



THE CARNEGIE GALLERIES

Originally built in 1902 as the Covington Public Library, The Carnegie Galleries are a unique venue for your event.

For over 30 years, The Carnegie Galleries have been dedicated to showcasing the best of local and regional artists. With six galleries and over 6,000 square feet of exhibition space, including the 2,400sq. ft. Ohio National Financial Services Gallery, there is something for everyone. From cutting-edge contemporary art to primitive folk art, the galleries provide the perfect backdrop to your special event. The galleries feature a wide variety of art, including paintings, sculpture, fashion, installations, ceramics, glass and textiles, each carrying their own requirements for protection and preservation.

The Carnegie Galleries are not air conditioned, and therefore are only available September - May.

THE EVA G. FARRIS EDUCATION CENTER



A beehive of activity for children, the 2,100 sq. ft. Eva G. Farris Education Center is a busy multipurpose room which may augment your rental of the theatre. Large enough to accommodate a footprint of the Otto M. Budig Theatre stage, the Education Center may be used as a rehearsal space, providing a cost-efficient alternative to renting the theatre for rehearsals. It is also often used as a greenroom or dressing room for productions with larger casts or costume storage needs. Adjacent to the

theatre with direct backstage access, the Education Center includes separate restrooms and its own external entrance.

Pages 8-14 of this document apply only to the Otto M. Budig Theatre.

OTTO M. BUDIG THEATRE

Originally built in 1904 and fully restored in 2006, the Otto M. Budig Theatre is a unique venue for your event, featuring:

- Beautifully preserved, hand-crafted artisanship of the early 20th century
- Excellent acoustics
- Plush, comfortable seating with ample leg room
- Sound system and full complement of microphones
- Professional lighting equipment and inventory
- Dressing rooms and a green room



Featuring a traditional proscenium, the Otto M. Budig Theatre has two levels of seating, with a total of 447 seats. The orchestra level is fully handicapped accessible and the mezzanine level is NOT handicapped accessible. The front of the theatre house features a traditional pit area for musicians. In order to extend the stage and performance area, during most events the pit remains covered by a tailor-made platform, which can support the full range of performance needs, including dance and movement. While it may be possible to remove this platform to accommodate certain performances, this will incur extra labor and rental expense. Please speak with the Theatre Director to determine if this is the right decision for your event.

All theatre rentals include the services of a Technical Coordinator, who provides master electrician services as well as, optionally, technical direction and light and/ or sound board operations. Our Technical Coordinator will help oversee your event from planning to load-out. Additional technicians are available at affordable rates.

With few exceptions, all of The Carnegie's technical equipment, including lighting and amplification, is available as part of our standard rental package. A complete list of technical equipment is available on page 15, though subject to change without notice.

Superior customer service is a hallmark of The Carnegie experience. Our professional facility managers, house managers and volunteer ushers can graciously accommodate the needs of guests and patrons at your event. All ticketed performances at The Carnegie are routed through our professional box office, facilitating walk-up, phone and internet sales customized to meet your needs.

Usage of the Ohio National Financial Services Gallery for pre-show and intermission concessions and bar sales comes standard with theatre rental. The Carnegie offers a fully-stocked bar and concessions area, including (optionally) soda, beer, wine, liquor,

candy and snacks. The bar and concessions are customizable for unseated reception space to meet your specific needs and audience before, during and after your performance.

THE LINCOLN-GRANT SCHOLAR HOUSE AUDITORIUM

Originally built in the 1930's the state of the art building served as Covington's public school for African-American students from kindergarten through twelfth grade. Desegregated in 1965 it continued to operate as a elementary school until 1976 under the name Twelfth District Elementary. Subsequently the building served as a community center providing education, cultural experiences and fellowship for the people of the Eastside Neighborhood District. The building is on the National Register of Historic Places and has been designated as an African American Heritage Site by the Kentucky African American Heritage Commission. The residences are operated by the Northern Kentucky Community Action Commission and the auditorium by The Carnegie.

- Beautifully preserved, hand-crafted artisanship of the early 20th century
- Restored historic seating for 220
- Affordable space perfect for smaller shows and community groups
- Light technical and sound capabilities



Accessed through the original school entryway the Auditorium at the Lincoln-Grant Scholar House is dedicated to serving community groups, small performance companies, non-profits, and local individuals looking for an intimate, affordable rental space. While the auditorium does not offer all the technical capabilities of The Carnegie's Otto M. Budig Theatre, this performance space is an ideal venue to host a public performance at a fraction of the cost.

The rental of the Auditorium does NOT include the use of The Carnegie's Technical Coordinator. House Managers can operate simple light and sound but, if your group requires more dynamic technical abilities you must hire a technician to handle your tech needs.

Concessions are NOT available at the Auditorium through The Carnegie. Renters may sell concessions during events but, all food items must be pre-packaged, commercially-obtained foodstuffs such as bags of chips, wrapped candy, and cans of soda/water. Any Renters desiring sales of alcohol at their events must contract with a caterer who possess a mobile alcohol license.

Renters must run their own house management. House management and ushers are not included in the rental.

If you desire your event to be ticketed by The Carnegie Box Office all tickets sold will be subject to standard credit card charges, backend fees, taxes and other related fees. All events ticketed by The Carnegie at the Auditorium are sold as general admission.

PRICING GUIDE

THE CARNEGIE GALLERIES *

Sunday – Thursday	\$750
Friday	\$1,000
Saturday	\$1,250

EVA G. FARRIS EDUCATION CENTER *

Sunday - Thursday	\$350
Friday - Saturday	\$500

* These fees are valid for one calendar day. If your event requires additional set up the day before or teardown the date after, additional fees will apply.

OTTO M. BUDIG THEATRE **

Single Day, Monday - Thursday	\$750
Single Day, Friday - Sunday	\$830
Half-Day Rehearsal	\$430
Full Week, Monday - Sunday	\$3,500

LINCOLN-GRANT SCHOLAR HOUSE AUDITORIUM

Single Day, Monday - Thursday	\$250
Single Day, Friday - Sunday	\$300
Weekday Rehearsal	\$100
Weekend Rehearsal	\$150
Cleaning Fee	\$50

The Carnegie offers a Non-Profit Rate for the Auditorium of \$50 off the above stated.

** A cleaning fee is required for use of the theatre or auditorium. Preferred renters may request a waiver of this fee.

All rental fees are subject to Kentucky sales tax as put forth by Kentucky House Bill 487 as of July 1, 2018.

ADDITIONAL SERVICES

Facility Manager	\$25 / hour, 5 hour minimum / event
Catering	Contact a Carnegie Preferred Caterer, listed on page 5 for pricing and booking information.
Food Permit	\$50
Bartending / Concessions	\$17 / hour, up to 150 people
Additional Bartender	\$14 / hour
Cleaning Service	\$125
Security Services	\$30 / hour / individual
Valet Parking Services	\$285 and up
Theatre-Specific Services	
Production Assistant (first additional technician)	\$17 / hour
Additional Crew	\$15 / hour

Any and all food distributed or sold at The Carnegie must be prepared and provided by a Carnegie Preferred Caterer. Should none of the Preferred Caterers be available for the Event, an alternative vendor may be engaged by Lessee with written permission of Lessor. Should Lessee proceed with another caterer despite the availability of a preferred caterer, Lessor will assess a 15% fee against the total catering bill.

Jeff Thomas Catering
Contact: Jeff Thomas
815 Oak Street
Ludlow, KY 41016
(859) 291.0286

Eat Well Catering
Contact: Renee Schuler, Owner & Chef
(513) 515.0998

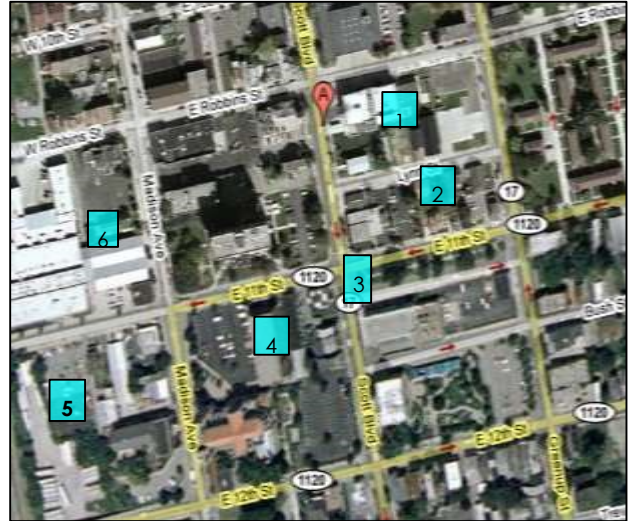
McHale's Events & Catering
Contact: Melinda G. Mathis
(859) 392.8263

Kate's Catering
Contact: Kimmie Watkins
(859) 916-5910

PARKING

The circular drive on the Scott Blvd. side of the building offers an excellent location for drop-off and pick-up of supplies, food and less mobile patrons.

1. The Carnegie Lot
Located directly behind The Carnegie on the corner of Robbins and Greenup.
Always open to patrons.
2. St. James Church Lot
Located adjacent to The Carnegie on the corner of Lynn and Greenup. Always open to patrons, except Wednesday nights and Sunday mornings.
3. Kentucky Federal Savings and Loan Lot
Located next to The Carnegie on the corner of Lynn and Scott. Open to patrons Monday through Friday after 6:00pm and all day Saturday and Sunday.
4. Covington Latin School Lot *
Located two blocks from The Carnegie along 11th between Scott and Madison.
5. Fabulous Furs Lot *
Located two-and-a-half blocks from The Carnegie on 11th near Madison, as well as a long Robbins.
6. Allison Rose Funeral Home *
Located two blocks from The Carnegie on the corner of Robbins and Madison.



A Parking Map for the Lincoln-Grant Auditorium is available upon request.

*Based on availability determined by staff of The Carnegie.

RENTAL POLICIES

PREFERRED RENTERS

The Carnegie rewards our faithful clients for their loyalty and continued business through Preferred Renters benefits. In order to be eligible for the program's benefits, the client must have produced at least two events or performances and be in good business standing with The Carnegie. Preferred Renters receive the following benefits:

- Greater flexibility with holding of unpaid dates, complimentary tickets and consignment tickets.
- Waiver of requirement for full payment prior to first facility usage. After the deposit, the remainder of your rent payment may be deducted from the settlement instead of being paid up-front.

TERMINATION

The Carnegie reserves the right to immediately terminate at any time, any event which it deems dangerous, harmful, inappropriate or in violation of any applicable laws or ordinances, or of contractual obligations, or which has violated any of The Carnegie policies and procedures. The Carnegie will not be liable to your suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services for the event.

PERMITS

Temporary food permits are required for all events that are open to the public and serving food. The Lessor will secure the required food permit. The Lessee will pay the \$50 food permit fee with the event deposit.

The Lessee is responsible for any other permits or licenses that may be required and must submit copies of these to the Lessor.

SET-UP PLANS

As applicable, the renter is responsible for informing your caterer of the floor plan. A blank floor plan will be provided.

In The Carnegie Galleries, artwork, pedestals, partitions, and any other elements of an exhibition may not, under any circumstances, be taken down, moved or otherwise adjusted without the permission of the Exhibitions Director.

In the Eva G. Farris Education Center, tables and chairs are able to be moved and the renter is responsible for resetting the room to its original condition upon vacating the space each day or night. No tape may be applied to the floor without permission of the Education Director or Theatre Director.

WALK THROUGH

You must arrange to have a walkthrough with your caterer. The purpose of this meeting will be to confirm the following specifications:

- a. Loading dock and elevator to be used
- b. Catering preparation area
- c. Electrical power requirements
- d. Serving areas
- e. Other guest amenities

ACCESSIBILITY

Under the Americans with Disability Act, all areas of The Carnegie (including galleries, restrooms, event areas, and passage to elevators) must maintain full accessibility to wheelchairs.

ALCHOLIC BEVERAGE SERVICE

The Carnegie liquor license requires that all alcoholic beverages consumed anywhere on Carnegie premises be purchased through The Carnegie, served by licensed alcoholic -beverage servers and end by 1a m. Alcoholic beverage service must cease fifteen minutes before the scheduled end of your event. All alcoholic beverages must be consumed on Carnegie premises.

TECHNICAL ASSISTANCE (excluding Theatre rentals)

There will be a charge for technical assistance, such as audio/visual, sound /lighting, electrical needs, set-up and teardown assistance. Arrangements for technical assistance must be made at least six weeks in advance of your event. If you have technical needs that exceed The Carnegie's abilities, then equipment and services can be arranged through other approved sources.

DAMAGES

You are responsible for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with your use of the facility and all tangible property. Any such costs will be assessed and charged to you. You may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis and will be addressed in written form included with an invoice for damages after your event. A signed credit card imprint will be held as a deposit against damages, disappearance of contents or overtime charges.

DECORATIONS (excluding Theatre rentals)

In an effort to protect the safety and integrity of The Carnegie, the following guidelines are in place for all areas. Decorations in the Theatre are governed on a case-by-case basis by the Theatre Director.

- Helium balloons are not permitted.
- Live animals are not permitted.
- Hanging large signs on the outside of The Carnegie is generally not permitted.
- Candles and open flames are not permitted.
- Smoke effects, fog machines, explosives or pyrotechnics are not permitted.
- Confetti, rice, glitter, and bird seed are not permitted.
- All décor and signs must be freestanding; taping or tacking signs on walls, floors or exhibitions are not permitted.
- If your event requires electrical cords you will need to supply the extension cords and gaffers tape covering.

After your event, you are required to arrange for all decorations to be removed from the facility. If decorations are left in the facility after your event, you may be charged an additional \$500 clean-up fee.

CARNEGIE PROPERTY

Furniture, office supplies and other property of The Carnegie, including supplies in the Education Center, may not be used by the renter without permission from a Director of The Carnegie.

DELIVERIES (excluding Theatre rentals)

All deliveries and pick-ups related to your event must load through The Carnegie dock area, unless special arrangements have been made in advance. To ensure no delivery is refused and to safeguard against conflicts with other deliveries, you are required to provide a delivery and pick-up schedule one week prior to your event. Due to limited storage, all items must be delivered the day of the event and must be picked up either later that day or by 1 a.m. the following morning.

SECURITY

Security is required for some uses of the facility and will be provided by The Carnegie for a fee. The security staff protects The Carnegie and its contents only. It does not guard attendees, visitors or their property. The Carnegie is not responsible for any injuries of persons or their property.

In the case of special events, additional security may be required. If The Carnegie determines that additional security is needed due to the nature and size of your event, you will be advised and additional charges will be added to your facility rental fee.

SMOKING

Smoking is not permitted inside The Carnegie.

GUEST COMFORT

The Carnegie Galleries are not air conditioned. Events booked in the galleries during warm weather months are done so at the sole risk of renter.

USE OF THE CARNEGIE NAME AND LOGO

Please review Section 13 of the Agreement for guidelines regarding usage of The Carnegie's name, logo and other acknowledgement policies. Submit any marketing documents or event programs for approval. This process is in place to verify that The Carnegie and its participation in the event properly identified.

COMPLIMENTARY RENTALS

The Carnegie is a non-profit organization striving to serve the community effectively and responsibly. A waiver of the rental fee is the sole discretion of the Executive Director. If a waiver is granted, the client retains responsibility for all additional and incidental expenses, including but not limited to ticketing, food, beverage, facility management, house management, technical support, valet service and security.

OTTO M. BUDIG THEATRE RENTAL POLICIES

1. Access: All show personnel are required to check in with Technical Coordinator at the Stage Door. No equipment or show related materials may be delivered before the load-in or first scheduled date unless prior approval has been granted by The Carnegie Technical Coordinator. All equipment and show related materials must be removed immediately after the final performance unless approval has been obtained from The Carnegie Technical Coordinator prior to load-out. No activity will be allowed on the stage, grid, fly loft, loading galleries, pit, control booths, sound booths, dimmers rooms, amp rooms, or other technical support areas unless there is at least one member of the House Crew present.
2. Children: Any performance with children under the age of 13 will require chaperones (one competent responsible adult for every 10 children). Performers and/or crew cannot work as chaperones.
3. Renters utilizing more than 25 performers will be required to use the Education Center. A fee for this space will be assessed in accordance with the pricing listed on page 3.
4. Alterations: Building structure alterations of any kind are not permitted without the written approval of The Carnegie Executive Director. Alterations include holes, traps, additional projection booths, and supports. The presenter, at the conclusion of the performance run, must restore any approved alterations to its original condition.
5. Booths: Audio transcription, follow spot, lighting and sound booths are for working personnel only. Due to the sensitive nature of the equipment food, drink and smoking is not permitted in these areas. Contact The Carnegie Technical Coordinator or any member of the house stage crew to gain access to the booths. These booths cannot be used for "dead case" storage. All empty cases must be stored back stage.
6. Clearance: At all times, aisles, hallways, doorways, and stairwells must remain clear of obstruction. Consult with The Carnegie Technical Coordinator or the House Crew for specific requirements.
7. Loading Dock: The loading dock will be available for the following purposes:
 - Tidy storage of scenic elements, props, and cases that cannot fit on stage.
 - A staging area for performers preparing to go immediately on stage.
 - Placing microphones on performers.Appropriate usage of this space is the responsibility of the renter. All other uses of the dock are prohibited, including but not limited to scenic construction and dressing.
8. Damage: Presenters are responsible for all damages to the facility and its equipment during the engagement. Scenery used on the stage must keep a safe three-inch distance away from the proscenium.
9. Equipment: All Carnegie equipment shall be operated in a safe manner by technicians trained in the proper and safe handling of said equipment. Technicians who operate Carnegie equipment in an unsafe or inappropriate manner will be

asked to leave the facility and will not be allowed to work on future Carnegie stage crews. See paragraph 9 for further detail.

10. Fire, Fog, Haze, Pyrotechnics and Radiation: The use of fire, pyrotechnics, fog, haze, radiation (lasers) and other potentially dangerous effects must be approved in advance by The Carnegie Technical Coordinator. The Technical Coordinator or his designee must be in attendance during the Fire Marshal's inspection and permit approval. It is the responsibility of the presenter to secure all applicable permits and schedule the inspection with the Technical Coordinator. Liability for these effects is solely the presenter's responsibility. A copy of all permits pertaining to the effects listed above must be provided to The Carnegie Technical Coordinator before the effects can be used.
11. Food and Drink: No food or drink is allowed on The Carnegie stage unless it is specifically used as part of a theatric all presentation. All food products used in a theatric all presentation must be approved by the Technical Coordinator and proper cleaning supplies must be provided by the presenter in case damage is done to the stage and/or floor. Bottled water will be allowed in a sealed container such as a travel cup or sports bottle. Food and drink is permitted at "Tech Table" locations, provided it is removed prior to house opening for an audience. Trash receptacles are provided throughout the venue.

Popcorn is not allowed to be sold or distributed, in any fashion, at The Carnegie.

12. Personnel: All crew positions will be filled by Carnegie Technical Coordinator unless approved by Carnegie Theatre Director and/or Carnegie Technical Coordinator. The number of Crew positions will be determined by Carnegie Technical Coordinator. All presenters reimburse The Carnegie for all personnel expenses related to their event in The Carnegie. All events or activities on stage in The Carnegie require at least one Carnegie House Crew member. If any equipment, such as the house curtain or electrics, are needed, additional personnel may be required. Minimum calls for Carnegie Stage Personnel are four hours per call. Personnel will be paid time-and-a-half of the prevailing rate after eight hours in a day; time-and-a-half for all hours worked over 40 regular rate hours per week; double time for all hours between 12:00am (midnight) and 8:00am; and double time for approved Carnegie holidays (New Years Day, Memorial Day, Labor Day, Thanksgiving, Christmas, Martin Luther King Jr. Birthday, Independence Day). Should The Carnegie Crew be required to work longer than five hours without a one-hour break, the presenter will be liable for additional fees as follows:

The presenter may pay the Crew double the prevailing wage until they are given a one-hour break. OR

The presenter may give the crew a half-hour paid break and provide each crew member with a hot, healthy, palatable meal.

It is the responsibility of the Presenter to inform the crew of all break times. A break begins when the theater is dark and locked, and concludes one hour later, when the work lights are turned on and the doors unlocked. There can be no activity on stage or in the technical areas while the entire crew is on break. Split breaks are available, if the presenter is unable to schedule a dark hour into their day. Should the House Stage Crew be required to return to work without an 8-hour break or "forced call", from one

work call into another work call, they will be compensated at the same rate of pay at the conclusion of first call and will remain at that rate on the second call until they are given an eight-hour break. The work week begins on Monday and concludes the following Sunday. Overtime charges are cumulative and capped at \$30.00 per hour.

Should the billable hours of the Technical Coordinator as committed to the Event described herein exceed forty-five (45) hours in any given seven (7) day period, Lessor retains the exclusive right to relieve the Technical Coordinator with a capably trained Substitute Technician for any and all subsequent hours in the theatre within the period for which the hourly limit was exceeded. The Substitute Technician will receive 150% of the hourly salary allocation of the Technical Coordinator, to be added to the Rent as part of the Settlement.

13. Should the Presenter go past the scheduled load-out time, the presenter will be charged time-and-a-half for all technicians on the clock until load-out is complete. This rate will be enforced on the first minute after the overage.

Should the Presenter still be in the building after scheduled load-out has lapsed, a facility fee will be charged to the client in the amount of \$100.00 for every hour that passes after load-out has ended. For example: for a load-out scheduled to conclude at 10:00pm, at 10:01pm the fee of \$100.00 will added.

14. Restore: All users of The Carnegie are responsible for restoring the theater and its equipment to the same location and condition in which the equipment was found, unless prior arrangements have been made with The Carnegie Technical Coordinator.
15. Safety: It is the responsibility of everyone to ensure a safe work environment. The Carnegie House Crew will not allow activity that they deem to be unsafe.
16. Scheduling: It is the responsibility of the Presenter or his agent to provide The Carnegie Technical Coordinator of the production schedule and other important show related information in sufficient time prior to the event date.
17. Painting and Set Construction: The Carnegie does not have a scene or paint shop available to renters. Lessee's sets must be built and painted offsite and broken into sizes that will fit into The Carnegie's loading dock before loading into The Carnegie. Exemptions to this policy may be allowed with permission by the Technical Coordinator.
18. Waiver Request: Any waiver requests to the above rules should be addressed in writing to the Carnegie Theatre Coordinator.
19. To insure an optimum event experience, all rental clients must adhere to the following policies when planning a ticketed event at The Carnegie:
 - All ticketed events must utilize The Carnegie box office. Rental clients are not permitted to print or utilize their own tickets for any event at The Carnegie.
 - Consignment sales are at the discretion of the Theatre Director and Box Office Manager. Consignment sales volume and deadlines for settlement are determined on a per-event basis.

- Complimentary ticket lists must be submitted to the box office one week in advance of the event in order for us to hold them for you.
- All box office sales are final.
- No non-complimentary tickets will be held without payment.
- Should inclement weather or an act of God cause the undue cancellation of a performance, the box office will either:
 - Exchange pre-sale tickets to the cancelled performance for another performance as part of the run
 - Offer refunds to pre-sale patrons, in the case that there are no additional performances.

Cancellation decisions will be made jointly by the client, the Theatre Director, and the Executive Director.

BOX OFFICE SERVICES

For ticketed events, The Carnegie requires that all clients utilize our box office. We offer customized operations to meet your ticketing needs, including:

- Multiple Ticket Pricing Options. Choose the ticketing prices and levels that best fit your event. Implement discounts as you see fit.
- Subscription and multi-show package sales.
- Consignment Sales. Consign and sell a limited number of tickets in any way you choose. Complimentary Tickets.

We use a Ticket Setup Questionnaire which allows you to explain to us how you'd like us to ticket your event, as well as to provide information about the event which we can share with your patrons. We'll send you this document when you're ready to sign a rental agreement. Within three box office business days of its submission, we can have your tickets available for sale.

TICKETING FEES

All ticket processing fees are subject to change without notice.

- Credit Card Processing Fees: The Carnegie is assessed processing fees for credit card transactions through our various vendors. These expenses are passed on to the rental client at a rate of 2.70% per transaction. We reserve the right to change this rate without notice.
- Convenience Charges: The Carnegie charges a flat \$1.00 fee per ticket sold to all rental events. This expense is passed on to ticket buyers.
- Internet Processing Fees: The Carnegie charges a flat \$3.00 fee per internet ticket sold to all events. This expense is passed on to ticket buyers.
- Sales Tax: The Carnegie charges the prevailing rate of 6% Kentucky Sales Tax (as amended) on every ticket sold to all events. This expense is passed on to ticket buyers.

THEATRE SEATING

Because of the unique design of the theatre, there are several seating areas that may not be desirable for all performances. A breakdown of seating capacity by area follows:

SEATING CAPACITY: 447

Orchestra (Floor) Level: 279 Seats	Mezzanine (Balcony) Level: 168 Seats
Center (Front): 9 Rows, 119 Seats	Center (Front): 2 Rows, 30 Seats
Center (Rear): 4 Rows, 64 Seats	Center (Rear): 2 Rows, XX Seats
Left: 7 Rows, 48 Seats	Left: 4 Rows, 57 Seats*
Right: 7 Rows, 48 Seats	Right: 4 Rows, 57 Seats*
	* Limited view seating



OTTO M. BUDIG THEATRE RENTAL PROCESS

1. Contact The Carnegie Theatre Director, Maggie Perrino at 859.957.1933 or mperrino@thecarnegie.com to introduce yourself, your business and /or your organization and your rental interests.
2. *Remember that it's best to initiate your rental search as early as possible in order to have the most flexibility with dates.*
3. Schedule a time to tour the facility with the Theatre Director or Technical Coordinator, keeping in mind your event needs.
4. If The Carnegie seems like the right venue for your event, contract the Theatre Director to select dates and begin the rental contract process.
 - a. All events must be booked at least thirty days in advance.
 - b. Prior to execution of the rental contract and submission of a deposit, unpaid dates may be held by the Theatre Director as a courtesy, but **THIS DOES NOT CONSTITUTE A FIRM RESERVATION**. The Theatre Director reserves the right to release any unpaid dates for other paying clients, though we will make our best effort to communicate the end of courtesy holds to clients who have not yet placed a deposit.
5. The Theatre Director will provide a rental estimate. This estimate will provide the contract rental fee, but will not account for additional charges which may arise after signing, including added services, additional equipment rental and other fees as outlined in the contract for your review.

6. When the rental terms are acceptable, the Theatre Director will draft a rental contract. The contract will be accompanied by a Ticket Setup Questionnaire.
7. Return to the Theatre Director the required deposit and one signed copy of the contract.
 - a. The required deposit is typically 25% of the total rental fee, though it may vary depending on the client and the contracted usage volume.
 - b. The Carnegie will also hold account information from a valid credit card against the risk of cancellation by the client. Should the client declare, orally or in writing, an intention to breach this Agreement within 60 days (90 days if the event includes a date or dates in the month of December) from the date of the event, or the first date of a multiple date event, or should this Agreement be breached or damage done to the facility, The Carnegie shall utilize the client's credit card to recover any outstanding balances.
8. Complete and submit the Ticket Setup Questionnaire to the Theatre Director. At this time, you may request to consign a number of tickets for remote sale, with the schedule for disbursement and return established by the Box Office Manager and Theatre Director.
 - a. The Ticket Setup Questionnaire must be submitted at least three days prior to your desired opening sales date.
9. Provide the Theatre Director with your company or organization's certificate of insurance, including The Carnegie as named an insured facility. This is typically another charge in addition to existing policies.
10. The Theatre Director will provide you with contact information for the Technical Coordinator. Contact the Technical Coordinator to schedule your required production meeting(s).
 - a. Production meetings must be scheduled at least two weeks before the first day of facility usage. Lighting plots must also be submitted at least two weeks before the first day of facility usage.
 - b. Please see the Theatre Policies in this packet.
11. Attend the scheduled production meeting with the Technical Coordinator, addressing any and all technical and logistical aspects of your event.
12. Inform the Technical Coordinator if you intend to record or broadcast your performance or event. If so, submit a written request to the Theatre Director and coordinate any recording devices with the Technical Coordinator.
13. At least one week before the first event or performance, submit to the Box Office Manager your list of any complimentary tickets you wish for the box office to hold.
14. Return any consignment tickets or consignment sales revenue to the Box Office

according to the plan you coordinated with the Box Office in Step 7.

15. Your rental fee balance must be received by the date indicated on the contract.
 - a. If the rental fee is not paid in full prior to the required date, you will NOT be permitted to use the facility. This is a firm policy.
16. It's time for your event! According to the schedule outlined in the contract, load-in, execute your event or performances, and load -out, with adherence to these policies and procedures.

If your event is ticketed...

17. After the closing event or performance, a settlement report will be prepared for your review. It will include a comprehensive list of revenues and expenses related to your event or performance. On the revenue side, all ticket sales volume and income will be listed. The expense side will include the rent paid, credit card and internet processing fees, and any other fees which may have arisen during the production process. Review this report, and discuss any questions or concerns with the Theatre Director.
18. Within two weeks of your load-out, The Carnegie will have a check prepared in the amount of your net revenue (gross ticket sales less remaining rent, processing fees, and other fees). Sign the settlement report and take your check. Should expenses exceed revenue from Carnegie ticket sales, the client will pay the outstanding balance at this time.

EQUIPMENT INCLUDED IN RENTAL OF THE OTTO M. BUDIG THEATRE

LIGHTING INVENTORY

- 16- 19° Source Four Lekos
- 6- 26° Source Four Lekos
- 6- 36° Source Four Lekos
- 3- 5° Source Four Lekos
- 16-10° Source Four Lekos
- 4- 26°-50° Source Four Zoom Lekos
- 30- Source Four pars
- 1- ETC expression 3 lighting console

3- Electrics over stage, 36 circuits

1- Front of house position, 16 circuits

4- Under balcony positions, 2 center 1 left 1 right, 12 total circuits

2- Tormentor positions, 1 left 1 right in the balcony next to the proscenium, 4 circuits each

2- High side positions back of the balcony

SOUND AND VIDEO INVENTORY

Yamaha M7C L 32 channel console

4 SLS 8695 Speakers

5 SLS 112R Speakers
1 SLS 218 Sub
7 Telex BP 2002 Belt packs w/ head sets
1 Telex MS 2002 master station
1 Audia solo 8x8 Biamp digital processor
1 Crown 975w amp
2 Crown 1800w amp
1 Crown 450w amp
1 Denon DNC 635 C D player
1 J VC DR M100S DVD player
1 Sanyo PLC -XP55 Multimedia Projector
1 Edirol V-4 4 channel video mixer
1 Shure SM 81
5 Shure SM58
2 Shure SM57
8 Microphone Stands with 6 boom arms

CURTAIN INVENTORY

1- Grand Drape (red) on Traveling Track
6- Legs
1- Border (black)
1- Full Upstage Curtain (black) on Traveling Track
1- Cyclorama
1- Projection Screen, 176" x 102"

OTHER EQUIPMENT

- Baby Grand Piano (6 ½"), Mason & Hamlin 1904 (brown)
- 13 Music Stands (Stand lights are not available)
- Podium (brown)
- Various Chairs
- Round and Folding Tables Available