



Revised October 11, 2013

## Rental Information Packet



## Inspired, memorable, events

We literally plan hundreds of exciting events each season and are ready to help make your next event unique and memorable. Let our talented production team help you create an exceptional experience and put your event center stage in the newly-renovated McAninch Arts Center. We have a variety of unique spaces to make your event one of a kind. With a variety of catering options provided by our preferred caterers or by our on-site culinary department, we can create a total event experience that exceeds your expectations.

All of our spaces offer a distinctive setting that will make your special event memorable for meetings, competitions, wedding, corporate gatherings and other special events. Inquiries for bookings are now being accepted.

- 782-seat Performance Hall with state of the art lighting and sound.
- 184-seat Playhouse offering a more intimate experience, with lighting and sound.
- 70-seat Black box stage (approximate capacity) with flexible seating set up options.
- 1200 capacity new outdoor Patio Amphitheatre Stage, with space available for party tents, seating and view of the lake.
- 150 Seated/ 300 Cocktail & Flow capacity sun-filled, main lobby, adjacent to the new Cleave Carney Gallery.

## Facility Rental

*All rates do not include labor.*

### *Special Considerations*

- Additional rooms may be available on request for breakout sessions, luncheons, rehearsal space...
- A cost estimate will be provided before the event. The actual cost will be reflected on the invoice sent no later than 3 weeks after the event.
- A \$1000 deposit will be required to hold the space; 50% deposit of cost estimate will be required for all rentals 30 days prior to the event. See Section N for other details.
- A Certificate of Insurance will be required 30 days prior to the event.
- A full day will be charged if event exceeds the half day time frame (over 5 hours).
- In all cases, any fraction of an hour constitutes a full hour of charges.
- Any rental, whether rehearsal or performance, which occurs on a holiday will be billed at one and one-half times the normal rate for all labor charges.
- There is a minimum charge of three hours for any rental.

## Performance Hall (seating capacity 782)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: Center speaker cluster, house sound system, 6 wired microphones, and 4 stage monitors.
- Standard drapery and cyc
- Intercom system (Clearcom)
- Podium and screen
- Dressing rooms minimum 2 (based on availability)
- Two tables for the lobby with linens
- Lobby/Public Restrooms

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Performance/Presentation Rate (up to 10 hours, may include 1 performance)	\$2500.00	\$1,800.00
Hourly Performance Rate (after 10 hours)	\$275.00	\$200.00
Each additional performance	\$600.00	\$500.00
Rehearsal Rate (up to 5 hours)	\$1000.00	\$850.00
Hourly Rehearsal Rate (after 5 hours)	\$100.00	\$50.00

## Playhouse (seating capacity 184)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system, 6 wired microphones, and 4 stage monitors.
- Standard drapery (No Fly System)
- Intercom system (Clearcom)
- Podium and screen
- Dressing rooms - minimum 1 (based on availability)
- Two tables with linens

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Performance/Presentation Rate (up to 10 hours, may include 1 performance )	\$1000.00	\$750.00
Hourly Performance Rate ( after 10 hours)	\$130.00	\$110.00
Each Additional Performance	\$400.00	\$300.00
Rehearsal Rate (up to 5 hours)	\$600.00	\$450.00
Hourly Rehearsal Rate (after 5 hours)	\$50.00	\$40.00

## Studio Theatre (seating capacity approximately 70)\*

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system, 6 wired microphones, and 4 stage monitors.
- Standard drapery (No Fly System)
- Intercom system (Clearcom)
- Podium and screen
- Dressing rooms - minimum 1 (based on availability)
- One table with linens

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Performance/Presentation Rate (up to 10 hours, 1 performance)	\$400.00	\$300.00
Hourly Performance Rate ( after 10 hours)	\$100.00	\$90.00

\* The space configuration and seating capacity varies based on MAC Production calendar.

## Special Weekday Lecture Rate

(Performance Hall/Playhouse Only)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system, 6 wired microphones, and 4 stage monitors.
- Standard drapery (No Fly System)
- Intercom system (Clearcom)
- Lectern/podium
- Projector including screen and input device.
- Dressing rooms - minimum 1 (based on availability)
- Two tables Lobby with linens

	<i>Standard Rate</i>	<i>Non-Profit Rate</i>
Lecture Rate (up to 5 hours)	\$1200.00	\$900.00
Hourly Lecture Rate ( after 5 hours)	\$100.00	\$70.00

## Non-Stage Spaces

Most of these spaces are large rooms that can be arranged into various configurations (with the exception of the Lecture Hall MAC175). Lighting is general and sound is limited.

*Choral Room (MAC140) or Instrumental Room (MAC138)*

	<i>Standard Rates</i>	<i>Non-Profit Rates</i>
One Day (up to 10 hours, may include 1 performance)	\$275.00	\$250.00
½ Day (up to 5 hours)	\$175.00	\$150.00
Per hour (applies after 10 hours)	\$75.00	\$50.00

*Lecture Hall (MAC175), General Classrooms, and Conference Room*

	<i>Standard Rates</i>	<i>Non-Profit Rates</i>
One Day (up to 10 hours, may include 1 performance)	\$125.00	\$65.00
½ Day (up to 5 hours)	\$70.00	\$45.00
Per hour (applies after 10 hours)	\$25.00	\$15.00

## Lobby

The rate includes time in the space and the use of lobby furniture.

	<i>Standard Rates</i>	<i>Non-Profit Rates</i>
Up to 4 hours	\$500.00	\$450.00
Per hour after 4 hours	\$100.00	\$75.00

## Patio Stage

	<i>Standard Rates</i>	<i>Non-Profit Rates</i>
Concert - One Day (up to 10 hours, may include 1 performance)	\$2500.00	\$1800.00
Party/ Wedding/ Reception	\$1800.00	\$1200.00

*Concert sound system and basic concert lighting package (MAC technician support required Costs to be determined in estimate.*

*Party/ Wedding/ Reception includes basic sound system and basic lighting package. Tents, tables, chairs, and linens are coordinated through MAC production staff at per item fees, Costs to be determined in estimate.*

## Additional Services

### A. Production Support

Production Manager      \$35.00/hour (overtime \$52.50/hour)  
 Stage Technician        \$25.00/hour (overtime \$37.50/hour)

- The MAC requires a Production Manager to be present at all times during the rental.
- Labor rates apply for MAC production manager and any stage technicians required for rehearsals, performances, and load-in/load-outs.
- All technical labor will be discussed and mutually agreed upon; however, all final decisions on staffing will be determined by the MAC (minimum 3).
- A work shift constitutes an 8 hour shift. Any work day of 8 hours must include for the MAC staff two 15-minute breaks and a 30-minute lunch. Over-time fees are incurred after 8 hours.
- All crews are non-union.
- All decisions with regards to space use and safety will be made by MAC staff.

### B. Equipment Rental

The MAC can provide audio, visual and technical equipment beyond what is included in the space to enhance your event. Most equipment will require an additional stage technician to operate. List and prices are at end of packet.

All special effects and scenic elements must be approved by the MAC Production Manager.

**C. Piano Rental and Tuning**

9' Concert Grand Piano (In Performance Hall only)	\$225.00
7' Concert Grand	\$200.00
Upright Piano	\$175.00
Harpichord	\$200.00

- A piano tuning is included in the cost of the rental.
- Other instruments are available upon request.

**D. Front-of-House Support**

All performances and events require a house manager and ushers to maintain patron service standards.

Front of House	\$700	Includes 4 hours of 10 Ushers and One House Manager. (\$175 each additional hour)
	\$800	Includes 4 hours of 10 Ushers and Two House Manager. (\$200 each additional hour)

- A House Manager is required for all performances and events. For a house larger than 400, two house managers are required.
- The House Manger will to be on site 90 minutes before the announced curtain time and stay until 30 minutes after the end of the event.
- The Ushers will be on site 60 minutes before the announced curtain time and stay until 30 minutes after the end of the event.

**E. Ticket Office Support**

The MAC offers complete ticketing services for any event at the following charges:

Complete Ticketing Service	\$600.00/performance
Ticket printing (per each printed ticket)	\$0.25
Internet Ticketing	\$100.00 additional/performance
Additional Ticket Office Clerk	\$20.00/hour

- Complete Ticket Office Service includes:
  - Advance and day of sales
  - Tickets
  - One Ticket Office Clerk for performance
- The need for additional ticket office clerks will be determined by the MAC and is based on expected attendance. (i.e. more than 300 attendees will require another clerk)

*Ticket Office Hours*

Tuesday-Friday	12pm to 5pm
Saturday	10am to 12pm

The Ticket Office is also open one hour before the performance and closes after intermission.

Please Note: Customer will be charged a service charge for tickets purchased by phone, mail, and internet ticket order.

Renters may handle their own tickets and ticket sales. All tickets, whether assigned seats or general admission, must be numbered and cannot exceed the capacity of the theater.

#### F. Internet and Phone Access

Limited wireless internet service is available in the spaces. For more specific internet and phone needs, please consult with the MAC Production Manager with the event details.

#### G. Concession and Merchandise

The MAC may provide concession sales for events and performances. The MAC retains all proceeds from concessions.

The sale of non-food merchandise is allowed at the discretion of the MAC. The MAC Concessionaire's Fee is 20% of the gross sales if the MAC provides a seller; otherwise, it is 15% of gross sales if the renter provides a seller.

#### H. Table Rental

8' tables, 6' rounds, and 4' rounds <b>with</b> cloth tablecloth	\$25/table
Cocktail Tables <b>with</b> cloth tablecloths	\$20/table
8' tables, 6' rounds, and 4' rounds <b>without</b> tablecloth	\$10/table
Cloth skirting for all tables	\$12/table additional

- All tables in public spaces must have a cloth tablecloth.
- Renters may provide their own cloth tablecloth and skirting. No paper/plastic tablecloths allowed.
- All tables include chairs as needed

#### I. Catering

The MAC can arrange food and beverage service for your event through our College Dining Services. No food or beverage may be brought on campus by the renter or its volunteers. Fees are determined based on menus which can be found at:

<http://www.dineoncampus.com/dupage/?cmd=Catering>.

#### Special Considerations

- By contract College of DuPage Dining Services must receive first right of refusal.
- In the event that the College Dining Services is unable to provide services for the event, an outside vendor may be used from a list of our preferred caterers. A College of DuPage food waiver must be obtained and submitted 30 days before the event. The caterer must provide a health permit, certificate of insurance and license to cater.



- Home-made or any nonprofessionally prepared food for attendees or guests is strictly prohibited.

**J. Custodial Services**

Standard rental ensures a clean and welcoming environment. If event requires extra Custodial Services, they can be available during the event to ensure that the space maintains a professional appearance.

Custodial Charge \$35/hour (must be arranged two weeks before the event)

- A cleaning surcharge may apply for maintaining the house.

**K. Audio and Video Recording**

The event may be recorded at the discretion of MAC; additional fees may apply.

**L. Security**

For special security needs or concerns for the event, an on-duty Police Officer can be arranged.

Police Officers	\$40/hour (must be arranged two weeks before the event)
MAC Security	\$25/hour (3-hour min/overtime after 8 hours)

**M. Parking**

Parking at the MAC is free and based on a first-come, first-serve basis. Lots are busiest Monday through Friday from 8am to 9pm when classes are in session. Please see map below.



**N. Deposit, Proof of Insurance, Non-Profit Status and Invoice**

*Deposit*

- A \$1000 deposit is due with signed contract to hold space on required date.
- A 50% of cost estimate deposit is required 30 days prior to event.
- If the renter cancels the event at least 30 days before the event, 50% of the \$1000 deposit will be refunded; no refund is available less than 30 days prior to the event.

*Insurance*

- A certificate of insurance must be provided naming the College of DuPage as additional insured. The certificate must be provided within 30 days of the event:
  - Coverage must be \$1,000,000 combined single limit for bodily injury and Property Damage
  - \$2,000,000 general aggregate.

*Proof of Non-Profit*

- Written proof of Non-Profit Status must be provided 30 days prior to the event. If no written proof is provided, regular rental rates will apply.
- Labor rates are not discounted.

*Invoice*

- An Invoice will be sent no later than 3 weeks after the event.
- Payment of remaining balance is due upon receipt of invoice.

## Stage Equipment available for rental (labor additional)

VIP Lectern	\$25.00
4' x 8' Platform (8", 16", or 24" heights)	\$20.00/Platform
Choral Risers (4 tiers- 6 sections)	\$20.00/Riser

*Lighting and Video Equipment*

Video Projector* 5200 lumens (must be used in Performance Hall) Includes one input device and screen	\$350.00
Video Projector* 3000 lumens Includes one input device and screen	\$200.00
Overhead or Slide Projector	\$20.00
Fast Fold Projection Screen	
10' 6" x 14'	\$100.00
7' 6" x 10'	\$75.00
Follow Spot (2 each are available in Performance Hall or Playhouse only)	\$40.00
TV and DVD or VCR	\$50.00

*Audio Equipment*

Wired Microphone (6 included, charge for each additional after 6)	\$15.00 each
Wireless Microphone (Hand Held or Lavelliere)	\$75.00 each
Concert Sound System (1 performance)	\$1500.00

## Special Equipment\*

Smoke Machine	\$75.00 per day
Hazer	\$75.00 per day
Confetti Cannon, per cannon	\$75.00 per day
Each additional use	\$25.00 per day
Snow Drop	\$75.00
Mirror Ball	\$25.00

*Other equipment is available upon request, but may require a third party rental.*

*All rates are ½ price for second day and on.*

**\*requires a stage technician for operation**

## Special Stage Equipment (labor included in the rate)

Acoustic Sound Shell (Performance Hall only)	\$400.00
Acoustic Sound Shell (Ceiling Piece Performance Hall only)	\$200.00
Marley Dance Floor (Harlequin) (includes tape supplies)	\$550.00
Dance Side Light Package	\$650.00

## Performance Hall (782)

### Stage Dimensions

Proscenium Opening: Width 49' Height 25'  
 Depth: (Curtain to back wall) 37'  
 Distance from edge of stage to grand curtain: 16' 5"  
 Apron: 5'  
 Orchestra Pit: 11' 5" (pit can lower to 8' below the stage)  
 Stage Floor: Sprung Wood with masonite hardboard cover

### Rigging

51 sets of lines; Single Purchase  
 5 Electrics  
 All line sets are operated on Stage Right  
 Grid Height: 62' Motorized movie screen at proscenium: 24' wide x 20' high

### Curtains

Grand Curtain: Eggplant Manual Guillotine  
 6 Pairs of Black Legs on adjustable tracks  
 5 Black borders  
 1 Black Sharkstooth scrim  
 1 White Cyclorama Drops

**Lighting Equipment**

3 Catwalks of 4 Color Front Wash with ETC Source Four 26° ellipsoidal  
4 Electrics of 4 Color Top Lighting with 8" Fresnels  
1 Electric of 4 Color Wash of Cyc Lights  
DMX Control Console

**Sound Equipment**

Yamaha Nexo Center Speaker Cluster  
Yamaha 16 Channel Mixing Console

## Playhouse (182)

**Stage Dimensions**

Thrust 30' x 35'  
Height to bottom of catwalk 17'

**Curtains**

Complete set of black legs and traveler for full upstage surround.

**Lighting Equipment**

Repertory plot in place which includes 4 color front wash and 3 color top.  
DMX Control Console

**Sound Equipment**

Various speaker and amplifier options included  
Soundcraft 16 Channel Mixing Console

## Studio Theatre (70 seats)

**Stage Dimensions**

40'x40' black box with 50% of the space used for seating.

**Curtains**

Complete set of black legs and traveler for full surround.

**Lighting Equipment**

Lighting plot dependent on current space usage.  
DMX Control Console

**Sound Equipment**

Various speaker and amplifier options included  
16 Channel Mixing Console

***Thank you for your interest in the McAninch Arts Center. We look forward to hosting your event!***

## How to rent the MAC checklist:

- Contact MAC Events Coordinator to check date availability. 630-942-3008 or [MACrental@cod.edu](mailto:MACrental@cod.edu)
- Provide the MAC with as much of the following information as possible.
- Date and time needed
- Estimated number of attendees
- Description of your event \_\_\_\_\_.
- Pre or post show event needs:
  - Check in table
  - Coat Check
  - Bar service
  - Food service
  - Silent auction or registration tables
  - Desired décor
- Technical needs
  - Lights
  - Sound
  - Podium
  - Projector or Screen
  - Dressing rooms
- Post show needs
  - Souvenir/Concession sales
  - Reception/bar service
- Other needs
- Set up a tour or walk-through of the space
- MAC provides estimate of charges.
- If estimate is acceptable, MAC provides contract for signatures.
- Customer provides \$1000 down payment with signed contract.
- Customer provides 50% of estimate along with Insurance Certificate 30 days prior to event.