

KSU Dance Theater Event Fees

Facility Rental Fee: \$2,000 per day or \$8,000 per week
The facility is available 12 noon to 11pm

Event Staff:

Theater Manager: \$25 per hour

- The Theater Manager is on duty whenever you are in the theater. This includes setup time before the event occurs. Access to the Dance Theater is not allowed unless the Theater Manager is present. The Theater Manager oversees the use of the theater space and manages the technicians on duty. They are present to answer any questions regarding the space and to help the event run smoothly.

Backstage Manager: \$25 per hour

- The Backstage Manager is on duty whenever you are working, rehearsing, or performing on stage. They help ensure the safety of performers. They will open and close the main curtain and manage the house lights. They can also help set props, place spike marks, call cues, etc. as needed.

Lighting Technician: \$25 per hour

- The Lighting Technician is present to set the lighting cues for your event and to run the light board during the event. They are called whenever you need to use stage lighting during your rehearsals, performances, or events.

Audio Technician: \$25 per hour

- The Audio Technician is present to load music files, set audio levels, set up additional audio equipment (mics, monitors, etc.), and run the sound board and wireless microphones for your event. They are called whenever you need to use the theater sound system.

Stage Manager: \$25 per hour

- If required for your event, a Stage Manager will call the timing of lighting and sound cues, keep rehearsals in line with the day's schedule and goals, and coordinate with House Management before and during the event.

For shifts longer than five hours, a one-hour meal break must be scheduled.

Additional Technicians may be called upon for other needs (projection, followspot, A2, backstage crew etc.)

Event Support Services:

House Management: \$70 per performance

- House management is present to facilitate the guest experience as they enter the theater. They ensure the seating process is orderly and that capacity for the theater is not exceeded. In case of emergency, House Management is trained in proper evacuation and safety procedures. House Management is required for any event of 100 people or more, or as deemed necessary by the Dance Theater staff.

Custodial Services: \$250 per performance

- Custodial Services are necessary to clean the lobby and restrooms of the theater, empty trash, clean and vacuum the dressing rooms, and clean inside the theater after every event. Custodial Services are required for any event of 100 people or more, or as deemed necessary by the Dance Theater staff.

Parking: As determined by the Parking Department

- A parking request is necessary for any event that invites non-campus guests to attend. Parking will identify a parking lot for non-campus guest to park in for the event.

KSU Police Department: As determined by the KSU Police Department

- KSU policy requires that one Security Officer or Police Officer be present at events on campus of over 250 attendees. Their rate is \$65 per hour while the audience is present, for a minimum of four hours.

Box Office: \$3 per ticket

- If you choose to run ticket sales through the KSU Box Office, there will be a fee of \$3 per ticket. There is no fee if you handle ticket sales and ticket-taking yourself.