

## Facility Use per day

Sobrato Auditorium - *capacity 520*

- Performance \$2,000
- Load-in or rehearsal \$1,000
- Dark day \$200

Hammer4 Studio - *capacity 120*

- Event \$575
- Load-in or rehearsal \$300
- Dark day \$100

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

- Large reception \$575 (4 hours)

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

- Small reception \$300 (4 hours)

All Events

- \$2.00 Capital Fund Fee per event ticket issued
- \$1.00 Capital Fund Fee per attendee for receptions, conferences, and festivals.

## 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

- \$500 per performance/event
- Receptions, conferences, festivals as quoted

### Stage Personnel per hour (4-hour minimum)

- Production Manager \$75
- Lighting/Sound/Video Supervisor \$45
- SJSU technician \$30
- IATSE Technician approx. \$70
  - 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

- \$300 per performance/event

### 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 \$20 each for 1-3 days, \$40 each for up to 7 days
- Audio Package
  - Sobrato, \$500 for 1-3 days, \$1000 for up to 7 days. *Charged when multiple microphones / monitors are necessary*
  - All other spaces, \$150 for 1-3 days, \$300 for up to 7 days
- Video Package
  - Sobrato, \$500 for 1-3 days, \$1000 for up to 7 days
  - Hammer4 Studio, \$250 for 1-3 days, \$500 for up to 7 days
  - Projector and screen use
  - Live-streaming requires additional labor
- Terrace Nighttime outdoor theatrical lighting \$1,250
- Video/Audio (archival) recording \$120 per performance
- Marley dance floor \$675
  - (prior to client load-in only) includes install labor, tape, cleaning, and strike labor.
- Piano tuning, as billed, 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