



Andrews University ♦ Berrien Springs, Michigan ♦ 49104-1050 ♦ 269.471.3560 ♦ [howard.andrews.edu](http://howard.andrews.edu)

## **RENTAL INFORMATION: CONCERT HALL**

### **General Information**

The Howard Performing Arts Center is designed for the performance of music and complementary educational activities. As a resource for Andrews University and the Southwest Michigan community, all presentations and content are to be appropriate to and consistent with the mission and morals of Andrews University, a Seventh-Day Adventist church-related organization.

The goal of the Howard Performing Arts Center is to provide an environment where God is glorified in all things while providing music and artistic productions of the highest quality. All programming and content are to be positive in nature; uplifting and tasteful.

Scheduling is to be approved through the management of the Howard Performing Arts Center and must include information on the nature and purpose of the sponsoring organization and a written description of the program and/or the performers.

### **Scheduling**

All requests for use of the Howard Center facilities, equipment, and technical assistance must be submitted in writing. Use of the concert hall must be approved by Howard Center management. Requests for dates, equipment, and staff assistance are subject to availability. In general, a hold may be requested up to 12-18 months in advance of the event.

The Andrews University Department of Music has the right to schedule priority dates. These dates are submitted by October 15 of each year and may be placed on the Howard Center calendar in advance of any other reservations. Any bookings or reservations made prior to this date are tentative and can only be confirmed once the Andrews University Department of Music calendar has been finalized. To the extent possible, all requests should include alternative dates along with the preferred dates.

Except in special circumstances, the following dates: Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Day, and New Year's day are not available except with special permission by Howard Center management. Special rental rates will apply for all users on any Andrews University holiday.

All events must be booked and finalized a minimum of six weeks in advance unless the user is University sponsored or has a regular operation record with the Howard Center. A *Reservation Request Form* is required to confirm a reservation on the calendar of events. A *Facilities Usage Agreement* formalizes the contractual obligations associated with the event and is required at the same time as the deposit. The deposit is 70 percent of the total rental fee agreed upon by the presenting organization and Howard Center management.

Unless a reservation is released by the Renter at least one month prior to the confirmed date(s), the presenting organization will be charged the agreed upon rental fees plus any costs incurred by the Howard Center as a result of the planned utilization or the cancellation.

No blind dates will be held. A date-hold request must include the name of the act to be presented. Final date confirmation and the rental contract will be withheld until the Renter has provided Howard Center management with a signed contract or letter of intent, financial information of the act to be presented and the technical rider for same.

### **Rental Period**

Rental of the Howard Center is for a 10-hour block between 8am and 11pm. The event must end and all guests must vacate the premises by the end of the rental period. An hourly rate will be charged for any time a renter is in the building past the contracted rental period. Under no circumstances will an event last past 11pm.

The rental period must include ALL time needed by the renter and performers for setup, decoration, cleanup, and to remove all materials that are not Howard Center property. The full rental rate will apply if the renter wishes to set up the day or night before, and will be subject to availability.

The rehearsal schedule must be included with the rental agreement. A sound technician or other Howard Center Representative must be present at all rehearsals. The regular rate of \$26 per hour will apply. Rehearsal time is not guaranteed and is subject to availability.

Access to the building before the day of the event for rehearsals, storage of equipment, and/or set up can only be guaranteed by rental of an additional day. Early access to the building without an additional reservation will be subject to availability and the discretion of Howard Center management.

Management reserves the right to cancel a concert if the performer has not arrived by curtain time. All patrons would be refunded, and presenter/performer would be held liable for rental fees and associated costs.

The Facilities Usage Agreement will contain an agreed upon closing hour for the event. At this predetermined hour, Management will determine the conditions for continuing the event, and may end the event and close the building.

The renter must pay the full facility rental rate for each day equipment is held on the premises outside of the rental period, before or after the event. Under no circumstances will Howard Center management sign for any deliveries or pick ups.

### **Artist Contract**

Copy of the artist contract must be provided to Howard Center management at the time the final agreement is approved to ensure that requirements are not contrary to University policies. The contract must include any technical riders to the contract. Renter may excise, delete, or strike out any portion of the contract dealing with artist's fees or other costs that are confidential between Renter and Artist.

### **Promotional Material & Event Advertising**

Ticket sales and promotion of an event cannot begin without completion and signing of the Facility Usage Agreement. Howard Center management may waive these provisions if the renter is a regular academic user whose applications and requirements are already on file.

Howard Center management reserves the right to distribute promotional material concerning Howard Center programs or any general event held in the Howard Center. Any material other than noted here must be related to the event in progress or a future event of the Renter and must be approved in advance by Howard management. It is understood that only Howard Center and the Renter have the right to distribute material within the building, in and around its entrances. Howard Center management will review all Renters' promotional material prior to distribution. Promotion of any event is the sole responsibility of the Renter.

### **Announcement of Program**

Announcement of forthcoming programs will be coordinated with Howard Center management in an effort to protect all Renters from competition by similar events and in no case shall such an announcement precede the signing of the Facilities Usage Agreement by Howard Center management.

### **Sales & Concessions**

Renter, agents, employees or volunteers who wish to sell items in the lobby either before, during or after an event must attain approval from Howard Center management for the items they are selling, as well as determine a mutually satisfactory space to do so. All sales are subject to a five percent (5%) fee, payable to Howard Performing Arts Center.

All concession sales must be approved by management. Andrews University policy is that all food served must be vegetarian. The kitchen is for serving purposes only; there is no oven on site. No alcohol is permitted.

### **Ticketing**

Ticket sales to, or announcement of an event, is strictly prohibited until the Facility Usage Agreement is signed and the required deposit is received by Howard Center management. Ticketing costs are as follows:

- Renter Prints tickets, HPAC sells them - \$150 plus HPAC staff labor costs (4 hours minimum)
- Full Service Box Office Rental - \$300 plus HPAC staff labor costs (4 hours minimum)

These charges are non-refundable and must be paid with the facility usage deposit.

### **Staffing & Security**

Howard Center management will determine the staffing requirements for operation of Howard Center facilities and will make final determination for security. Howard Center volunteers will not be provided for events. You must recruit your own help (i.e., offering collectors, programs distributors, stage hands, runners, etc.). Howard Center management and/or staff will be on hand the day of the service to help in emergency situations, ensure the building is cared for, turn on lights, unlock doors, and answer questions.

If Performer contract requires security, the Performer must contact Howard Center Management for approval before securing outside security agencies.

## Signs, Decorations & Displays

No items are to be adhered to walls or windows anywhere in the building. All signs must be adhered using stick tack only—no tape or other adhesives are permitted. No helium balloons or candles (open flame), painting (spray or brush) are allowed anywhere in the building. The risers are semi-permanent and will not be removed.

Displays may be located in the lobby only with the advance approval of Howard Center management. Such display may not be fastened to any part of the building. Howard Center management may make available any easels, standards, or display equipment it owns at the discretion of management. Any additional equipment is the responsibility of the Performer. Displays may be limited by Howard Center management and must be located to avoid interfering with audience movement or covering Howard Center signs and posters. Any unauthorized advertising matter will be removed.

## Set Up, Clean Up & Housekeeping

Set up of chairs, stands, and tables in the lobby or on stage is the sole responsibility of the renter. Howard Center staff *may* be available to help set up at the discretion of management. All setup arrangements and schedules must be discussed with management at least two weeks prior to the event.

Clean up is the sole responsibility of the renter. All tables and chairs must be taken down and stored, all decorations and equipment must be removed, and anything that was moved or disassembled must be put back in working order. A “Clean Up Check List” will be issued at the end of the rental period. It is the responsibility of the renter to make sure each item on the list has been met and a Howard Center representative’s signature has been obtained. Failure to do so will result in additional fees.

Renters and performers must keep spaces clean and leave rooms in the condition they found them. Failure to do so will result in additional fees.

## Damages

The Renter will be held liable for any losses or damages to the facilities used, real or personal (including without limitation loss or damage caused by the theft or by negligently caused fire or flood), done, caused, or permitted by Performer, its officers, agents, employees, guests, patrons, and invitees.

## Rental Fees

Rental rates for the concert hall are calculated on an individual basis and are determined by factors such as the complexity of the event, the day and time it is scheduled, etc. Rates range from \$200-\$2500. Please contact us for an estimate for your event.

***Deposit and Payment Schedule:*** Seventy percent of the rental rate is required to hold a date; a reservation will not be confirmed until the deposit and contract have been submitted. This initial deposit is non-refundable if cancelled less than 7 days prior to the event. It can be applied to a later date or event if cancellation is necessary. The balance of the rental fee will be billed approximately one month prior to the event. Additional fees will be billed within two weeks following the event.

***Audio Technician:*** An audio technician is required for any event in the concert hall requiring sound. Audio technicians are available beginning at a rate of ***\$26/hr. for a minimum of 2 hours.*** Rates are determined by

the complexity of the event. Technician hourly rates will be calculated at the end of the event and a final invoice will be issued.

**Screen & Projector:** The projector rental fee is \$150.

**Reception:** A reception in the lobby following an event in the concert hall will be permitted the use of two rectangular tables. Lobby rental rates will be applied if more than 2 tables are needed for the reception.