

# COMPLETE & COMPREHENSIVE LIST OF RATES 2018-19



## TAOS COMMUNITY AUDITORIUM RENTAL INFORMATION

Seating Capacity: 275

### PERFORMANCES

Commercial Rate: \$950 Nonprofit Rate: \$725

- Use of the full stage, dressing rooms and available set pieces and costumes.
- Renter is responsible for hiring qualified TCA approved technicians.
- Renter is responsible for hiring stage crew.
- Additional hours over 5 hours at: Commercial \$125 per hour; at Nonprofit \$95 per hour.
- Late night use after 11pm at \$150 per hour.
- Two Performance per day rate: Commercial - \$1500, Nonprofit - \$1,000

### GENERAL REHEARSALS

Commercial per hour rate: \$60, Nonprofit per hour rate: \$45

- Use of the full stage and dressing rooms.
- Renter is responsible for hiring qualified TCA approved technicians.
- Renter is responsible for hiring stage crew.
- Late night use after 11:00 pm at \$150 per hour.

### TECHNICAL REHEARSAL

Technical Rehearsal - Set construction, lighting and sound, load in, load out.

Commercial per hour rate: \$80 Nonprofit per hour rate: \$60

- Use of the full stage, dressing rooms and light and sound equipment.
- Renter is responsible for hiring qualified TCA approved technicians.
- Renter is responsible for hiring stage crew.
- Late night use after 11pm at \$150 per hour.

### LECTURE/VIDEO (Thursday only)

Commercial Rate: \$525 Nonprofit Rate: \$375

- Use of podium, PA and full screen.
- Renter is responsible for hiring qualified TCA approved technicians.
- Renter is responsible for hiring stage crew.
- Total occupancy will not exceed 4 hours.
- Late night use after 11pm at \$150 per hour.

### FILM FESTIVALS

Commercial Rate: \$675 Nonprofit Rate: \$550

- Use of podium, PA, and full screen.
- Renter is responsible for hiring qualified TCA approved technicians.
- Renter is responsible for hiring stage crew.
- Renter responsible for selling tickets and house management under TCA supervision.
- Total occupancy will not exceed 10 hours.
- Load in time \$25 per hour.
- Commercial Hourly Rate: \$75. Additional hours over 10 hours \$75.
- Nonprofit hourly rate \$60. Additional hours over 10 hours at \$60 per hour.
- Late night use after 11:00 pm at \$150 per hour.

### ADDITIONAL FEES

- Dance Floor - laying, taping and strike \$200.
- Orchestra Shell - set up and breakdown \$100.
- Re-program event in Encore \$100
- Piano - cost of tuning is the responsibility of the renter.
- Other fees may apply as needed.

### TICKET SERVICE

Rate: \$1.00 per ticket sold and 4% of credit card sales. Includes:

- Tickets
- Pre-sales, cash or credit card at TCA office M-F 9am-5pm, in person or by phone.
- Bank Service
- Box office report
- Box office attendants and ushers
- 20 free comps tickets per show not performance. List of comps must be provided one day in advance for use at the box office night of event.
- Ticketed comps and comps in excess of 20, incur \$1.00 fee.

Any vouchers, coupons or other special deals must be approved by the TCA prior to publication and will incur an additional cost.

### INSURANCE

A commercial general liability insurance policy is required to rent the Taos Community Auditorium. The policy must have combined limits of liability for bodily injury or property damage as follows:

- \$1,000,000 Per Occurrence
- \$1,000,000 Policy Aggregate
- \$1,000,000 Products Liability/Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$ 50,000 Fire-Legal
- \$ 5,000 Medical Payments

## BOOKING INFORMATION

- A 50% deposit, equal to the rental cost, payable at the signing of the License Agreement, will guarantee booking. Should you use our ticket services, a partial deposit can be negotiated and balance of rental fee is due the first business day after the closing performance.
- Full deposit refunded with 60 days written notice.
- Deposit refund of 50% with 30-60 days' notice.
- No refund for cancellations at less than 30 days' notice.
- Bookings are made no further than a year in advance and first option is given to repeat renters.
- There will be a late charge of 10% for accounts not paid within thirty days.
- TCA reserves the right to book other events in proximity to renter's event.
- NONPROFIT rates apply to registered 501 © 3, New Mexico Corporations with annual budgets under \$500,000.

## GENERAL INFORMATION

- Renters will provide TCA with promotional materials as far in advance as possible for review by TCA prior to publication. Once advertising is set for publication, no changes are permitted without TCA approval.
- TCA will post promotional material (press releases, photos, etc.) for the event its website and social media, and its weekly e-news. Listing on the TCA's marquee is subject to availability.
- TCA can provide qualified lighting and sound technicians, as well as projectionist (when available) at an hourly rate.
- TCA has on-site House Manager during events to supervise the front of house and volunteers for box office (if using TCA ticket service), ushers and concession.

If you are interested in booking the Taos Community Auditorium, please call 575.758.4677.

## STABLES GALLERY RENTAL INFORMATION

Day/Night Rental: \$25/hour  
Full Day Rental: \$100  
Week/7 days: \$675  
Monthly/4 weeks: \$2,200  
Cleaning/Security Deposit: \$100 - refundable

Facilities: There are two main rooms in the Stables Building. The Stables Gallery is 1205 square feet and the Carriage House 576 square feet. There is a small kitchen and bathroom.

Parking: Rental of the Stables Building includes two parking spaces in the TCA lot. Public parking is available in the paved parking lots and streets.

Use: An individual or group may rent the Stables Building on an hourly, weekly or monthly basis for uses such as art exhibitions, performance space, receptions, workshops, classes, meetings, weddings, parties, etc. Renter provides staff, security, clean-up, etc.

Promotion: TCA will post promotional material (press releases, photos, etc.) for the event on its website, social media, and its weekly e-news. Listing on the TCA's marquee is subject to availability.

Alcohol: Alcohol is not permitted in the Stables Gallery unless a Special Dispenser Permit is acquired through the State of NM. This process can take up to 3 months.

To book the Stables Gallery, please call Susan Nuss at 575.758.2052

## ENCORE GALLERY

The Encore Gallery is available for smaller audience lectures, workshops and receptions at an hourly rate of \$60 per hour. If interested in booking the Encore Gallery for your event, please call 575.758.4677.