ticketing service fees are added to ticket prices and paid by ticket buyer.

ONLINE CONVENIENCE FEE	
< \$10	\$0.50
\$10 - \$19.99	\$1
\$20 - \$29.99	\$2
\$30 - \$39.99	\$3
...	...
≥ \$100	\$10

Labor

Front of House per Performance

- Sobrato Auditorium \$400
- Hammer4 Studio \$200
- Receptions, conferences, festivals as quoted

Stage Personnel per hour (4-hour minimum)

- Production Manager \$55
- Lighting/Sound/Video Supervisor \$40
- Student \$25
- IATSE Technician approx. \$65
 - Charges billed according to IATSE contract requirements

*Daily overtime applies; time-and-one-half after 8 hours; double time after 12 hours.

Custodial per day

- Sobrato Auditorium performance \$200
- Sobrato Auditorium rehearsal \$100
- Hammer4 Studio or Terrace \$100

Deposit

A non-refundable deposit, 50% of estimated event expenses, is required upon signing of the contract. Deposit will be forfeit if the event is canceled.

Possible Equipment Charges

- Wireless mic \$20 each for 1-3 days, \$40 each for up to 7 days
- Portable PA system \$150 for 1-3 days, \$300 for up to 7 days
- Audio Package \$500 for 1-3 days, \$1000 for up to 7 days
 - Multiple microphones/monitors
- Video Package \$500 for 1-3 days, \$1000 for up to 7 days
 - Projector and screen use
 - Live-streaming requires additional labor
- Video/Audio (archival) recording \$100 per performance
 - Requires labor
- Marley dance floor \$650 flat fee for labor, tape, cleaning, and strike
- Piano use up to \$200 for tuning

Catering

Clients may coordinate catering through Spartan Eats or professional catering services. Recommendations available. *Alcohol service must be catered by Spartan Eats.

Insurance

- Client must provide a certificate of insurance to show possession of Comprehensive General Liability Insurance (including products) and Automobile Liability Insurance with a combined single limit, each occurrence of not less than \$2,000,000, general aggregate of not less than \$4,000,000 and Fire and Extended Coverage Insurance with respect to any claim or cause of action that may arise in connection with theatre use. Carrier must have a rating of A.M. Best A VII or better.
- Certificate shall name The State of California, the Trustees of the California State University, San Jose State University, Hammer Theatre Center and their officers, employees, representatives, volunteers and agents as additional insureds.
- If Client is an employer and employees are on premises, Client must provide proof of current Workers' Compensation and Employer's Liability Insurance at statutory limits.