

## INFORMATION PACKAGE



**spartanburg memorial auditorium**  
 385 north church street, p.o. box 1410  
 spartanburg, south carolina 29304  
 phone: 864.582.8107 fax: 864.278.2003

CONTACT INFORMATION				
TITLE	NAME	OFFICE PHONE	FAX	EMAIL
General Manager		864.583.3560		<a href="mailto:info@crowdpleaser.com">info@crowdpleaser.com</a>
Assistant General Manager	Jonathan Pitts	864.278.2001		<a href="mailto:jpitts@crowdpleaser.com">jpitts@crowdpleaser.com</a>
Event Manager	Scott Ellis	864.278.1000		<a href="mailto:sellis@crowdpleaser.com">sellis@crowdpleaser.com</a>
Operations Manager	Jeff Simons	864.278.4006		<a href="mailto:jeff.simons@crowdpleaser.com">jeff.simons@crowdpleaser.com</a>
Assistant Operations Manager	Jeremy Edwards	864.582.8107		<a href="mailto:jedwards@crowdpleaser.com">jedwards@crowdpleaser.com</a>
Box Office/Marketing Manager	Jonathan Pitts	864.278.2001		<a href="mailto:jpitts@crowdpleaser.com">jpitts@crowdpleaser.com</a>
Food & Beverage Manager	Tracey Vandiver	864.278.2005		<a href="mailto:tvandiver@crowdpleaser.com">tvandiver@crowdpleaser.com</a>

### RENTAL RATES 2022-2023

AUDITORIUM (CAPACITY 3200)	ARENA (CAPACITY 1500)
Please contact management about pricing and availability	Please contact management about pricing and availability
AUDITORIUM LOBBY (CAPACITY 250)	
\$300.00 per hour (4 hour minimum)	

#### GENERAL RENTAL CONDITIONS

Rates **include** normal set-up, one daily cleaning of public spaces, heat and/or air conditioning, normal lighting, and water as installed on the premises and necessary for the presentation of the event.

Rates **do not include** stagehands, and daily utility usage fees, the service of employees or equipment for the special set-ups, special lighting or electrical services, booth equipment, tables risers, chairs, catering fees, advance ticket sales, etc. A list of these additional service fees is available upon request.

#### UTILITIES

Due to the increase in electricity and gas prices, the Auditorium must impose a daily utility fee. The Arena utility fee is \$500.00 per day and the Auditorium utility fee is \$500.00 per day. A \$200.00 per hour utility fee will apply for events who move-in or move-out after normal business hours Monday-Friday.

#### LEASES

All requests for rental of space at the Spartanburg Memorial Auditorium will be considered tentative until a lease is signed, a deposit and insurance certificate are received, and, if alcohol is used, a brown bag permit or temporary license is approved.

Tentative dates will be held for 10 working days unless another promoter has requested for the same date. If another person requests the dates, the General Manager will call the first hold and send out a contract immediately, giving that person 10 days to return the signed contract with deposit. If they **do not** return the contract within that time period, the second hold will be given the date.

Leases for events open to the public will be issued up to 14 months prior to the event. Leases for conventions and tradeshow will be issued up to 24 months prior to the event. Leases for all other types of events will be issued up to 12 months prior to the event.

#### **EVENT COORDINATOR**

An event coordinator will be assigned to your event upon return of a signed lease. Your coordinator will be in contact with you to assist you with arrangements and outline services available for a successful event.

#### **PHYSICAL ARRANGEMENTS**

Detailed floor plans must be presented to the Auditorium Management and to the office of the Fire Marshall of the City of Spartanburg (if requested). All floor plans should be submitted a minimum of 7 days prior to the event.

\*Please be precise with information on physical arrangements, as equipment covered under terms of this agreement will be set up from this information. Any changes will be invoiced to the lessee on a time and materials basis.

#### **PUBLIC AREAS**

Lobbies, pre-function areas, and permanent food facilities in the auditorium and arena are considered public areas and generally not under lessee control. As such, the following guidelines apply:

- All activities utilizing public areas, such as registration, special exhibits or displays, etc. must be approved in advance. Detailed floor plans with specifications are to be submitted for approval.
- Activities in public areas must take into consideration the requirements of other tenants utilizing the facility.
- Service desks and related "behind the scenes" workstations should not be set up in public areas.
- Motorized vehicles, forklifts, gas or electric cars, etc. may not be operated in the arena area or any carpeted area of the Auditorium.
- Heat tape and double-faced tape may not be used on the floors of **any** parts of the Auditorium.
- No items will be permitted to hang on the drapes or attached to the Auditorium drapes.
- No open flames or candles will be permitted in the Auditorium.
- Do not stand on folding chairs or tables; the Auditorium will provide stepladders if requested.
- All materials used in decorating the event must be flameproof.
- The aisles and exit doors cannot be blocked.
- Vendors will be able to use the Auditorium's pushcarts for load-in and out, but the Auditorium will not be responsible for any damages that might occur from misuse.

#### **DECORATIONS**

- No open flames or candles are permitted as decorations.
- All decorations used in the Auditorium must be flameproof and flame treatment must be used on all combustible material, such as table covers, provided according to the city fire regulations.
- No decorations may be fastened to walls, columns, or drapes, and nothing may be suspended from the ceiling without prior permission from the Auditorium.
- Adhesive-backed stickers may not be used or given out on the premises.
- The use of helium balloons within the facility is discouraged. Balloons cause a safety hazard when they rise to the lighting and electrical system housed in the ceiling, as well as a future hazard when facility personnel are required to retrieve stray balloons that become entangled in the facility structure. Helium balloons are allowable only under the following conditions:
  - They are tethered or strung together.
  - They are removed from the premises at the end of the event.
  - Absolutely no helium balloons may be given out inside the facility.
  - There will be a \$5 per balloon charge to remove any balloons that rise to the ceiling in the Auditorium.

#### **GUIDELINES FOR OTHER DECORATIONS**

- Confetti may be used with prior approval from management.
- There will be a \$100 clean-up charge for events using confetti.
- Plants and trees must be removed from the premises at the end of the event.

#### **MOVE-IN AND MOVE-OUT**

Move-in/move-out hours are from 8:00 am to 5:00 pm Mon-Fri. Any variation from these hours must be negotiated with the Auditorium Management and will be charged \$200.00 per hour.

#### **PRE-EVENT ACTIVITIES**

Pre-event activities such as rehearsal, preview parties, etc. will be assessed a charge for special cleaning, lighting and climate control.

#### **FOOD AND BEVERAGE SERVICES / KITCHEN USE**

All food and beverage services, including concessions, are operated and controlled exclusively by the Auditorium. All arrangements for serving food and beverages must be made through the Auditorium manager. No food or beverages may be brought onto the premises without prior written permission from the Auditorium. The kitchen must be cleaned up after each event by the contracted caterer, or a

charge will be given to the caterer after the settlement with the lessee. If the Auditorium dishes are used, a \$1.00 charge per setting will be issued to the lessee. The catering service hired by the lessee must have a business license, insurance, and follow all health regulations and rules.

**UTILITY CONNECTIONS**

Connections to the Auditorium’s utilities (electrical, water, and drainage) must be arranged through the Operations Manager of the facility. If the lessee requests an outside contractor, they must be certified, covered by insurance, and approved by the facility.

**SECURITY**

The Auditorium maintains control of building security, using uniform police and off duty police during events. All lessees are responsible for complete security within exhibit areas, meeting rooms, and other areas to be used by lessee. Lessee may be required to provide security in leased areas from the initial occupancy until completion of move-out, depending on type of event. The Auditorium shall have final approval of security requirements for all events conducted within the facility.

**EMERGENCY MEDICAL SERVICES**

EMS staffing may be required for certain events depending on size and type. The Auditorium shall have final approval of first aid requirements for all events conducted within the facility.

**CLEANING AND TRASH REMOVAL**

The auditorium will provide janitorial services during normal operation hours in aisles, corridors, open spaces, and restrooms, plus one thorough cleaning of these same areas during hours when the Auditorium is closed. Cleaning the exhibit booth areas is not the responsibility of the Auditorium maintenance crew. Events such as a food show, which require continual janitorial service throughout the facility, should make special arrangements with the Auditorium for additional personnel. Lessee is responsible for removal of all crates, pallets, lumber, and packing materials prior to the opening of the show and following move-out.

**FREIGHT DELIVERIES**

The Auditorium cannot accept freight shipments for exhibitors of lessees. All shipments must be consigned to the official show agent and delivered to the Auditorium during the scheduled move-in.

**VEHICLES**

Vehicles are not permitted in the Auditorium without prior approval of the Auditorium management or unless they constitute an integral part of the display. Any vehicle that is on display must conform to the city fire codes.

**O.S.H.A. REGULATIONS**

Compliance with O.S.H.A. regulations is the responsibility of the lessee and its contractors.

**COPYRIGHT FEES**

Any and all ASCAP, BMI, SESAC or other copyright fees applicable to an event will be the full responsibility of the lessee. The user will make payment of the fees directly to the applicable copyright agency.

**PARKING**

The Auditorium’s parking lot can accommodate 325 automobiles. All parking operations, including valet parking, are under the control of the **Spartanburg Memorial Auditorium**. The fee is \$5 per vehicle (valet has a separate fee). Some events can buy the lot from the Auditorium by using the following formula:

*Number of guests, divided by 2.9, multiplied by \$2.00.*

RATE SCHEDULE FOR PARKING AT THE AUDITORIUM	
Parking Lot Flat Fee (School shows only)	\$300.00
Parking Lot Attendants (School shows only)	\$17.50/hr. (min. of 2 attendants)
Parking Lot Flat Fee (private functions, non-ticketed events in banquet facility, or special requests)	(attendance/2.9) x \$2.00
Spartanburg Memorial Auditorium (charge for parking)	
Spartanburg Memorial Auditorium Valet Parking	Call Scott Ellis at (864) 278-1000 for info

If a non-ticketed event and a ticketed event occur on the same date, the ticketed event will take precedence, and **Spartanburg Memorial Auditorium** will charge all vehicles \$5.00 to park on a “first-come, first serve” basis.

**NOVELTIES**

Spartanburg Memorial Auditorium is a house-selling venue. Sabar, Inc./Upstate Merchandising is the Auditorium’s exclusive merchandising selling company for all concerts, special events, and as needed by the Auditorium. The Auditorium will receive 30% of Net sales (SC State Sales Tax: 6%) from the sale of all novelties, souvenirs, programs, CD’s, records, tapes, or other items sold at the event.

**BOX OFFICE**

The Auditorium shall maintain audit control of all ticket sales. All tickets are to be sold through the Auditorium box office, Ticketmaster phone center, and Ticketmaster outlets. The Auditorium will charge a rate of 3.8% for all credit card transactions both at the box office and through Ticketmaster. The sale of tickets by telephone solicitation will not be permitted. The Auditorium will provide advance ticket sales at the rate of 3% of advance ticket sales. Upon completion of the show, the Auditorium shall provide a complete accounting of all ticket sales.

The Auditorium reserves the right to retain all proceeds of ticket sales until completion of event and performers have performed and public faith has been retained. The Auditorium shall, at times, maintain total control and direction of the box office personnel and all box office receipts from sales of tickets until completion of the event.

**SEAT TAX / FACILITY FEE**

SEAT TAX RATES	
Ticket Price	Tax Charge per Ticket
All Tickets	\$3.00

All tickets printed in connection with this Lease Agreement shall include a seat tax/facility fee, which shall be retained by the Auditorium. The seat tax/facility fee is determined by ticket price according to the following schedule above:

If admission tickets are not sold to the general public, a use tax amounting to \$200.00 per 500 persons will be paid to the Auditorium by the lessee.

**EVENT INFORMATION FOR TICKETMASTER TICKET SET-UP**  
(25 Characters per line)

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

Line 5: **SPARTANBURG AUDITORIUM**

Line 6: Day \_\_\_\_\_, Month \_\_\_\_\_, Date \_\_\_\_\_, Year \_\_\_\_\_, and Time \_\_\_\_\_

Ticket Price: 1 \_\_\_\_\_, 2 \_\_\_\_\_, 3 \_\_\_\_\_, 4 \_\_\_\_\_

Reserved Seating or General Admission

On Sale Date: \_\_\_\_\_

## DETAILED RATES

EQUIPMENT		BOX OFFICE	
12.00	Table Rent (w/ Chairs) 1-100		Ticketmaster
12.00	Table Rent (w/ Chairs) 101-300	3.8%	Credit Card Fee
0.50	Chair Rent Theatre Setup Arena	200.00	Use Tax (per 500 People)
20.00	Risers	3.00	Seat Tax
50.00	Upright Piano		
400.00	Grand Piano		
300.00	Digital Yamaha Clavinova	3.0%	Advance Box Office Fee
150.00	Piano Tuning At Cost		
		TELECOMMUNICATIONS	
50.00	Mirror Ball Includes 2 Spots	150.00 Ea.	Dressing Room Phone/Fax Line
50.00	Chandelier (each)	200.00	Telephone Rental Deposit
50.00	Electric Lift	50.00 Ea.	Cable Hook-Up
		PARKING	
5.00	Music Stands w/ Lights	9.50	Trailer Parking per Day
55.00	Washer/Dryer Rent Per Day	50.00	Show Bus (Shore) Hook-Up
10.00	Towels	5.00	Parking Rent
50.00	220 Power Hook-Up		
10.00	Electric Power Cords		
		CATERING/KITCHEN	
100.00	Front Projection Screen 18x24	1.00	Bucket of Ice
16.00	Double Sided Tape	15.00	Barrel of Ice (40 gal.)
35.00	Scrim Rent	500.00	Kitchen Use Fee
100.00	Marley Floor	15%	Arena Catering Fee*
100.00	Swags (per section)		*Note: Caterer has 2 Hours to clean up Kitchen.
20.00	Pipe/Drape Rental per 10' Section	100.00	Per hour charge for overtime clean-up.
0.15	Copies		
5.00	Table Covers		
175.00	Super Trooper Spotlight Rent	15.00	Kitchen Clean Up Labor
8.00	Lighting Jell Paper per Sheet	1.00	Dish Rent Per Place Setting
20.00	Par Lights Per Can/Colortran	At Cost	Trash Dumpster Rent
1500.00	House Computer Lighting System	5%	Green Room Catering fee
	<i>Front-of-House</i> 500.00	At Cost	Paper Supplies
	<i>Electrics (4 total)</i> 250.00 ea.	14.00	Special Labor
	<i>Additional Instruments</i> 25.00 ea.		
		EPI/EVENT STAFFING	
		17.75/hr	Ticket Takers, Ushers, Door Guards
		17.75/hr	Ticket Sellers
		23.50/hr	Event Staff Manager
		35.00/hr	Police
		25.00/hr	Emergency Medical Technician
		14.25/hr	Coat Check (min 4 hours)
		17.75/hr	Parking Attendant
		18.50/hr	Maintenance On Duty
		18.50/hr	Labor Beyond Normal Set-Up
		200.00	Event Staff Runner
		BASIC RENT PER DAY (MON-SUN)	
			Rent Auditorium
			Rent Arena

## STAGEHAND RATE SHEET

*stagehand services- spartanburg  
100 boxelder court  
campobello, sc 29322  
(864) 205-7837*

	IN	PERFORMANCE	OUT
Steward	\$21.00	\$21.00	\$22.00
Spotlight Operators	18.50	18.50	19.50
Electrician	18.50	18.50	19.50
Carpenter	18.50	18.50	19.50
Props	18.50	18.50	19.50
Flymen	18.50	18.50	19.50
Arbor Loaders	20.00	20.00	21.00
Wardrobe	18.50	18.50	19.50
Runner w Rented and Personal Vehicle	200.00 or 250.00		
Riggers	27.00	27.00	28.00
Truck Loaders	19.50	19.50	19.50
Department Heads	19.50	19.50	20.50

House Video Engineer	Day Rate: \$425.00 (10 hrs. maximum)
House Sound Engineer	Day Rate: \$325.00 (10 hrs. maximum)
House Lighting Director	Day Rate: \$450.00 (10 hrs. maximum)

In - Minimum of 4 hours

Out - Minimum of 4 hours (Time and 1/2 over minimum)

Insurance and Workman's Compensation	28% of Subtotal bill
Holidays	Time and 1/2
Before 8:00 am	Time and 1/2
Meal Penalty	Time and 1/2 after 5 hours
Performances	Time and 1/2 after 4 hours

## PREFERRED CATERING LIST

CATERER NAME	CONTACT NAME	PHONE NUMBER
Cribbs Catering	Billy Cribb	(864) 585-7397
Holmes Catering	Tim Holmes	(864) 585-0034 & (864) 357-1578
Soby's New South Cuisine	Michael Granata	(864) 232-7007
Sophie's Choice	Sophie Satterfield	(864) 585-5441