

San Francisco War Memorial and Performing Arts Center

HERBST THEATRE - FEE SCHEDULE

(effective July 1, 2011)

Seating Capacity: 916

Location: 401 Van Ness Avenue, Veterans Building, Civic Center, San Francisco 94102

Theatre Type: Proscenium stage with optional thrust stage (proscenium width 33')

Completed application and \$150 non-refundable deposit required for booking.

<u>Rental:</u>	Commercial: \$1,400	One Performance & same day rehearsal
	\$925	Second Performance in same day
	Non-Profit: \$825	One Performance & same day rehearsal
	\$575	Second Performance in same day
	Non-Profit \$575	Weekday daytime, under 2 hours, ticket price \$20.00 or less
	Mini Event: \$350	Second Mini-Performance in same day
	Rehearsal Days:	
	\$1,050	Commercial
	\$725	Non-Profit Full Day (over 4 hours and/or after 5:00 pm)
	\$515	Non-Profit Half-Day (up to 4 hours ending before 5:00 pm)

Rental Fee includes heat, light, power, and normal building services. Additional rental fee applies on holidays. Additional rental fee, prior approval and use of exclusive caterer required when using lobby spaces.

Box Office: **Use of City Box Office is required** (by separate agreement). Basic Fee of \$450 to \$675 plus 3.5% of credit card sales includes set-up, ticket printing & 1st night of show seller.

Performance Bond: Covering all estimated Personnel & Equipment Expenses. Certified or cashier's check to be submitted 14 working days prior to performance to be held against box office receipts.

Personnel Services:

The following cost estimates reflect the minimum required performance personnel only.

Schedule and technical requirements will determine total costs.

House Staff:

Minimum staff (House Manager plus 3 Ticket Takers), 4 hour minimum call \$690.00

Security:

Outdoor Perimeter Security (2) per evening event, 4 hour minimum \$152.00

Indoor Security (if needed), 4 hour minimum \$21.00 per hour

Stagehands: (IATSE Local 16)

Show-specific costs based on stage schedule and technical requirements

(For a simple lecture presentation, typical call is 2 stagehands for 8 hours \$1,100.00)

Equipment: See reverse for equipment rental information.

Insurance: Certificate of Insurance and Additional Insured Endorsement page naming the "City and County of San Francisco and the San Francisco Performing Arts Center Foundation, their officers, agents and employees" as additional insured, with the following combined single limits:

Workers Compensation Coverage Public Liability: \$1,000,000 Property Damage: \$1,000,000

Insurance is available through the Performing Arts Center. Rates quoted upon request.

Merchandise Sales: All merchandise items and prices must be approved in advance. War Memorial retains 10% of net sales + sales tax (as applicable). Licensee to provide seller(s).

Recording, Broadcasting or Telecasting: Requires a separate agreement and union labor.

Origination Fees as follows:

Radio Broadcasting: No charge for non-commercial broadcast; \$100 for commercial broadcast.

Audio Recording: Basic rent plus a fee ranging from 0 to \$350 per day.

Videotaping: Basic rent plus a fee ranging from 0 to \$3,000 per day

For more information about booking the Herbst Theatre, please contact

Stephanie Smith, Booking Administrator (415) 621-6600 E-Mail: Stephanie.Smith@sfgov.org

Equipment: The following equipment is on-site and available for rental through the Performing Arts Center:

Lighting

Conventional Stage Lights (general light plot is hung & patched)	No charge
Followspots: Phoebus "Titan 2's" (2 available)	\$ 75

Musical Instruments & Accessories

9' Baldwin Grand Piano (additional cost for piano tuning)	\$ 100
Black Upholstered, Straight-back Orchestra Chairs (100 available).....	\$ 1
Black "Manhasset" Style Music Stands (40 available, price includes 1 light per stand).....	\$ 1

Staging Accessories

Lectern with light and microphone (2 available)	\$ 45
Orchestra Shell.....	No charge, except installation labor
Staging Platforms (Wegner adjustable height 6-4x8, 4- 4x6, 2- 4x4)	per platform \$ 25
Black Rosco Dance Floor (additional expense for installation).....	per panel \$ 25
8' and 6' Tables	\$ 5

Projection Equipment & Accessories

Sanyo Video Projector 5200 Lumen	\$250
15 x 20 "Fast Fold" Rear Projection Screen	\$ 75
19.5 x 25 "Fast Fold" Front Projection Screen	\$100
Folsom Video Switcher	\$50

Sound Equipment

New Updated Sound System	\$100
L'Acoustics Amps & Lake Processor	
L'Acoustics Kudos Line Array Front Fill Speakers	
Yamaha MC7L Digital Consol with 48 channels	
Intercom System (including two wireless headsets)	No charge
Stage Monitors (2 Available)	\$ 25
Denon Dual CD Player.....	\$ 25
Wireless Microphones (Call for inventory)	\$ 25
Condenser Microphones (Call for inventory)	\$ 20
Dynamic Microphones (Call for inventory)	\$ 5

Piano Tuning:\$ 130
(Arranged by the Stage Electrician)

Equipment is rented on a per-day basis; a weekly rental rate is the equivalent of three days rental.
The Center's Stage Electrician can arrange for rental of other necessary equipment through outside vendors.

Production Services:

Archival CD or DVD Recording of Show (2 - 80 min. discs incl.).....	\$ 25
---	-------

For additional Herbst Theatre technical or equipment information, please contact
John Bott, Stage Electrician (415) 554-6345 E-Mail: John.Bott@sfgov.org

Reception Space: Reception space in Herbst Theatre Lower Lounge available with theatre rental.
Maximum standing room only capacity is 200. Use of exclusive caterer is required.

For larger receptions, please consider separate rental of The Green Room located adjacent to the Herbst balcony.
Elizabeth Soberanes, Green Room Manager (415) 621-6600 E-Mail: Elizabeth.Soberanes@sfgov.org

Rehearsal Space: For information about rental of rehearsal space in Zellerbach Rehearsal Hall (adjacent to
Davies Symphony Hall, one block from the Herbst Theatre), please contact
James Baldocchi, Operations Director (415) 621-6600 E-Mail: James.Baldocchi@sfgov.org

Advertising: The Center offers bulk-rate newspaper advertising in the *San Francisco Chronicle*, for all
advertising placed through the Center and paid for at the time of placement. Please contact
James Baldocchi, Operations Director (415) 621-6600 E-Mail: James.Baldocchi@sfgov.org

For more information about booking the Herbst Theatre, please contact
Stephanie Smith, Booking Administrator (415) 621-6600 E-Mail: Stephanie.Smith@sfgov.org