

## Facility Use per day

Sobrato Auditorium - *capacity 516*

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

## Ticketing Services

All box office services are provided by the Hammer Box Office, including window sales one hour prior to event and website listing.

## Ticket fees charged to Patron

Service fees are added to ticket prices and paid by ticket buyer. Publicized ticket prices must include all fees.

- \$0.00 for free tickets
- \$1.00 per ticket for tickets priced \$0.01 to \$19.99
- \$2.00 per ticket for tickets priced \$20 to \$29.99
- \$3.00 per ticket for tickets priced \$30 to \$39.99
- ...and so on up to a maximum of \$10 per ticket for tickets priced \$100 and up



## Labor (4-hour minimum)

### Front of House per hour

- Performance/Event \$125
- Reception/Conference/Festival \$100
- Lobby Security \$150

### Stage Personnel per hour

- Production Manager \$75
- Lighting/Sound/Video Supervisor \$45
- SJSU technician \$30
- IATSE Technician approx. \$75
  - charges as billed by IATSE

*\*Daily overtime applies; time-and-one-half after 8 hours; double time after 12 hours, SJSU and Union-recognized holidays.*

### Custodial per hour

- Rehearsal/Performance/Event \$65
- Reception/Conference/Festival \$65

### Event Manager fee

- Required based on event needs \$250

## Catering

All food & beverage services are provided by Spartan Eats. If you wish to bring in other catering, Spartan Eats holds the first right of refusal with a minimum 30 day notice.

## 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 \$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

**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