

Facility Use per day

Sobrato Auditorium - capacity 520

- Performance \$0
- Load-in or rehearsal \$0
- Dark day \$0

Hammer4 Studio - capacity 120

- Event \$0
- Load-in or rehearsal \$0
- Dark day \$0

Terrace, Café/Patio, or main Lobby - capacity 120

- Large reception \$0 (4 hours)

Mercury News Lounge or Café - capacity 20-40, depending on space

- Small reception \$0 (4 hours)

All Events

- \$1.00 Capital Fund Fee per ticket issued (or guest rsvp)

Ticketing Services

We offer free box office services to all clients, including window sales one hour prior to event and website listing. No processing or bank fees apply.

Ticket fees charged to Patron

Online convenience fees are added to ticket prices and paid by ticket buyer. This fee is waived for walk-up and phone sales.

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 \$65
- Lighting/Sound/Video Supervisor \$40
- SJSU technician \$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, SJSU and Union-recognized holidays.*

Custodial per day

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

Catering

All food & beverage service must be provided by licensed catering kitchen or retailer. *ALL Alcohol service must be catered by Spartan Eats.

Insurance

- Client must provide a certificate of General Liability Insurance.
- 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.
- Insurance requirement details provided during contracting process for event.

Equipment Charges

- Wireless microphone \$0 each for 1-3 days, \$0 each for up to 7 days
- Audio Package
 - Sobrato, \$0 for 1-3 days, \$0 for up to 7 days. *Charged when multiple microphones / monitors are necessary*
 - All other spaces, \$0 for 1-3 days, \$0 for up to 7 days
- Video Package
 - Sobrato, \$0 for 1-3 days, \$0 for up to 7 days
 - Hammer4 Studio, \$0 for 1-3 days, \$0 for up to 7 days
 - Projector and screen use
 - Live-streaming requires additional labor
- Terrace Nighttime outdoor theatrical lighting \$800
- Video/Audio (archival) recording \$100 per performance, plus labor
- Marley dance floor \$650
 - (prior to client load-in only) includes install labor, tape, cleaning, and strike labor.
- Piano tuning, approx. \$250

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

Rush Booking fee - Any request made under 30 days in advance of event date is subject to a rush booking fee of 5% of proposed charges