



## Ferst Center for the Arts Facility Rental Information

### Contact Information

GT Arts at Georgia Tech  
349 Ferst Drive  
Atlanta, GA 30332-0468  
[www.arts.gatech.edu](http://www.arts.gatech.edu)

**Theater Event Coordinator, Adriana Rosario Pérez**  
**404-385-4684**

Administrative Office.....404-894-2787  
Box Office.....404-894-9600

### Ferst Center Information

The Ferst Center is a large performance venue that is professionally staffed. In addition to the Rental Rates listed on the next page, the Renter is responsible for paying for personnel, equipment, and custodial costs that usually carries a minimum expense of \$1,500 for events less than five hours in the theater and \$350 for events less than five hours in the lobby.

#### Theater

The recently renovated theater of the Ferst Center is a 950-seat multi-purpose performing arts facility, specially equipped for lectures, music, theater, dance, film, and other performance events. To increase the performance space, 64 seats are removable.

#### Lobby

The lobby of the Ferst Center is an open space that is delightful for audiences before a performance or for casual to elaborate receptions. The full lobby comfortably accommodates 100 for a seated event and up to 250 for mobile events depending on the requested configuration. Featuring an East and West Lobby area, the space can also accommodate meetings, luncheons, and visual art events.

**Standard Lobby Set Up** is included in the rental fee and consists of the following:

- Two (2) sofa units consisting of 3 sectionals each
- Eight (8) 36" square tables that can be in table or bar height mode
- Sixteen (16) table height chairs
- Sixteen (16) bar height chairs
- Four (4) small round tables with four chairs each
- Eight (8) modular poufs (convertible chair/ottoman)

**Additional Lobby Options** (additional costs may apply)

- Use of up to 100 chairs, (9) 60" round tables, (10) 8' rectangular tables, and (10) 6' rectangular tables (*Linens are required for all tables*)
- Use of projector or 42" HD Television. (Computer not provided.)
- Use of PA system

**Rental Requests need to be made at least two weeks in advance of your event.**

**Campus departments and GT students request through <https://space.gatech.edu/>**

1. To request use of the Ferst Center Theater or Lobby, complete the **online request form** located online at <https://arts.gatech.edu/rental-request>. **This form is required to initiate your request.**
2. An event coordinator will contact you to discuss your date within two business days of your request.
3. A pre-production meeting will be set up with you to discuss event details, schedule, and logistics in order to create a comprehensive event estimate.
4. A contract will be emailed to you. You must sign and return the contract along with:
  - a. Proof of Insurance
  - b. Ticket Set-Up Form, if applicable
  - c. 501(c)3 or other non-profit determination letter, if applicable
  - d. Deposit of 25% rental fee & technical fees estimate (Internal billing form for campus groups)
5. Two weeks before the event date, the remainder of the rental fee and technical fees estimate is due.
6. You will receive final invoice within 10 business days following the event.

### **Usage Terms and Conditions**

The below rates are for equipment and staff, which may be needed but are not included in the rental rate fee. Cancellation or addition of equipment or labor should be requested no later than two weeks prior to the performance date. Failure to do so may result in cancellation penalties and/or inflated rates. Set-up and breakdown times will be counted as usage time in the charges.

All theater events will require the following minimum labor usage: Technical Director, Stage Supervisor, Audio Engineer, Lighting Operator, House Manager, Security (2) and Ushers (4). Additional staff may be required based on the needs of the event (Projectionist for projector usage, Stagehands for fly system usage, spot operation, etc.)

All lobby events will require a House Manager. Additional staff may be required based on the setup needs of the event.

All ticketing must be managed by the Ferst Center Box Office and its staff. No exceptions. All performances will have a minimum staff requirement of a Box Office Supervisor and Box Office Clerks (2). Ticket sales via any other sources will void the contract and forfeit the deposit.

The Ferst Center provides professional quality production technicians and operators for all Licensees. Only Ferst Center staff will setup and operate all in-house equipment. Anything that needs to be hung or flown must be done by Ferst Center personnel only. Licensee may provide their own lighting and sound operators, but Ferst Center operators will supervise whenever Ferst Center equipment is in use in order to maintain the integrity of the in-house systems.

Licensee may provide the following crew: Master Electrician, Master Carpenter, Props Person, Wardrobe Person, Stage Manager, and Stagehands to handle Licensee's free standing set pieces. Theater restore charges of the lighting, sound and stage systems, will be decided by the Event Supervisor based on the amount of deviation from the auditorium's normal conditions. The Event Supervisor shall determine number of crew needed for each production call. All calls are four (4) hour minimums.

NO supplies or equipment may be left in the building after the end of the licensed period. A storage fee of \$250 per day will be charged until all property belonging to the Licensee is removed.

### **Catering**

When renting the facility you must use an approved Georgia Tech Caterer for all of your food and drink needs that exceed \$300 in cost. You can discuss this further with your event coordinator and see a list of approved caterers here: <http://specialevents.gatech.edu/resources/catering>. The Ferst Center can provide concessions services upon request.

**EXHIBIT A: COMPREHENSIVE FEE SCHEDULE**

Rental Rates	Non-Profit Organizations			For-Profit Organizations		
	1-5 Hours	5-9 Hours	9-12 Hours	1-5 Hours	5-9 Hours	9-12 Hours
<b>Theater – Weekday</b>	\$885	\$1,765	\$2,520	\$1,105	\$2,205	\$3,150
<b>Theater – Weekend</b>	\$970	\$1,945	\$2,775	\$1,215	\$2,415	\$3,465
<b>Lobby – Weekday</b>	\$295	\$555	\$805	\$370	\$695	\$1,000
<b>Lobby – Weekend</b>	\$325	\$610	\$885	\$405	\$765	\$1,100
<i>The Theater Rental Rate after 12 hours is \$350/hour on weekdays and \$375/hour on weekends for all groups.</i>						
<i>The Lobby Rental Rate after 12 hours is \$130/hour on weekdays and \$145/hour on weekends for all groups.</i>						
<b>Rental of the Theater includes a standard Lobby setup.</b>						

**Equipment & Labor Rates**

**STAGE LABOR TERMS AND CONDITIONS:**

The following rates are for equipment and staff, which may be needed but are not included in the rental rate fee. Cancellation or addition of labor should be requested no later than two (2) weeks prior to the performance date. Failure to do so may result in cancellation penalties and/or inflated rates. The rates in the table below are per hour unless otherwise noted. Set-up and breakdown times will be counted as usage time in the charges. GT staff will work with the Licensee to develop an effective staffing structure for each event.

NO supplies or equipment may be left in the building after the end of the licensed period. A storage fee of \$250 per day will be charged until all property belonging to renter is removed.

The First Center provides professional quality production technicians and operators for all Licensees. Only Center staff will setup and operate all in-house equipment. Anything that needs to be hung or flown must be done by Center personnel only. Licensee may provide their own lighting and sound operators, but Center operators will supervise whenever Center equipment is in use in order to maintain the integrity of the in-house systems. Licensee may provide the following crew: Master Electrician, Master Carpenter, Props Person, Wardrobe Person, Stage Manager, and Stagehands to handle Licensee's free standing set pieces. Theater restore charges of the lighting, sound and stage systems, will be decided by the Event Supervisor based on the amount of deviation from the auditorium's normal conditions. The Event Supervisor shall determine number of crew needed for each production call. All calls are four (4) hour minimums.

Overtime between 12AM and 8AM	1.5 x base rate
Overtime after 10 hours worked in a day	1.5 x base rate
Meal penalty applies when crew is not given a one-hour break after every 5 hours worked	1.5 x base rate
<b>Holidays:</b> Jan 1 <sup>st</sup> , MLK Day, Easter, Memorial Day weekend, July 4 <sup>th</sup> , Labor Day weekend, Thanksgiving weekend, & December 25 <sup>th</sup> through December 31 <sup>st</sup>	1.5 x base rate
<i>If more than one of the above conditions applies</i>	2.0 x base rate

**PRODUCTION CREW:**

Technical Director	\$35/h
Stage Supervisor/Manager	\$32/h
Lighting Operator	\$32/h
Audio Engineer	\$32/h
Rail	\$70/h
Stagehands	\$30/h

**FRONT OF HOUSE STAFF:**

House Manager	\$35
Ushers	\$18
Box Office Supervisor	\$35
Box Office Clerk	\$18
Security	\$30
Georgia Tech Police Officer	\$40

*All rates are hourly per position*

**EQUIPMENT RENTAL: (Prices do not include set up or operation labor)**

Piano Rental	\$400/performance	Lobby Partition	\$250/day
Piano Tuning	\$250/tuning	Lobby 55" TV	\$50/day
Staging risers, 4x8	\$20/day each	Lobby PA System	\$200/day
Theater Projector	\$750/day	Tables (6', 8', and Rounds available)	
Follow Spots	\$100/day	With Linens	\$14/day
Cyc	\$200/day	Without Linens	\$2.50/day
Marley Dance Floor	\$500/day	Parking Validations	\$12 each

**OTHER SERVICE CHARGES:**

Janitorial Service for all events, no exceptions	\$350/performance, \$250/lobby event
Ticketing Surcharge	5% of gross ticket sales

Parking costs vary based on the option you select. The Customer pays between \$10 – \$15 and can be purchased in advance. Expendables such as tape and gel may be charged on a per use basis.