



JEAN & PAUL AMOS PERFORMANCE STUDIO

STUDIO RENTAL RATES & POLICIES

Basic studio rates are for use of the WSRE PBS Amos Studio alone and do not include costs for equipment, lighting, audio, production or personnel.

The total rental rate will be based upon studio availability, special lighting, audio or other requested equipment and the amount of necessary personnel as determined based on the completed Request for Services form.

Studio Rental Rates

- Standard \$1,500 per performance day plus expenses
 \$1,000 per rehearsal or load-in/load-out day
- *Non-profit \$1,000 per performance day plus expenses
 \$ 500 per rehearsal or load-in/load-out day
 **Must provide copy of current IRS 501(c)(3) documentation*

Includes use of green room, dressing rooms and production room.

A rental day is up to 16 hrs beginning at 8 a.m. A load-in/load-out day is up to 12 hrs. Personnel hours over 16 (event day) or 12 hours (load-in/load-out days) will apply at time and a half.

Studio rental rates are doubled on the following holidays: New Year’s Day, Martin Luther King Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Sales Tax

Florida state sales tax of 7.5% is charged on studio rental, equipment rental and personnel costs unless the client provides a copy of a current State of Florida Sales Tax Exemption Certificate.

Personnel

- Front of Studio 4 hour minimum for all personnel
 - House Manager* \$25/hr*
 - Head Usher..... \$15/hr
- Technical Personnel May require \$100-\$200 planning fee for large events
 - Technical Director* \$30/hr*
 - Audio Engineer \$40/hr
 - Audio Assistant \$30/hr
 - Lighting Designer \$40/hr
 - Lighting Operator \$25/hr
 - Senior Engineer \$50/hr
 - Stage Crew \$25/hr
 - Producer..... \$60/hr
 - Director \$60/hr
 - Camera Operator \$25/hr
 - Stagehand/Prod Asst. \$25/hr
- Security
 - Uniformed Police Officer..... \$30/hr (minimum 2 hrs)
 - Security Guard \$25/hr (minimum 2 hrs)

Equipment

Sound Reinforcement, A/V Equipment

- Microphone \$25 each/\$10 each per additional day
(lavalier, handheld, drop, headset available)
- Projector (2.3k lumen) \$250 and up per event
- Projector (6k lumen)..... \$450 and up per event
- Projection Screen 10 ft..... \$50 and up per event
- Projection Screen 21 ft..... \$200 and up per event

*Indicates required staff or fees.

Custodial

- Studio Cleaning \$200 per day

Deposit

A \$500 refundable security deposit is required at the time of contract signing. Facilities must be restored to pre-rental condition (trash emptied, lobby and kitchen in order, etc.)

Insurance

Renter at its sole cost and expense must provide proof of commercial general liability insurance in the amount of \$1,000,000. Insurance must name the WSRE-TV Foundation, Inc. and The District Board of Trustees of Pensacola State College, Florida as additional insureds. Lessee must provide WSRE PBS/Pensacola State College with a certificate evidencing such insurance coverage no later than **ten (10) days** prior to Lessee’s use of the studio or the event will be cancelled.

Reservation and Deposit Policy

Dates will be held for 15 business days from the time an event is booked on the Jean and Paul Amos Studio calendar. After that period of time, a signed agreement and a 50% deposit, including security deposit, are required to lock the date. If the deposit and signed agreement are not received after the 15 business day period, then the date will be considered “tentative only” and available to any other renter.

If another renter challenges your date, you will be notified and given the right of first refusal, which will require a deposit and agreement within 10 business days. If the deposit and signed agreement are not received after the 10 business day period, the date will be forfeited to the next renter with a guaranteed deposit.

If you cancel the rental, you forfeit the rental charge according to the following schedule:

<u>Notice of Cancellation Received</u>	<u>Cancellation Fee</u>
120 days prior to event	25% of studio rental fee
90 days prior to event	50% of studio rental fee
60 days prior to event	75% of studio rental fee
30 or less days prior to event	100% of studio rental fee

At the discretion of WSRE PBS and the performance studio management, renters with no previous rental experience, inadequate financial underwriting or no local institutional affiliation may be required to provide a deposit equal to cost of studio rental and estimated labor/services before booking is confirmed.

NO BOOKING SHOULD BE CONSIDERED CONFIRMED UNTIL A SIGNED CONTRACT IS FULLY EXECUTED BY LICENSEE AND THE WSRE TV FOUNDATION, INC.