

## James Lumber Center for the Performing Arts

### Rental Rates

Phone: 847-543-2077 Fax: 847-543-3077 Email: [jlcevents@clillinois.edu](mailto:jlcevents@clillinois.edu)

Website: [www.clillinois.edu/tickets](http://www.clillinois.edu/tickets)

MAINSTAGE THEATRE (600 SEAT CAPACITY)	FY20 RATES
PERFORMANCE EVENT (3 HOUR)	<b>\$638.00</b>
SECOND PERFORMANCE EVENT (3 HOUR)	<b>\$482.00</b>
HOURLY/REHEARSAL/SET-UP	<b>\$118.00</b>
8 HOUR BLOCK (9AM-5PM)	<b>\$1387.00</b>
16 HOUR BLOCK (7AM-11PM)	<b>\$2246.00</b>

STUDIO THEATRE (250 SEAT CAPACITY)	RATES
PERFORMANCE EVENT (3 HOUR)	<b>\$482.00</b>
SECOND PERFORMANCE EVENT (3 HOUR)	<b>\$324.00</b>
HOURLY/REHEARSAL/SET-UP	<b>\$100.00</b>
8 HOUR BLOCK (9AM-5PM)	<b>\$970.00</b>
16 HOUR BLOCK (7AM-11PM)	<b>\$1584.00</b>

*Rental of the Mainstage & Studio Theatres includes use of (2) dressing rooms. Other rooms required for event are at an additional charge.*

EXPERIMENTAL THEATRE (125 FLEXIBLE SEATING)	RATES
PERFORMANCE EVENT (3 HOUR)	<b>\$324.00</b>
SECOND PERFORMANCE EVENT (3 HOUR)	<b>\$158.00</b>
HOURLY/REHEARSAL/SET-UP	<b>\$86.00</b>
8 HOUR BLOCK (9AM-5PM)	<b>\$638.00</b>
16 HOUR BLOCK (7AM-11PM)	<b>\$1320.00</b>

*Additional rooms available with rental of Mainstage & Studio Theatres*

FACILITY	RATES
MAKEUP CLASSROOM	<b>\$53/hr.</b>
GREEN ROOM/ STAR DRESSING ROOM	<b>\$53/hr.</b>
JLCENTER FRONT LOBBY (RECEPTIONS, DISPLAYS, ETC.)	<b>\$106/hr.</b>

PERSONNEL FEES – JAMES LUMBER CENTER	FY20 RATES
TECHNICAL SUPERVISOR	<b>\$38/hour</b>
TECHNICAL ASSISTANT	<b>\$25/hour</b>
HOUSE SUPERVISOR	<b>\$31/hour</b>
USHER	<b>\$15/hour</b>
SECURITY ON SITE	<b>\$38/hour</b>
CUSTODIAN (ON-SITE BTWN SHOWS)	<b>\$36/hour</b>
CUSTODIAL (GENERAL AFTER EVENT)	<b>\$112.00 per event day</b>
BOX OFFICE CLERK	<b>\$25/hour</b>
PATRON SERVICES COORDINATOR	<b>\$31/hour</b>
MARKETING COORDINATOR	<b>\$31/hour</b>
MARKETING ASSISTANT	<b>\$25/hour</b>

*Non-profit groups receive 20% discount off regular facility rental rates. (Personnel and equipment are excluded.)*

***PLEASE NOTE: In addition to these rental fees, the college will determine appropriate technical, custodial and/or campus safety charges deemed necessary for the scheduled event or facilities used.***

### Equipment Costs

9FT. Steinway Concert Grand	<b>Only available in Mainstage</b>	\$163.00 per event
Upright Piano		\$96.00 per event
Piano tuning (required)		\$151.00
Choral risers	<b>JLC only</b>	\$141.00 per event
Orchestra Shell	<b>Mainstage only</b>	\$141.00 per event
Follow spot	<b>JLC only</b>	\$35.00 per performance
Tables		\$3.00 each
Chairs		\$2.00 each
Music stands	<b>JLC only</b>	\$2.00 each
Podium with microphone		\$28.00 each/per event
Garment racks		\$12.00 each/per event
Marley Dance Floor	<b>JLC only</b>	\$284.00 per event
Wheeled partitions		\$35.00 per event

### Audio Visual Costs

27" TV/VCR		\$85.00 per day
Slide projector		\$35.00 per day
Video projector		\$35.00 per day
Overhead projector		\$35.00 per day
Computer laptop		\$113.00 per day
Audio monitors	<b>JLC only</b>	\$23.00 each/per event
Audio direct box	<b>JLC only</b>	\$12.00 each/per event
Standing microphone		\$18.00 each/per event
Hand-held microphone		\$28.00 each/per event
Lavalier microphone (body)		\$35.00 each/per event
CD/DVD Player		\$35.00 each/per event

***The College of Lake County reserves the right to levy additional charges for requests that are unusual or extraordinary.***

## **COMMUNITY RESERVATION SCHEDULING PRIORITY**

Priority Scheduling will be granted according to the following schedule:

### **Open Scheduling/Community Organizations:**

JLCenter Reservation written requests will be accepted on a first come-first served basis beginning May 1<sup>st</sup> of the academic school year preceding the academic year usage is to take place. (for example, May 1,2019 for use Sept. 1,2019 until June 30, 2020)

### **Reservations and Fee Payment**

The signed rental agreement, when issued, must be returned to the JLCenter management office with a **deposit of at least 10% of the total charge to secure the reservation.** The deposit becomes non-refundable no later than 3 months in advance of the first day of the specified event. Additional payment may be specified in the rental agreement with **full payment due no later than 30 days prior to event.**

### ***Cancellations***

Cancellation of reservation or event will be subject to the terms and conditions of the rental agreement. Deposit will be forfeited in cases of cancellation less than 3 months in advance of first day of the specified event.

### ***Discounts***

Non-profit organizations receive 20% discount off regular facility rental rates.

Personnel and equipment rates are **not** subject to discount.

**DAMAGE DEPOSIT**

**James Lumber Center for the Performing Arts:**

There will be a mandatory **\$300** damage deposit required for each rental event held in the James Lumber Center for the Performing Arts, refundable after 30 days of event if no damages are assessed.

**CUSTODIAL FEE**

There will be a mandatory **\$112.00** custodial fee assessed after each public event or performance event held in the James Lumber Center for the Performing Arts. An additional custodial fee will be assessed for cleaning between performances.

Although custodial fees are included in the rental cost, respectful treatment of the JLCenter facility is still expected. Excessive facility trashing (i.e. uneaten food wrappers lying open on counters and/or spilled drinks in dressing rooms, green room, Experimental theater, or lobby, trash scattered on floors or tables instead of in trash cans, overflowing toilets due to paper towel disposal, etc.) is prohibited and will result in the forfeiture of the damage deposit. Repeated violations may result in the denial of future rentals.

## *Insurance*

### College of Lake County

### Use of Premises Agreement

#### INSURANCE

The user agrees to bear full responsibility to provide insurance coverage of the following types and amounts of coverage shown below. The policies shall name the College of Lake County, District 532, it's Board of Trustees, it's Employees and Agents as additional insureds.

The coverage afforded to the additional insured shall be **primary and non-contributory** to any coverage carried by the College. This applies to all coverage except Workers Compensation. Coverage will be placed in companies to which the College has no reasonable objection and that have a Best Financial rating of not less than A XII.

- Commercial General Liability: \$1,000,000/\$2,000,000 CSL
- Auto Liability: \$1,000,000 CSL
- Umbrella Liability: \$1,000,000
- Workers Compensation: \$500,000/\$500,000/\$500,000

#### INDEMNIFICATION

The user hereby agrees to indemnify and hold harmless the College of Lake County, it's Board of Trustees, it's Employees, Representatives, and Agents against any and all claims, suits, demands, and actions including attorney's fees arising out of or in connection with the performance of this agreement.

#### WAIVER OF RIGHT OF RECOVERY

The user waives all rights of recovery from the College of Lake County for any and all claims of every type and description including damage or destruction of property of the user while on the premises of the College of Lake County and in connection with the performance of this agreement.

#### CERTIFICATE OF INSURANCE

The user shall provide the College of Lake County a certificate of insurance as evidence of the types and amounts of coverage as required by this agreement. The certificate shall have attached endorsements stating that the coverage is **primary and non-contributory** as required above and that coverage shall not be cancelled or altered without 30 days written notice to the College of Lake County.

## **Catering, Concessions, Receptions**

### **Concession Sales:**

The selling of concession snack items will be the sole right of the James Lumber Center for the Performing Arts. Concession snack food items may be sold at any internal or rental event open to the public at the discretion of the JLCenter/CLC management.

### **Catering (Food not for sale)**

Outside catering arrangements can be made subject to approval by JLCenter management. Menu must be approved in advance by JLCenter management.

Catering services, tablecloths, table skirts, etc. may be secured through the college at an additional cost. Contact JLCenter management for more information regarding college catering.

### **LIQUOR IS STRICTLY PROHIBITED ON THE CLC CAMPUS.**

**Violation of this policy by renter's and/or participants may be cause for immediate cancellation of rental event and denial of future rentals.**

**SMOKING IS STRICTLY PROHIBITED IN THE JAMES LUMBER CENTER FOR PERFORMING ARTS.** Violation of this policy by renters and/or participants may be cause for immediate cancellation of rental event and the denial of future rentals.

Only bottled water beverages purchased from JLC concessions immediately prior to the event are permitted inside Mainstage and Studio theatres. Food and snacks are permitted for audience only in lobby area. Experimental theatre can be used, if available at an additional cost for snack and beverage needs of performers/participants only, with approval in advance. Violations may result in the forfeiture of damage deposit and the denial of future rentals.