

**Ferst Center for the Arts  
Facility Rental Information**

**Contact Information**

Office of the Arts at Georgia Tech  
349 Ferst Drive  
Atlanta, GA 30332-0468  
[www.arts.gatech.edu](http://www.arts.gatech.edu)

**Theatre Event Coordinator, Rachel Haage**

Administrative Office..... 404-897-2787  
Box Office..... 404-894-9600

**Ferst Center Information**

The Ferst Center is a large performance venue that is professionally staffed. In addition to the Rental Rates listed on the next page, the Renter is responsible for paying for a standard hourly personnel and custodial package that usually carries a minimum cost of \$1,250 for events less than five hours in the theatre and \$250 for events less than five hours in the lobby.

**Theatre**

1,041-seat multi-purpose performing arts facility, specially equipped for lectures, music, theatre, dance, film, and other performance events. An additional 100 seats may be available depending on your stage configuration.

**Lobby**

The recently renovated lobby of the Ferst Center is an open space that is delightful for audiences before a performance or for receptions ranging from casual to elaborate. Featuring an East and West Lobby area, the space can also accommodate meetings, luncheons, and visual art events. The full lobby comfortably accommodates 100 for a seated event and up to 250 for mobile events depending on the requested configuration.

**Rental Requests need to be made at least two weeks in advance of your event.**

**Campus departments and GT students request through <http://emsscheduling.gatech.edu>**

1. To request use of the Ferst Center Theatre or Lobby, complete the **online request form** located online at <http://arts.gatech.edu/content/ferst-center-rental-request> or complete the form included here and send to [Rachel.Haage@arts.gatech.edu](mailto:Rachel.Haage@arts.gatech.edu). **This form is required to initiate your request.**
2. An event coordinator will contact you to discuss your date within five business days of your request.
3. A pre-production meeting will be set up with you to determine technical and box office costs.
4. A contract will be emailed to you. You must sign and return both copies of the contract along with:
  - Proof of Insurance
  - Ticket Set-Up Form, if applicable
  - 501(c)3 or other non-profit determination letter, if applicable
  - Deposit of 25% rental fee & technical fees estimate (Internal billing form for campus groups)
5. Two weeks before the event date, the remainder of the rental fee and technical fees estimate is due.
6. You will receive final invoice within 10 business days following the event.

## Rental Rates

	Campus Departments & Student Groups			Non-Profit Charitable Organizations			Commercial Entities		
	1 – 5 Hours	5 – 9 Hours	9 – 12 Hours	1 – 5 Hours	5 – 9 Hours	9 – 12 Hours	1 – 5 Hours	5 – 9 Hours	9 – 12 Hours
<b>Theatre</b> (includes standard lobby setup)	\$600	\$1,200	\$1,725	\$800	\$1,600	\$2,000	\$1,000	\$2,000	\$2,800
<b>Half Lobby</b>	\$200	\$380	\$545	\$275	\$515	\$725	\$375	\$695	\$965
<b>Full Lobby</b>	\$400	\$760	\$1,090	\$450	\$850	\$1,210	\$550	\$1,030	\$1,450

*The Theatre Rental Rate after twelve (12) hours is \$300/hour for all groups.*

*The Half- Lobby Rental Rate after twelve (12) hours is \$120/hour for all groups.*

*The Lobby Rental Rate after twelve (12) hours is \$200/hour for all groups.*

**The Office of the Arts requires the following for all groups:**

**Standard personnel and security packages for all events in the Theatre or Lobby at an additional cost to the Renter.** Note: First Center Lighting, Sound, Followspot and A/V Operators must be present when those systems are used.

\$325 per event for Theatre/lobby rental custodial (Events with two performances on the same day will incur two Janitorial Service charges)

\$225 per event for Lobby-only rental custodial

**Standard Lobby Set Up** is included in the rental fee and consists of the following:

- Two (2) sofa units consisting of 3 sectionals each
- Eight (8) 36" square tables that can be in table or bar height mode
- Sixteen (16) table height chairs
- Sixteen (16) bar height chairs
- Eight (8) modular poufs (convertible chair/ottoman)
- Two (2) 8' tables with black linens for concessions set up

**Additional Lobby Options (additional costs may apply):**

- Use of up to 100 chairs, (9) 6' round tables, (10) 8' rectangular tables, and (10) 6' rectangular tables (*Linens are required for all tables*)
- Use of data projector and screen
- Use of podium with or without microphone
- Use of PA system

## Catering

When renting the facility you must use an approved Georgia Tech Caterer for all of your food and drink needs that exceed \$300 in cost. You can discuss this further with your event coordinator and see a list of approved caterers here: <http://specialevents.gatech.edu/resources/catering>.

## Equipment & Labor Rates

### STAGE LABOR TERMS AND CONDITIONS:

The following rates are for additional equipment and staff, which may be needed but are not included in the "Basic Usage Guidelines".

Cancellation or addition of labor should be requested no later than two (2) weeks prior to the performance date. Failure to do so may result in cancellation penalties and/or inflated hourly rates. The rates in the table below are per hour unless otherwise noted. Set-up and breakdown times will be counted as usage time in the charges calculations. Rates listed below are maximum rates per hour. GT staff will work with the Licensee to develop an effective staffing structure for each event.

NO supplies or equipment may be left in the building after the end of the licensed period. A storage fee of \$150 per day will be charged until all property belonging to renter is removed.

The First Center provides professional quality production technicians and operators for all Licensees. Only Center staff will setup and operate all in-house equipment. Anything that needs to be hung or flown must be done by Center personnel only. Licensee may provide their own lighting and sound operators, but Center operators will supervise whenever Center equipment is in use in order to maintain the integrity of the in-house systems. Licensee may provide the following crew: Master Electrician, Master Carpenter, Props Person, Wardrobe Person, Stage Manager, and Stagehands to handle Licensee's free standing set pieces. Theater restore charges of the lighting, sound and stage systems, will be decided by the Event Supervisor based on the amount of deviation from the auditorium's normal conditions. The Event Supervisor shall determine number of crew needed for each production call. All calls are four (4) hour minimums.

Overtime between 12AM and 8AM	1.5 x base rate
Overtime after 10 hours worked in a day	1.5 x base rate
Meal penalty applies when crew is not given a one-hour break after every 5 hours worked	1.5 x base rate
<b>Holidays:</b> Jan 1 <sup>st</sup> , MLK Day, Easter, Memorial Day weekend, July 4 <sup>th</sup> , Labor Day weekend, Thanksgiving, & December 25 <sup>th</sup> through December 31 <sup>st</sup>	1.5 x base rate
<i>If more than one of the above conditions applies</i>	2.0 x base rate

### PRODUCTION CREW:

Technical Director	\$26/h
Stage Supervisor	\$25/h
Stage Manager	\$25/h
Lighting Operator	\$25/h
Audio/Video Operator	\$25/h
Stagehands	\$20/h
Riggers (Same rate for all Users)	\$40/h on an 8-hour day.
<i>Overtime will be charged after 8 hours for required Riggers</i>	

### FRONT OF HOUSE STAFF:

House Manager	\$25
Ushers	\$14
Box Office Supervisor	\$25
Box Office Clerk	\$14

### EQUIPMENT RENTAL: (Prices do not include set up or operation labor)

Orchestra Shell	\$400/event	Cyc	\$200/day
Piano Rental	\$300/performance	Marley Dance Floor	\$400/day
Piano Tuning	\$150/tuning	Wardrobe Steamer (one avail.)	\$35/day
Staging risers, 4x8, 8' or 24' tall (each, 8 avail.)	\$20/day each	Tables (6', 8', and Rounds available) With Linens	\$14/day
Digital Theatre Projector	\$500/day	Without Linens	\$2.50/day
Data Projector and small screen	\$100/day	Podium	Included with rental
Lobby Partition	\$200/day	100 Gray Chairs (Lobby only)	Included with rental
Lobby PA System	\$50/day	100 Black Chairs (Stage only)	Included with rental
Follow Spots	\$100/day		

### OTHER SERVICE CHARGES:

Janitorial Service for all events, no exceptions	\$325/performance, \$225/lobby event
Georgia Tech Police Officer	\$40/hour per officer
T-shirt security	\$25/hour per officer
Concession Buy-Out	\$500/performance
Ticketing Surcharge	5% of gross ticket sales less sales tax
Parking costs vary based on the option you select.	

Options include: Licensee pays \$750 between \$1500 or the Customer pays \$5.00 between \$15.00. Expendables such as tape and gel may be charged on a per use basis.

### Office of the Arts Rental Request

Event Name:	
Name of Organization/Company:	
Client Contact Name:	
Client Address:	
Client phone:	
Client email:	
Commercial entity or official non-profit entity? ( <i>Campus Departments &amp; Student Groups should request at <a href="http://gtevents.gatech.edu">gtevents.gatech.edu</a></i> ) :	
<b>Date(s) Requested</b>	
Detailed Description of Event	
Event Start Time/End Time	
Load-in Time (& notes)	
Load-out time (& notes)	
Is the event open to the Public?	
Does <b>anyone</b> pay money to you for this event? If yes, who (audience, participants, sponsors, or multiple)?	
Have you or your group ever done an event at GT? If yes, what and when?	
Have you or your group ever done THIS event before? If yes, where and when?	
How many attendees/audience members do you anticipate	