



April-2020

# Rental Information Packet

2020-2021



## Inspired, memorable, events

We plan literally hundreds of exciting events each season and are ready to help make your next event unique and memorable. Let our talented production team help you create an exceptional experience and put your event center stage in the newly-renovated McAninch Arts Center. We have a variety of unique spaces to make your event one of a kind. With a variety of catering options provided by our preferred caterers or by our on-site culinary department, we can create a total event experience that exceeds your expectations.

All of our spaces offer a distinctive setting that will make your special event memorable for meetings, competitions, wedding, corporate gatherings and other special events. Inquiries for bookings are now being accepted.

- 782-seat Belushi Performance Hall with state of the art lighting and sound.
- 184-seat Playhouse offering a more intimate experience, with lighting and sound.
- 70-seat black box stage (approximate capacity) with flexible seating set up options.
- 1200 capacity new outdoor Patio Amphitheater Stage, with space available for party tents, seating and view of the lake.
- 150 seated or 300 cocktail/standing Main lobby, with abundant natural light and adjacent Cleve Carney Museum of Art.

## Facility Rental

**All rates do not include labor.**

### Special Considerations

- Additional rooms may be available on request for breakout sessions, luncheons, rehearsal space...
- A cost estimate will be provided before the event. The actual cost will be reflected on the invoice sent no later than 3 weeks after the event.
- A \$1000 deposit will be required to hold the space; 50% deposit of cost estimate will be required for all rentals 30 days prior to the event. See Section N for other details.
- A Certificate of Insurance will be required 30 days prior to the event.
- A full day will be charged if event exceeds the half day time frame (over 5 hours).
- In all cases, any fraction of an hour constitutes a full hour of charges.
- Any rental, whether rehearsal or performance, which occurs on a holiday will be billed at one and one-half times the normal rate for all labor charges.
- There is a minimum charge of four hours for any rental.

## Belushi Performance Hall (seating capacity 780)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: Line array house sound system, 6 wired microphones, 2 wireless handheld microphones, and 4 stage monitors.
- Standard drapery and cyc
- Intercom system (Clear-com)
- Dressing rooms minimum 2 (based on availability)
- Two tables for the lobby with linens
- Lobby/Public Restrooms

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Performance/Presentation Rate (up to 8 hours, may include 1 performance)	\$2500.00	\$1,800.00
Hourly Performance Rate (after 8 hours)	\$275.00	\$200.00
For 2 or more performances	\$600.00	\$500.00
Weekend Rehearsal Rate (up to 4 hours)	\$1000.00	\$750.00
Hourly Weekend Rehearsal Rate (after 4 hours)	\$100.00	\$50.00
Weekday Load in and Rehearsal Rate (up to 4 hours)	\$800.00	\$400.00
Hourly Weekday Rehearsal Rate (up to 4 hours)	\$50.00	\$25.00

## Playhouse (seating capacity 184)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: Line array house sound system, 4 wired microphones, and 2 stage monitors.
- Standard drapery (No Fly System)
- Intercom system (Clear-com)
- Dressing rooms - minimum 1 (based on availability)
- Two tables with linens

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Performance/Presentation Rate (up to 8 hours, may include 1 performance)	\$1000.00	\$750.00
Hourly Performance Rate ( after 8 hours)	\$130.00	\$110.00
Each Additional Performance	\$400.00	\$300.00
Rehearsal Rate (up to 4 hours)	\$600.00	\$450.00
Hourly Rehearsal Rate (after 4 hours)	\$50.00	\$40.00

## Studio Theatre (seating capacity approximately 70)\*

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system and 2 wired microphones.
- Standard drapery (No Fly System)
- Intercom system (Clear-com)
- Dressing rooms - minimum 1 (based on availability)
- One table with linens

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Performance/Presentation Rate (up to 8 hours, may include 1 performance)	\$400.00	\$300.00
Hourly Performance Rate ( after 8 hours)	\$100.00	\$90.

\* The space configuration and seating capacity varies based on MAC Production calendar.

## Special Weekday Lecture Rate (Belushi Performance Hall/Playhouse Only)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system, 6 wired microphones, and 4 stage monitors.
- LED Up-lighting for backdrop curtain
- Projector including screen and input device.
- Confidence monitor
- Standard drapery (No Fly System in Playhouse)
- Intercom system (Clear-Com)
- Lectern/podium
- Dressing rooms - minimum 1 (based on availability)
- Two tables lobby with linens

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Lecture Rate (up to 4 hours)	\$1200.00	\$900.00
Hourly Lecture Rate ( after 4 hours)	\$100.00	\$70.00

## Non-Stage Spaces

Most of these spaces are large rooms that can be arranged into various configurations (with the exception of the Lecture Hall MAC153). Lighting is general and sound is limited.

### Choral Room (MAC140) or Instrumental Room (MAC138)

	<i>Standard Rates</i>	<i>Non-Profit Rates</i>
One Day (up to 8 hours, may include 1 performance)	\$275.00	\$250.00
½ Day (up to 4 hours)	\$175.00	\$150.00
Per hour (applies after 8 hours)	\$75.00	\$50.00

### Lecture Hall (MAC153), General Classrooms, and Conference Room

	<i>Standard Rates</i>	<i>Non-Profit Rates</i>
One Day (up to 10 hours, may include 1 performance)	\$170.00	\$127.00
½ Day (up to 4 hours)	\$99.00	\$74.00
Per hour (applies after 8 hours)	\$25.00	\$15.00

## Lobby

The rate includes time in the space and the use of lobby furniture.

	Standard Rates	Non-Profit Rates
Up to 4 hours	\$500.00	\$450.00
Per hour after 4 hours	\$100.00	\$75.00

## Patio Stage

	Standard Rates	Non-Profit Rates
Concert - One Day (up to 10 hours, may include 1 performance)	\$2500.00	\$1800.00
Party/ Wedding/ Reception	\$1800.00	\$1200.00

Line array sound system (Nexo Geo S-12), 16 channel digital mixing console (Yamaha QL1), basic concert lighting for under canopy/tiered seating area, and lighting console (ETC Gio) are only included in the rates during the months of July and August (*subject to availability*). Tents, tables, chairs, linens, and additional sound, lighting, and video are coordinated through the MAC production staff at a per item fee plus labor. MAC technician support is required.

## Additional Services

### A. Production Support

Production Manager    \$35.00/hour (overtime \$52.50/hour)  
 Stage Technician       \$30.00/hour (overtime \$45.00/hour)

- Tech services requests must be made at least 2 weeks prior to event. Requests made less than 2 weeks in advance will incur a late request surcharge of 15%.
- The MAC requires a Production Manager to be present at all times during the rental.
- Labor rates apply for MAC production manager and any stage technicians required for rehearsals, performances, and load-in/load-outs.
- All technical labor will be discussed and mutually agreed upon; however, all final decisions on staffing will be determined by the MAC (minimum 3).
- A work shift constitutes an 8-hour shift. Any work day of 8 hours must include for the MAC staff two paid 15-minute breaks and one unpaid 60-minute lunch. Overtime fees are incurred after 8 hours.
- All crews are non-union.
- All decisions with regards to space use and safety will be made by MAC staff.
- Labor charges are non-holiday rates. Any labor on holidays will be charged at 1.5 times labor rates.

### B. Equipment Rental

The MAC can provide audio, visual and technical equipment beyond what is included in the space to enhance your event. Most equipment will require an additional stage technician to operate. List and prices are at end of packet. All special effects and scenic elements must be approved by the MAC Production Manager.

**C. Piano Rental and Tuning**

	Internal	External
9' Concert Grand Piano (In Performance Hall only)	\$225.00	\$375.00
7' Concert Grand	\$200.00	\$350.00
Upright Piano	\$175.00	\$325.00
Drum Kit	\$800.00	\$800.00

- A piano tuning is included in the cost of the rental.
- Other instruments are available upon request. (Pricing based on instrument and availability \$10-\$800 per day).

**D. Front-of-House Support**

All performances and events require a house manager and ushers to maintain patron service standards.

Front of House	\$700	Includes 4 hours of 10 Ushers and One House Manager. (\$175 each additional hour)
	\$800	Includes 4 hours of 10 Ushers and Two House Managers. (\$200 each additional hour)

- A House Manager is required for all performances and events. For a house larger than 400, two house managers are required.
- The House Manager will be on site 90 minutes before the announced curtain time and stay until 30 minutes after the end of the event.
- The Ushers will be on site 60 minutes before the announced curtain time and stay until 30 minutes after the end of the event.

**E. Ticket Office Support**

The MAC offers complete ticketing services for any event at the following charges:

Complete Ticketing Service	\$600.00/performance
Ticket printing (per each printed ticket)	\$0.25
Internet Ticketing	\$100.00 additional/performance
Additional Ticket Office Clerk	\$20.00/hour

- Complete Ticket Office Service includes:
  - Advance and day of sales
  - Tickets
  - One Ticket Office Clerk for performance
- The need for additional ticket office clerks will be determined by the MAC and is based on expected attendance. (i.e. more than 300 attendees will require another clerk)

*Ticket Office Hours*

Tuesday-Sunday 12pm to 6pm

Also open two hours prior to show time and closes after intermission.

Please Note: Customer will be charged a service charge for tickets purchased by phone, mail, and internet ticket order. Renters may handle their own tickets and ticket sales. All tickets, whether assigned seats or general admission, must be numbered and cannot exceed the capacity of the theater.

**F. Internet and Phone Access**

Limited wireless internet service is available in the spaces. For more specific internet and phone needs, please consult with the MAC Production Manager with the event details.

**G. Concession and Merchandise**

The MAC may provide concession sales for events and performances. The MAC retains all proceeds from concessions.

The sale of non-food merchandise is allowed at the discretion of the MAC. The MAC Concessionaire’s Fee is 20% of the gross sales if the MAC provides a seller; otherwise, it is 15% of gross sales if the renter provides a seller.

**H. Table Rental**

8’ tables and 6’ rounds <b>with</b> cloth tablecloth	\$25/table
Cocktail Tables <b>with</b> cloth tablecloths	\$20/table
8’ tables and 6’ rounds <b>without</b> tablecloth	\$10/table

- All tables in public spaces must have a cloth tablecloth
- Renters may provide their own cloth tablecloth and skirting. No paper/plastic tablecloths allowed
- All tables include chairs as needed

**I. Catering**

The MAC can arrange food and beverage service for your event through our College Dining Services. No food or beverage may be brought on campus by the renter or its volunteers. Fees are determined based on menus which can be found at:

[https://www.cod.edu/student\\_life/resources/cafeteria/catering\\_guide.aspx](https://www.cod.edu/student_life/resources/cafeteria/catering_guide.aspx)

A 10% surcharge shall be applied to catering services.

Special Considerations

- By contract College of DuPage Dining Services must receive first right of refusal.
- In the event that the College Dining Services is unable to provide services for the event, an outside vendor may be used from a list of our preferred caterers. A College of DuPage food waiver must be obtained and submitted 30 days before the event. The caterer must provide a health permit, certificate of insurance and license to cater.
- Home-made or any nonprofessionally prepared food for attendees or guests is strictly prohibited

**J. Custodial Services**

Standard rental ensures a clean and welcoming environment. Custodial personnel are required for all events open to the public.

Custodial Charge \$35/hour

- 4 hour minimum
- Arrives 1 hour before published start time of the event
- End time based on spaces used at the MAC for the event
- May not be required for rehearsals or load-ins.



### K. Audio and Video Recording

College of DuPage Multimedia Services department can provide video and audio recording services for additional charges.

[https://www.cod.edu/about/administration/multimedia\\_services/index.aspx](https://www.cod.edu/about/administration/multimedia_services/index.aspx)

Renters may also contract with a third-party video/audio recording service for their event. Vendors must work with MAC production personal at least two weeks prior to the event on suitable location of camera equipment.

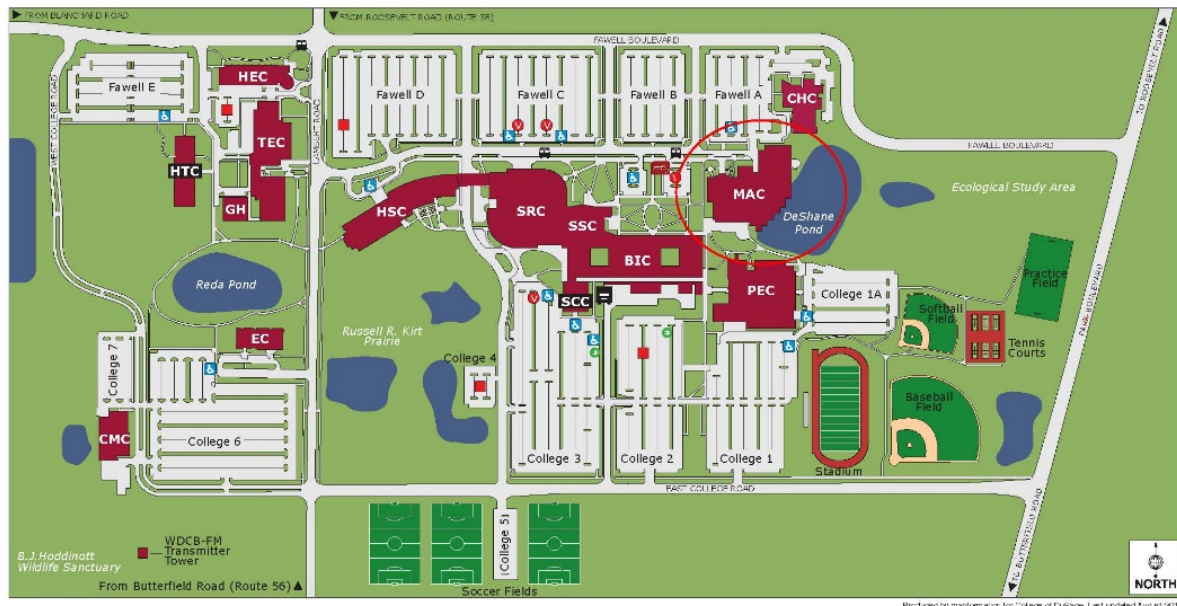
### L. Security

For special security needs or concerns for the event, an on-duty Police Officer can be arranged.

Police Officers \$48/hour (must be arranged two weeks before the event)

### M. Parking

Parking at the MAC is free and based on a first-come, first-serve basis. Lots are busiest Monday through Friday from 8am to 9pm when classes are in session. Please see map below.



#### College of DuPage

425 Fawell Boulevard  
Glen Ellyn, Illinois  
60137-6599  
(630) 942-2800  
[www.cod.edu](http://www.cod.edu)

#### Buildings

BIC	Rodney K. Berg Instructional Center	HTC	Homeland Security Training Center
CHC	Culinary & Hospitality Center	MAC	Harold D. McAninch Arts Center
EC	Early Childhood Center	PEC	Physical Education and Community Recreation Center
GH	Greenhouse	SCC	Seaton Computing Center
HEC	Robert J. Miller Homeland Security Education Center	SRC	Student Resource Center
HSC	Health and Science Center	SSC	Student Services Center
		TEC	Technical Education Center

#### Parking

-  Accessible
-  Bus Stop
-  Employee
-  Guest/30-Minute
-  Motorcycle
-  Shipping and Receiving
-  Electric Car Charging Station



**College of DuPage is Tobacco Free**  
College of DuPage prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes on College of DuPage campus and satellite campuses. In addition to all buildings, it applies to all outside property and grounds and College owned vehicles.

Individuals may smoke inside their own vehicles as long as the doors and windows of the vehicle remain closed.

#### **N. Deposit, Proof of Insurance, Non-Profit Status and Invoice**

##### *Deposit*

- A \$1000 deposit is due with signed contract to hold space on required date.
- A 50% of cost estimate deposit is required 30 days prior to event.
- If the renter cancels the event at least 30 days before the event, 50% of the \$1000 deposit will be refunded; no refund is available less than 30 days prior to the event.

##### *Insurance*

- A certificate of insurance must be provided naming the College of DuPage as additional insured. The certificate must be provided within 30 days of the event:
  - Coverage must be \$1,000,000 combined single limit for bodily injury and Property Damage
  - \$2,000,000 general aggregate.

##### *Proof of Non-Profit*

- Written proof of Non-Profit Status must be provided 30 days prior to the event. If no written proof is provided, regular rental rates will apply.
- Labor rates are not discounted.

##### *Invoice*

- An Invoice will be sent no later than 3 weeks after the event.
- Payment of remaining balance is due upon receipt of invoice.

## Stage Equipment available for rental (labor additional)

VIP Lectern	\$35.00
4' x 8' Platform (8", 16", or 24" heights)	\$35.00/Platform
Choral Risers (4 tiers- 6 sections)	\$20.00/Riser

### Video Equipment

Video Projector* 20K lumens (must be used in Belushi Performance Hall) Includes one input device and screen	\$1000.00
Video Projector* 13K lumens (Playhouse Theatre) Includes one input device and screen	\$700.00
Fast Fold Projection Screen	
16' x 9'	\$100.00
10' 6" x 14'	\$100.00
7' 6" X 10'	\$75.00
TV and DVD/Laptop/Confidence Monitor	\$50.00
Video Switcher	\$150.00

### Audio Equipment

Wired Microphone (6 included, charge for each additional after 6)	\$15.00 each
Wireless Microphone (Hand Held or Lavalier)	\$75.00 each
Concert Sound System (additional audio stage hand required – labor not included) Includes: 2 Yamaha CL5s, Rio stage boxes, access to entire wired microphone and audio monitor inventory, 2 additional wireless microphones	\$1500.00

### Lighting Equipment

Follow Spot (2 each are available in Belushi Performance Hall or Playhouse) *	\$40.00
LED Up-Lighting (12 WELL Fit units for non-lecture events)	\$120.00 per day
Austrian Drop with ColorSource Linear 2 Dark Blue LED Strips (9 units)	\$120.00 per day
Star Drop	\$75.00 per day
Dance Side Light Package (labor included in rate)	\$650.00
Moving Light Package (4 Robe ColorSpot 700eAT, 12 Robe ColorWash 575AT with wide lenses)	\$300.00 per day

### Special Equipment

Smoke Machine*	\$75.00 per day
Hazer*	\$75.00 per day
Snow Drop*	\$75.00 per day
Mirror Ball	\$75.00 per day
Acoustic Sound Shell (Belushi Performance Hall only – labor included)	\$400.00
Acoustic Sound Shell Ceiling Only Belushi Performance Hall only – labor included rate)	\$200.00
Marley Dance Floor (Harlequin) (includes labor, tape, supplies)	\$550.00

*Other equipment is available upon request, but may require a third party rental.*

*All rates are ½ price for second day and on.*

**\* requires a stage technician for operation**

**\*\*may require additional stage technicians for set-up**

## Performance Hall (780)

### *Stage Dimensions*

Proscenium Opening: Width 49' Height 25'  
Depth: (Curtain to back wall) 37'  
Distance from edge of stage to grand curtain: 16' 5"  
Apron: 5'  
Orchestra Pit: 11' 5" (pit can lower to 8' below the stage)  
Stage Floor: Sprung Wood with masonite hardboard cover

### *Rigging*

51 sets of lines; Single Purchase  
5 Electrics  
All line sets are operated on stage right.  
Grid Height: 62'  
Motorized movie screen at proscenium: 24' wide x 20' high

### *Curtains*

Grand Curtain: Eggplant Manual Guillotine  
6 Pair of Black Legs on Adjustable Tracks  
5 Black Borders  
1 Black Sharktooth Scrim  
1 White Cyclorama Drops

### *Lighting Equipment*

3 Catwalks of 4 Color Front Wash with ETC Source Four 26° ellipsoidal  
4 Electrics of 4 Color Top Lighting with 8" Fresnels  
1 Electric of 4 Color Wash of Cyc Lights  
DMX Control Console: ETC Ion 6k (6,144 Output Addresses/12 Universes)

### *Sound Equipment*

Yamaha Nexo Center Speaker Cluster  
Basic Audio Mixing Console: Yamaha QL1 with 1 MY4DA 4-Channel Analog Output Card  
(Total Inputs: 16, Total Outputs: 12)

## Playhouse (182)

### *Stage Dimensions*

Thrust 30' x 35'

Height to bottom of catwalk 17'

### *Curtains*

Complete set of black legs and full upstage surround.

### *Lighting Equipment*

Repertory plot in place which includes:

11 areas of front wash with 2 ETC ColorSource Spots per area

12 areas of top light with 1 ETC ColorSource Spot per area

DMX Lighting Control Console: ETC ION 6k (1,024 Output Addresses)

### *Sound Equipment*

Various speaker and amplifier options included

Soundcraft 16 Channel Mixing Console

## Studio Theatre (70 seats)

### *Stage Dimensions*

40'x40' black box with 50% of the space used for seating.

### *Curtains*

Complete set of black legs and black curtains for full surround.

### *Lighting Equipment*

Lighting plot dependent on current space usage

DMX Lighting Control Console: ETC ION 6k (1,024 Output Addresses)

### *Sound Equipment*

Various speaker and amplifier options included

16 Channel Mixing Console

***Thank you for your interest in the McAninch Arts Center. We look forward to hosting your event!***