

Hemmens Cultural Center

2021 – 2022 User Fees

Items in red are changes effective January 1, 2021

Rates budgeted for the season will be in effect from July 1, 2021, through June 30, 2022.

Individuals or organizations may rent The Hemmens Cultural Center (HCC) for up to eight weekends (Friday – Sunday) of use in a calendar year – up to four of the eight weekends may be Entire Building use. Individuals or organizations utilizing a discount to rent HCC shall not sub-lease the facility to any organization not qualified for the same discount.

Hemmens – Event Rental Fees	
Type	2021 – 2022 Fee
Stage (per hour, 3 hour minimum) <small>Includes lobby, dressing & rehearsal rooms</small>	
Monday – Thursday	\$ 370
Friday – Sunday	\$ 410
Monday – Thursday: Second Performance, same day	\$ 180
Friday – Sunday: Second Performance, same day	\$ 225
Exhibition Hall (per hour, 3 hour minimum) <small>Includes Kitchen</small>	
Monday – Thursday	\$ 195
Friday – Sunday	\$ 245
Lobby (per hour, 3 hour minimum)	
Monday – Thursday	\$ 325
Friday – Sunday	\$ 370
Entire Building (per hour, 3 hour minimum) <small>Includes all areas listed above</small>	
Monday – Thursday, Hours 1 – 5 and over 10	\$ 450
Friday – Sunday, Hours 1 – 5 and over 10	\$ 520
Monday – Thursday, Hours 5 – 10	\$ 225
Friday – Sunday, Hours 5 – 10	\$ 270

Hemmens – Rehearsal & Move-In/Out Times	
Type	2021 – 2022 Fee
3 hour minimum, unless consecutive to public event	
Stage (per hour)	
Monday – Thursday	\$ 90
Friday – Sunday	\$ 115
Friday – Sunday (not day of event)	\$ 160
Exhibition Hall (per hour)	
Monday – Thursday	\$ 90
Friday – Sunday	\$ 115
Friday – Sunday (not day of event)	\$ 160
Entire Building (per hour)	
Monday – Thursday	\$ 135
Friday – Sunday	\$ 165
Friday – Sunday (not day of event)	\$ 220

Hemmens – Other fees and charges	
Type	2021 – 2022 Fee
Administration/Expendable Fee: <small>Fee covers reasonable costs for expendables and administrative support.</small>	\$ 27.50
Paid Admission Surcharge: per ticket sold <small>Fee applies to tickets sold regardless of actual event attendance.</small>	50¢

Equipment Storage per day: (for days not within contract period)	\$ 200
Hemmens – Ticketing Services	
Type	2021 – 2022 Fee
Event Set-up (existing seat configuration or General Admission)	\$ 40
Event Set-up (creation of new seat configuration)	\$ 175 - \$ 300
Labor Surcharge, per ticket printed	\$ 0.25
Processing Fee, per order*	\$ 6.00
Ticket Exchange Fee, per ticket**	\$ 3.00
Ticket Re-issue Fee	\$ 3.00

When the Hemmens Box Office is used for ticketing, services will include the following:

- Standard daytime labor for phone and counter sales;
- One Box Office Representative for events:
 - Renter is responsible for any additional labor cost;
 - Common Box Office event staff consists of two representatives for four hours;
 - Box Office staffing levels will be determined by the Patron Relations Supervisor
- Ticket Stock (est. value \$ 0.15 per ticket);
- Postage to mail tickets (est. value \$ 0.65 per mailing)

* **Processing Fee, Per Order:** A per order processing fee will be charged to all ticket orders placed with The Hemmens Box Office by any means other than in person at The Hemmens Box Office window located at 45 Symphony Way, Elgin, IL 60120. Lessee shall have no participation in revenues generated by this fee.

** **Ticket Exchange/Re-issue Fees, Per Ticket:** A per ticket exchange fee will be charged for all tickets exchanged, reprinted, re-issued or returned to The Hemmens Box Office by any means and for any reason. Lessee shall have no participation in revenues generated by this fee.

Credit card service fee of 50¢ per credit card transaction will be deducted from lessee gross sales.

The rates listed above may be reduced and/or waived as deemed to be in the best interest of the City by the Cultural Center Director and with the approval of the City Manager or his designee.

Hemmens – Labor Rates (per person/per hour)	
Type	2021 – 2022 Fee
Event Staff (Three hour minimum)	\$ 42.00
Senior Event Staff/Stage Manager (Three hour minimum)	\$ 62.00
Ushers	\$ 20.00
Box Office Ticketing Agents	\$ 30.00
Security - Rates established by Police Department	

Labor rates for Hemmens personnel on observed city and federal holidays are charged at one and a half times the regular rate. The Hemmens reserves the right to determine the minimum crew call for events. The Hemmens requires regularly scheduled breaks for crew calls exceeding five hours.

Hemmens – Other Rental Spaces (Non-Performance Use)	
Type	2021 – 2022 Fee
Rehearsal Room, Art Gallery, Green Room	
Hourly Rates (Three hour minimum)	
Monday – Thursday	\$ 100
Friday – Sunday	\$ 130
Kitchen (included with Exhibit Hall and entire building rental)	
Per day (eight hours)	\$ 125

One Hemmens' Staff person (does not include Senior Technician or Stage Manager) shall be included with full rate and standard discounted **Stage and ExHall rentals**. **Two Hemmens' Staff persons (does not include Senior Technician or Stage Manager) shall be included with full rate and standard discounted Entire Building rentals**. Equipment used for, and additional personnel working the event, shall be an additional charge. Staff will not be included for groups receiving additional discounts, funding by the City of Elgin through Purchase of Service Agreements or Performance Contracts, or for contracts that do not include event rates.

Building rental rates on observed City and federal holidays are charged at one and a half times the base rate.

Contracts will not be written with more than three consecutive days of non-use.

A non-refundable deposit of \$100.00 per day (Maximum \$500.00 per usage) is required within 14 days of booking.

The following equipment is included in the rental of the following areas:

- **Stage:**
 - 20 Padded chairs;
 - 10 Backstage tables;
 - 10 Lobby tables;
 - Q-lab software for audio and/or video playback.
- **Exhibition Hall, choose from one of four packages below:**
 - *Theatre-Style set-up:*
 - Tech area (risers, Pipe & Drape, etc.);
 - Eight risers for staging;
 - In-the-round seating for 200 on folding chairs or 150 in ¾ thrust;
 - Dressing area (Pipe & Drape and rolling mirrors (as availability allows) or tables);
 - Three tables for merchandise or display, etc.;
 - Standard lighting;
 - Sound system (four hanging mics and wireless handheld).
 - *Banquet set-up* (reception, Quinceanera, etc.):
 - Eight rectangular serving tables;
 - Dinner seating for 200 (10 per rectangle table or 8/ round table);
 - Head Table Set-up (six risers, three tables, two skirts, and 10 padded chairs);
 - Parent's Tables (two 5' rounds with up to eight padded chairs each).
 - *Exhibit set-up:*
 - 40 rectangle tables;
 - 80 folding chairs.
 - *Extra Dressing/Support Area – available as part of Entire Building Rental only:*
 - 35 rectangle tables;
 - 168 folding chairs;
 - 63' of Pipe & Drape or Screenflex;
 - Rolling make-up mirrors from Trap Room.
- **Entire Building:**
 - Equipment included in Stage rental;
 - One Exhibition Hall equipment package.

Hemmens – Equipment Rates	
Type	2021 – 2022 Fee
Acoustical Reflectors (floor per unit)	\$ 11.25
Acoustical Reflectors (hanging, per set)	\$ 15.50
Chairs, metal folding	\$ 1.00
Chairs, padded (20 included in Stage rental)	\$ 1.75
Tables, rectangle (10 backstage & 10 lobby tables included in Stage Rental)	\$ 5.25
Tables, round (including cocktail tables)	\$ 5.75
ROSCO Dance Floor	\$220.00
Electric Truck, per day	\$ 0.00
Mics, DI's, etc. (1 included with rental)	\$ 25.00
Wireless Mic Surcharge, per mic, per day	\$ 10.00
Mirrorball, Black lights	\$ 52.50
Fog Machines, Base Hazers, Strobe Lights	\$ 62.50
* Movie Screen	\$ 40.00
Manhasset Music Stands	\$ 1 00
Music Stand Lights	\$ 2.25
Stage Lectern	\$ 20.00
** Orchestra Pit Cover (At Golden Circle Level or Fully Lowered)	\$ 85.00
Piano, Steinway	\$160.00
Piano, Upright or Electronic Keyboard	\$ 90.00
Piano, Tuning	\$180.00
Portable Sound System	\$ 70.00
Portable Projector, LCD video, 12k Sanyo or other	\$ 125.00
Band Risers	\$ 10.00
Choral Risers, per tier	\$ 6.00
*** Followspots	\$ 90.00
Table Skirts	\$ 6.00
Audio Playback: Cassette, CD, etc.	\$ 50.00
Pipe & Drape &/or Screenflex™ Room Dividers	\$ 1.50
*Hanging Flag, Mylar Rain Curtains, Scrim or Drops	\$115.00
100 Cup Coffee Urns (one n/c)	\$ 5.00
Streamer Canon	\$ 50.00
Streamer Loads (CO2, Streamers & Caps)	\$ 20.00
Portable Theater Seating	\$ 3.25
Video Playback: DVD, etc.	\$ 50.00
25,000 Lumen Laser Video Projector (per day)	\$ 300.00
Box Tower/Truss, 15" or 20.5" (per section)	\$ 20.00

The equipment rates listed above do not include the cost of the operation. Except where otherwise indicated, the rates are on a per contract basis.

- * The Stage Movie Screen and Full Stage Black will be charged at the backdrop rate if moved from their standard positions over the stage.
- ** Standard Pit Configuration will be at stage level. Orchestra Pit Cover fee will apply if cover is used at Golden Circle level or if fully lowered.
- *** Follow Spots: No fee will be charged for follow spots operated by Hemmens staff. Equipment rental fees will apply for follow spots operated by renter's personnel. At least one Hemmens operator is required when spots are operated from Projection Booth.

Under normal use, clean up service is included in the base rental. However, at the discretion of the Cultural Center Director, sponsoring organizations will be assessed for clean-up service when the building is left unusually messy or dirty.

- **Open Rehearsals ARE NOT** considered normal use and will be charged at 1½ times the standard rehearsal rate. A rehearsal will be considered an open rehearsal when persons who are not part of the production or working production crew are allowed in the theatre to watch the rehearsal. Additional custodial charges may also apply.

Discounts

- **Arts Based Not-for-Profit:** Arts based organizations with not-for-profit status may, upon receipt of appropriate documentation, qualify for a 70% discount off the base building rental rate. No discounts will be given on equipment or labor other than those described above.
- **Non-Arts Based Not-for-Profit:** Non-Arts based organizations with not-for-profit status may, upon receipt of appropriate documentation, qualify for a 35% discount off the base building rental rate. No discounts will be given on equipment or labor other than those described above.
- **Elgin Resident:** Elgin resident individuals and organizations will receive a 25% discount off the base building rental rate.
- **Mini Volume:** Returning renters that have **\$20,000** or more in Hemmens rental fees in the calendar year will receive a discount of 15% off of the base building rental rate.
- A 100% discount on building rental shall be given for weekday (Monday-Thursday) events presented by School District U-46, Kane County, the State of Illinois, or the United States Government.
- Only one of the discounts listed above may be applied per contract. **Discounts are only available to renters whose accounts are current.**