

Hemmens Cultural Center

2019 – 2020 User Fees

Rental rates take effect on July 1, 2019

The Hemmens is available for open booking beginning one year prior to the requested date(s).

Hemmens – Event Rental Fees	
Type	2019 – 2020 Fee
Stage (per hour, 3 hour minimum) <small>Includes lobby, dressing & rehearsal rooms</small>	
Monday – Thursday	\$ 365
Friday – Sunday	\$ 405
Monday – Thursday: Second Performance, same day	\$ 175
Friday – Sunday: Second Performance, same day	\$ 220
Exhibition Hall (per hour, 3 hour minimum) <small>Includes Kitchen</small>	
Monday – Thursday	\$ 190
Friday – Sunday	\$ 240
Lobby (per hour, 3 hour minimum)	
Monday – Thursday	\$ 320
Friday – Sunday	\$ 360
Entire Building (per hour, 3 hour minimum) <small>Includes all areas listed above</small>	
Monday – Thursday, <i>Hours 1 – 5 and over 10</i>	\$ 440
Friday – Sunday, <i>Hours 1 – 5 and over 10</i>	\$ 510
Monday – Thursday, <i>Hours 5 – 10</i>	\$ 220
Friday – Sunday, <i>Hours 5 – 10</i>	\$ 265

Hemmens – Rehearsal & Move-In/Out Times	
Type	2019 – 2020 Fee
3 hour minimum, unless consecutive to public event	
Stage (per hour)	
Monday – Thursday	\$ 85
Friday – Sunday	\$ 110
Friday – Sunday (not day of event)	\$ 155
Exhibition Hall (per hour)	
Monday – Thursday	\$ 85
Friday – Sunday	\$ 110
Friday – Sunday (not day of event)	\$ 155
Entire Building (per hour)	
Monday – Thursday	\$ 130
Friday – Sunday	\$ 160
Friday – Sunday (not day of event)	\$ 210

Hemmens – Other fees and charges	
Type	2019 – 2020 Fee
Administration/Expendable Fee: <small>Fee covers reasonable costs for expendables and administrative support.</small>	\$25.00
Paid Admission Surcharge: per ticket sold <small>(Fee applies to tickets sold regardless of actual) event attendance.</small>	50¢
Equipment Storage per day: (for days not within contract period)	\$ 175

Hemmens – Ticketing Services	
Type	2019 – 2020 Fee
Event Set-up (existing seat configuration or General Admission)	\$ 40
Event Set-up (creation of new seat configuration)	\$175 - \$300
Labor Surcharge, per ticket printed	\$ 0.25
Processing Fee, per order*	\$5.00
Ticket Exchange Fee, per ticket**	\$3.00
Ticket Re-issue Fee	\$3.00

When the Hemmens Box Office is used for ticketing, services will include the following:

- Standard daytime labor for phone and counter sales:
- One Box Office Representative for events
 - Renter is responsible for any additional labor cost
 - Common Box Office event staff consists of two representatives for four hours.
 - Box Office staffing levels will be determined by the Patron Relations Supervisor
- Ticket Stock (est. value \$ 0.15 per ticket);
- Postage to mail tickets (est. value \$ 0.65 per mailing)

* **Processing Fee, Per Order:** A per order processing fee will be charged to all tickets orders placed with The Hemmens Box Office by any means other than in person at The Hemmens Box Office window located at 45 Symphony Way, Elgin, IL 60120. Lessee shall have no participation in revenues generated by this fee.

** **Ticket Exchange/Re-issue Fees, Per Ticket:** A per ticket exchange fee will be charged for all tickets exchanged, reprinted, re-issued or returned to The Hemmens Box Office by any means and for any reason. Lessee shall have no participation in revenues generated by this fee.

Credit card service fee of 50¢ per credit card transaction will be deducted from lessee gross sales.

The rates listed above may be reduced and/or waived as deemed to be in the best interest of the City by the Cultural Center Director and with the approval of the City Manager or his designee.

Hemmens – Labor Rates (per person/per hour)	
Type	2019 – 2020 Fee
Event Staff (Three hour minimum)	\$ 40.00
Senior Event Staff/Stage Manager (Three hour minimum)	\$ 60.00
Ushers	\$ 18.00
Box Office Ticketing Agents	\$30.00
Security - Rates established by Police Department	

Labor rates for Hemmens personnel on observed city and federal holidays are charged at one and a half times the regular rate. The Hemmens reserves the right to determine the minimum crew call for events. The Hemmens requires regularly scheduled breaks for crew calls exceeding five hours.

Hemmens – Other Rental Spaces	
Type	2019 – 2020 Fee
Rehearsal Room, Art Gallery, Green Room (Non-Performance Use) Hourly Rates	
Monday – Thursday	\$ 80
Friday – Sunday	\$ 100
Kitchen (included with Exhibit Hall and entire building rental)	
Per day (eight hours)	\$ 100

One Hemmens’ Staff person (does not include Senior Technician or Stage Manager) shall be included with full rate and standard discounted Building Rentals. Equipment used for, and additional personnel working the event, shall be an additional charge. Staff will not be included for groups receiving additional discounts, funding by the City of Elgin through Purchase of Service Agreements or Performance Contracts, or for contracts that do not include event rates.

Building rental rates on observed City and federal holidays are charged at one and a half times the base rate.

Contracts will not be written with more than three consecutive days of non-use.

A non-refundable deposit of \$100.00 per day (Maximum \$500.00 per usage) is required within 14 days of booking.

- Under normal use, clean up service is included in the base rental. However, at the discretion of the Cultural Center Director, sponsoring organizations will be assessed for clean-up service when the building is left unusually messy or dirty.
 - **Open Rehearsals ARE NOT** considered normal use and will be charged at 1½ times the standard rehearsal rate. A rehearsal will be considered an open rehearsal when persons who are not part of the production or working production crew are allowed in the theatre to watch the rehearsal. Additional custodial charges may also apply.

Hemmens – Equipment Rates	
Type	2019 – 2020 Fee
Acoustical Reflectors (floor per unit)	\$ 11.25
Acoustical Reflectors (hanging, per set)	\$ 15.50
Chairs, metal folding	\$ 1.00
Chairs, padded	\$ 1.75
Tables, rectangle (5 backstage tables included)	\$ 5.25
Tables, round (including cocktail tables)	\$ 5.75
ROSCO Dance Floor	\$200.00
Electric Truck, per day	\$ 45.00
Mics, DI's, etc. (1 included with rental)	\$25.00
Wireless Mic Surcharge, per mic, per day	\$ 10.00
Mirrorball, Black lights	\$ 52.50
Fog Machines, Base Hazers, Strobe Lights	\$ 62.50
* Movie Screen	\$ 40.00
Manhasset Music Stands	\$ 1 00
Music Stand Lights	\$ 2.25
Stage Lectern	\$ 20.00
** Orchestra Pit Cover (At Golden Circle Level or Fully Lowered)	\$ 85.00
Piano, Steinway	\$ 160.00
Piano, Upright or Electronic Keyboard	\$ 90.00
Piano, Tuning	\$ 145.00
Portable Sound System	\$70.00
Portable Projector, LCD video or Slide	\$55.00
Band Risers	\$10.00
Choral Risers, per tier	\$ 6.00
*** Followspots	\$ 90.00
Table Skirts	\$ 6.00
Audio Playback: Cassette, CD, Q-Lab, etc.	\$ 50.00
Pipe & Drape &/or Screenflex™ Room Dividers	\$ 1.50
*Hanging Flag, Mylar Rain Curtains, Scrim or Drops	\$ 115.00
100 Cup Coffee Urns (one n/c)	\$ 5.00
Streamer Canon	\$ 50.00
Streamer Loads (CO2, Streamers & Caps)	\$ 20.00
Portable Theater Seating	\$ 3.25
Video Playback: DVD, Q-Lab, etc.	\$ 50.00
25,000 Lumen Laser Video Projector (per day)	\$ 200.00
Box Tower/Truss, 15" or 20.5" (per section)	\$ 20.00

• Notes: The above equipment rates do not include the cost of the operation. Except where otherwise indicated, the rates are on a per contract basis.

* The Stage Movie Screen and Full Stage Black will be charged at the backdrop rate if moved from their standard positions over the stage.

** Standard Pit Configuration will be at stage level. Orchestra Pit Cover fee will apply if cover is used at Golden Circle level or if fully lowered.

***Follow Spots: No fee will be charged for follow spots operated by Hemmens staff. Equipment rental fees will apply for follow spots operated by renter's personnel. At least one Hemmens operator is required when spots are operated from Projection Booth.

Discounts

- **Not-for-Profit:** Individuals and organizations with not-for-profit status will receive a 35% discount off the base building rental rate upon receipt of appropriate documentation.
- **Elgin Resident:** Elgin resident individuals and organizations will receive a 25% discount off the base building rental rate.
- **Mini Volume:** Returning renters that have \$25,000 or more in Hemmens rental fees in the calendar year will receive a discount of 15% off of the base building rental rate.
- **Elgin Based Volume:** Elgin not-for-profit organizations which rent the Hemmens Cultural Center on fifty or more separate days within a calendar year will receive a volume discount of a 50% discount off the base building rental rate, the applicable labor rates of Hemmens personnel and the applicable rental rate of Hemmens-owned equipment. For purposes of clarification, no other individual or group shall receive a discount on labor charges or equipment rental charges.
- A 100% discount on building rental shall be given for weekday (Monday-Thursday) events presented by School District U-46, Kane County, the State of Illinois, or the United States Government.
- Only one of the discounts listed above may be applied per contract. **Discounts are only available to renters whose accounts are current.**