

RATE SUMMARY

University Theatre

All events scheduled in Stewart Theatre require the following crew and will incur the following administrative charges. An estimate of expected expenses will be provided once a completed Technical Information Sheet has been received and reviewed by the Production Facilities Manager. At the conclusion of your event, an exact cost will be provided. For events in Stewart Theatre, a minimum crew is required as listed below. The Technical Director will determine the full staff necessary to present your event. You will be responsible for any overtime incurred by the crew. Minimum call is 2 hours, total hours charged include set up, break down and possible meal breaks. A mutually agreed upon break schedule for the Stewart Theatre crew will be determined by the organization and Production Facilities Manager.

Stewart Theatre, Capacity 802							
RENTAL CHARGES		Student Organizations	Student Focused Event (co-sponsored by campus org)	Student Affairs Organizations	Campus Rate	Conference Rate	Rental Rate
With admission charge	(rent) + (admin charge) + labor	\$0 + \$0 + labor	\$200 + \$50 + labor	\$0 + \$50 + labor	\$150 + \$50 + labor	\$300 full day/\$150 half day + \$50 + labor	\$600 + \$50 + labor
Without admission charge	(rent) + (admin charge) + labor	\$0 + \$0 + labor	\$0 + \$50 + labor	\$0 + \$50 + labor	\$75 + \$50 + labor	\$200 full day/\$100 half day + \$50 + labor	\$600 + \$50 + labor
<p>Stewart Theatre is the only venue University Theatre supports and schedules in Talley Student Center. The dressing rooms and backstage support spaces are all included in the reservation of the space.</p> <p>Any requests for rooms in Talley Student Center outside of Stewart Theatre, including the lobby areas are arranged with Talley Reservations.</p> <p>Student-focused events are determined at the discretion of the production facilities manager and may include events where the student organization is not the primary presenter of the program.</p>							

Quantity	Typical Minimum Crew	Rate
1	Technical Supervisor	\$17/hr
1	Assistant Technical Director	\$16/hr
1	Stage Technician-Lights	\$12/hr
1	Stage Technician-Sound	\$12/hr
1	Stage Crew	\$11/hr
Additional Crew required for shows w/audience		
1	House Manager	\$12/hr
2	Ushers	\$9/hr
Additional Charges		
	Loading Dock Parking Passes	\$2/each
	Equipment such as microphones and projection may incur additional charges due to the cost of equipment upkeep.	

Additional Expenses

Stewart Theatre uses student crews to staff programs. During holidays and university breaks, programs scheduled at these times may require outside crew be hired to staff your program at rates higher than those listed above.

Talley Student Center Building Charge

Stewart Theatre is housed within Talley Student Center. In the event your program's end time is scheduled after the regular closing time of the Center, you shall be required to pay to keep the building open at the following rates and billed directly through the Talley Student Center Reservations office.

NCSU Student Organizations	\$50/hour
Non-NCSU Student Organizations	\$75/hour
Rentals	\$75/hour

Vending

A permit is required in order to sell or set up a display in the lobbies of Talley Student Center. Contact TSC Reservations office at (919) 515.2249 to make the necessary arrangements. Vending charges shall be billed directly through the Talley Student Center Reservations office.

Tickets

Event sponsors shall not print their own tickets. All ticket printing and sales for events held in Stewart Theatre must be handled through Ticket Central, unless approved by the management of University Theatre. University Theatre/Stewart Theatre does not handle ticket sales. Contact Ticket Central at (919) 515.1408 at least four (4) weeks in advance of your show to make the necessary arrangements. Ticket Central charges shall be billed directly through Ticket Central.

University Theatre/Stewart Theatre may require tickets be distributed to patrons attending a free event if the expected attendance may exceed the theatre's seating capacity.

Cancellations

If it becomes necessary to cancel an event scheduled in Stewart Theatre, contact the theatre in writing as soon as possible. Failure to do so shall result in the following charges:

Less than 14 Days Prior to Event Date	Administrative Fee
Less than 7 Days prior to Event Date	Administrative Fee plus Two (2) hour minimum Crew Charge
Less than 24-hours	Administrative Fee plus Full Crew Charges