

Hallie Brown Ford Fine Arts Center

Rental Rates

PLEASE NOTE:

Non-Profit Rates

Non-profit rates are offered for those organizations who present supporting documentation showing they are either: a non-profit organization as defined by IRS code 501 (c) 3, or a county, municipality, public school district, or institution of the Oklahoma system of higher education AND are exempt from sales/use tax as verified by the Oklahoma Tax Commission.

Insurance Requirements

Commercial General Liability Insurance is required for all events. Please contact an insurance agent of your choice. Minimum coverage is \$1 million per occurrence.

Security Deposit

There is a refundable security deposit due of \$500 for all rental spaces. These funds will be used to cover any damage or cleaning costs directly related to rental. If no additional costs are incurred the deposit may be refunded or applied to final invoice.

VENUES:

ATALOA THEATRE <i>A large proscenium style venue. Seats up to 1,089 patrons. Maximum playing area is 48 by 50 ft.</i>	WEEKDAY (Mon-Thurs)			WEEKEND (Fri-Sun)		
	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance
Non-Profit Rates						
First four (4) hours	\$500	\$600	\$200	\$600	\$800	\$250
All additional hours	\$100	\$120	\$40	\$120	\$160	\$50
Commercial Rates						
First four (4) hours	\$800	\$1000	\$350	\$1000	\$1200	\$425
All additional hours	\$160	\$215	\$75	\$215	\$255	\$90
<i>Ataloea rates include the use of make-up/dressing rooms, green room and basic technical equipment as specified by contract. Performances (and performances only) may use the Lockmillier Grand Lobby at no additional cost. The use of the HBFFAC box office must be arranged through the facility office.</i>						

CHALMERS HERMAN THEATRE <i>An intimate, black box style theatre venue with versatile seating for up to 200 patrons. Floor measures 40 by 50 ft.</i>	WEEKDAY (Mon-Thurs)			WEEKEND (Fri-Sun)		
	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance
Non-Profit Rates						
First four (4) hours	\$300	\$350	\$100	\$350	\$450	\$150
All additional hours	\$60	\$70	\$25	\$70	\$100	\$35
Commercial Rates						
First four (4) hours	\$400	\$500	\$200	\$500	\$600	\$225
All additional hours	\$85	\$105	\$45	\$105	\$130	\$55
<i>Chalmers Herman rates include the use of make-up/dressing rooms, Chalmers Herman lobby and basic technical equipment as specified by contract.</i>						

DOROTHY I. SUMMERS THEATRE <i>A medium size proscenium style theatre that can seat up to 500 patrons. Maximum playing area is 40 by 30 ft.</i>	WEEKDAY (Mon-Thurs)		WEEKEND (Fri-Sun)	
	Performance	Non-Performance	Performance	Non-Performance
Non-Profit Rates				
First four (4) hours	\$280	\$140	\$360	\$200
All additional hours	\$65	\$30	\$85	\$45
Commercial Rates				
First four (4) hours	\$440	\$220	\$520	\$280
All additional hours	\$105	\$50	\$125	\$65
<i>Dorothy I. Summers rates include the use of make-up/dressing rooms, green room, D.I. Summers Lobby, box office and basic technical equipment as specified by contract.</i>				

VENUE	WEEKDAY	WEEKEND
Lockmilller Grand Lobby		
First four (4) hours	\$240	\$320
All additional hours	\$60	\$60
Art Gallery		
First four (4) hours	\$240	\$320
All additional hours	\$60	\$60
Sculpture Garden		
First four (4) hours	\$120	\$180
All additional hours	\$30	\$30
Centennial Plaza		
First four (4) hours	\$240	\$320
All additional hours	\$60	\$60
Centennial Plaza in conjunction with other HBFFAC Rental		
First four (4) hours	\$150	\$200
All additional hours	\$35	\$35

*All hours will be rounded up to the full hour.

STAFF RATES:

Theatre Management, <i>(After 5pm M-F, & on weekends)</i>	\$20/hr Min of 4 hrs
House Management	\$15/hr Min of 4 hrs
Ushers	\$12.50/hr Min of 4 hrs
Stage Manager	\$15/hr Min of 4 hrs
Technician's	\$12.50/hr Min of 4hrs
Ticket Manager	\$15/hr Min of 4 hrs
Ticket Clerks	\$12.50/hr Min of 4 hrs

*The minimum call for Staff is one hour before the event (or load-in) and one-half hour after the event (or load-out).
Note: East Central University events will not be subject to the four (4) hour minimum call requirement.

*Any equipment, sets, instruments, etc. left after the dates of rental will incur a \$200/day storage fee.

Box Office Fees

Set up fee	\$100
Processing fee	\$1/ticket