



2024 – 2025 RENTAL RATES

VENUE RENTAL

\$4,000.00 for one show per day

\$4,700.00 for two shows per day

Load In/rehearsal days at \$200.00 per hour

Mezzanine lobby only: \$700.00 per four-hour block (each additional hour at 50.00)

Plus any additional expenses, item rentals, and/or labor

House Commission of 20% on merchandise

**SMU sponsored events and select non-profit organizations will receive a 20% facility discount. Please ask about eligibility.*

Non-Refundable Deposit

50% of venue rental cost is due at time of contract (will be applied to final invoice)

FRONT OF HOUSE

STAFFING

Event Manager: \$250.00 per five-hour block. After 5 hours, fee increases to \$500.

Ushers/Supervisors: \$22.00 - \$28.00 per hour, per usher (four hours minimum - rate based on event complexity and discretion of Manager).

SMU-PD: \$65.00 per hour, per officer (four hours minimum - minimum of two officers required).

Cleaning Fee: \$35.00 - \$48 per hour, per custodian. Custodial requests made less than two weeks before event will incur additional charges on the hourly labor. Custodial Rates begin two hours before an event through a minimum of two following the end of the performance.

EQUIPMENT RENTALS

Table	\$10.00 per day	Stanchion	\$6.00 per day
Folding chair	\$3.00 per day	Easel	\$6.00 per day
Armchair	\$10.00 per day	Removal of Furniture	\$250.00
Tablecloth	\$12.00 per day	Storage of Items Left Behind	\$50.00



McFarlin Memorial Auditorium

PARKING

Guest Permits	\$18 per vehicle
Coned/Reserved	\$35 per space
Attendees at Lots - traffic control	Cost depends on number of attendees needed
Attendees at Lots - collecting fee	\$20 per vehicle

BACK OF HOUSE

AUDIO RENTALS

Wireless microphone combo kit (wireless handheld or wireless lavalier, including batteries)	\$75	iPad with general playlist	\$80
Head set microphone (in additional to a combo kit)	\$50	Piano, 1994 Baldwin SF Grand (with tuning)	\$800
Wired Microphone	\$60	Music stands	\$8
		Music stand light	\$2

VISUAL RENTALS

Projector & Screen Package	\$900	Video Recording 3 Static Is Cameras 1080p 29.9	\$400
Confidence Monitor	\$320	Highspeed Hardline streaming internet connection	\$100
Perfect Cue Speaker Timer	\$350		
Perfect Cue Slide Timer Advancer	\$200		
Full Video Package (includes all above items)	\$1500		

LIGHTING RENTALS

Lighting Restore Fee	\$900	Lighting Package Options:	\$150 - \$750
DF50 Hazer or F100 Fogger (requires overwatch)	\$100	1) Lectern Solo	
Follow Spot	\$150	2) Lectern + Stage Wash	
House Gobo	\$100	3) Broad Stage Wash	
Disco Ball with Motor	\$300	4) Multi Cue	
		5) Moving Light Cues	
		6) Cyc Lorama + Ground Lighting Package	\$500



McFarlin Memorial Auditorium

LECTERNS, FX, DÉCOR

Wooden Lectern	\$100	Arm Chair	\$10
Small – 45” x 47”		Red/Blue Chair	\$15
Large – 51” x 49”		Director’s Chair	\$12
Marley Floor (per day)	\$100	Garment Rack	\$15
Large Rug	\$35	Stanchion	\$6
Table	\$10	Easel	\$6
Tablecloth (Black)	\$12	Decks	\$5 each
Folding Chair	\$3		

LABOR

Audio Technician (per hour, five-hour minimum)	
<i>*Subject to day rate depending on complexity of event (\$400)</i>	\$40.75
Lighting Engineer (per hour, five-hour minimum)	\$40.75
<i>*Subject to day rate depending on complexity of event (\$400)</i>	
Video Technician (per hour, five-hour minimum)	
<i>*Subject to day rate depending on complexity of event (\$500)</i>	\$40.75
Technical Director (per hour, five-hour minimum)	\$40.00
Technical Director Fee Per Day	\$75.00
Stage Hands (per hour, minimum of three for lectures or five for ballets and/or concerts, five-hour minimum)	\$34.75
Stage Manager	\$40.75
Lighting or Audio Design Fee	Starts at \$200
Overhead fee	15% of Crew labor cost
Electricians	\$40.75
Fly Operator	\$40.75
Truck Loaders	\$34.75
Spot Operators	\$34.75
Riggers (per day)	\$650.00

LABOR POLICY

- OT over 8 hours worked
- DT between 12:00am - 8:00am
- One 15-minute break for every 4 hours worked
- One hour walk away or 30 minute provided meal break every 5 hours worked

Failing to accommodate will result in a meal penalty of double-time rate until meal break is provided