

San Francisco War Memorial and Performing Arts Center

HERBST THEATRE - FEE SCHEDULE

(effective July 1, 2008)

Location: 401 Van Ness Avenue, Veterans Building, Civic Center, San Francisco
Theatre Type: Proscenium Stage with optional Thrust Stage Seating Capacity: 916

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

Rental: Performance: \$750 (non-profit rate) (Fee for 2nd show in one day: \$525)
\$1,250 (Fee for 2nd show in one day: \$850)
Commercial: \$2,050 Show/Event Day (Non-Performing Arts)
Mini Event: \$525 Daytime less than 2 hours, ticket price \$10.00 or less
(Fee for 2nd show in one day \$375)
Rehearsals: No charge - Day of Performance (subject to availability)
\$500 Daytime (8 am-5 pm) up to 4 hours (non-profit)
\$675 Daytime over 4 hours and/or Evening (non-profit)
\$950 For-Profit Performing Arts
\$1,550 Commercial (Non-Performing Arts)

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. Set-up, ticket printing & 1st night of show seller included. Plus 3.5% credit card

Performance Bond: Certified or cashier's check to be submitted 14 working days prior to performance covering all estimated personnel and equipment expenses, to be held against box office receipts.

Personnel Services:

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

House Staff:

Attendance 600 or more (House Manager plus 3 Ticket Takers) per event, 4 hr. minimum \$600

Attendance under 600: (House Manager plus 2 Ticket Takers) per event, 4 hr. minimum \$500

Security:

Outdoor Perimeter Security (2) per evening event, 4 hour minimum \$144

Indoor Security (if needed), 4 hour minimum \$20 per hour

Stagehands:

Estimate based on stage schedule and technical specifications.

Typical call for lecture presentation is 2 stagehands for 8 hours \$990

Equipment: See [HERBST THEATRE EQUIPMENT LIST & FEES](#) for equipment rental information.

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

Public Liability: \$1,000,000 Property Damage: \$1,000,00

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

Merchandise Sales: All concession 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. Fees as follows:

Radio Broadcasting: Fee ranging from 0 to \$100 for commercial broadcast. Non-commercial - no charge

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