



RENTAL INFORMATION

ENCLOSED IS INFORMATION REGARDING:

1. RENTAL RATES
2. INSURANCE REQUIREMENTS
3. THEATRE SPECIFICATIONS
4. CATERING AND CONCESSIONS

**Thank you for your interest in renting the
Palm Beach State College/Dolly Hand Cultural Arts Center.
For further information contact:**

**Leigh Woodham, Theatre Manager
561-993-1160
email: woodhamL@palmbeachstate.edu**

Visit our website at: www.dollyhand.org

**RENTAL RATES FOR
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER
(effective July 1, 2011)**

	<u>THEATRE</u>	<u>LOBBY</u>	<u>LOBBY & KITCHEN</u>	<u>ALL</u>
<u>NON-PROFIT RATE:</u>				
(Monday – Friday, 8 am – 4 pm)				
SIX HOURS OR LESS	\$450	\$225	\$325	\$650
FOR EACH HOUR OVER SIX	\$45 per hour			
(Monday – Friday, 4 pm – 11 pm & weekends from 7 am – 11 pm)				
SIX HOURS OR LESS	\$500	\$275	\$500	\$750
FOR EACH HOUR OVER SIX	\$45 per hour			
<u>OTHER:</u>				
(Monday – Friday, 8 am – 4 pm)				
SIX HOURS OR LESS	\$600	\$400	\$500	\$900
FOR EACH HOUR OVER SIX	\$45 per hour			
(Monday – Friday, 4 pm – 11 pm & weekends from 7 am – 11 pm)				
SIX HOURS OR LESS	\$700	\$500	\$700	\$1150
FOR EACH HOUR OVER SIX	\$45 per hour			

INSURANCE REQUIREMENTS

All non-profit organizations and businesses must provide a certificate of insurance listing the College as additional insured for \$1 million liability for participants.

An additional audience liability policy is **required**. The fee schedule is as follows:

- | | |
|--|----------|
| 1. Any performance/event in the theatre | \$266.42 |
| 2. Any event in the lobby involving food | \$ 80.03 |
| 3. Any meeting in the lobby (no food) | \$ 53.69 |

DHCAC RENTAL RATES INCLUDE:

1. Use of stage, dressing rooms, sound system, lighting and lobby
2. Standard custodial service (weekdays only)
3. Heat, air conditioning and water as installed on premises
4. House Manager
5. Piano
6. Table & chair set-up
7. Two members of technical staff (theatre only)
8. Free parking

DHCAC RENTAL RATES DO NOT INCLUDE (quoted separately – see next page)

1. Additional stagehands, light or sound operators, etc.
2. Ticket printing
3. Advertising or promotion including labels
4. Extra security, custodial service, or traffic police (quoted separately)
5. Use of additional theatre
6. Fire Watch (\$15/hr.)
7. Food service and/or equipment (see catering page)

Contact: Leigh Woodham, Theatre Director, (561) 993-1160

RENTAL QUOTE SHEET

PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER

Production/Event: _____ Date (s): _____

Quote prepared by: Leigh Woodham, Theatre Director 561-993-1160
 David Goggans, Technical Production Specialist 561-993-1163

BASE RENTAL: Six (6) hours or less in one day

		UNIT		TOTAL
_____	day(s)	@ _____	=	_____
_____	Audience Liability Insurance	@ _____	=	_____

TOTAL BASE RENTAL \$ _____

THE FOLLOWING COSTS ARE ESTIMATES ONLY. YOU WILL BE BILLED FOR ACTUAL COSTS AFTER THE EVENT.

HOURLY RENTAL: Over six hours in one day

_____ hours @ \$45/hour \$ _____

LABOR COSTS:

Technical staffing: _____ hours @ \$25/hour	\$ _____
Custodial staffing: _____ hours @ \$25/hour	\$ _____
House Management: _____ hours @ \$10/hour	\$ _____
Fire Watch: _____ hours @ \$15/hour	\$ _____

TOTAL LABOR COSTS \$ _____

TECHNICAL COSTS:

Wireless Microphones: _____ @ \$25 each	\$ _____
Clearcom Headsets: _____ @ \$25 each	\$ _____
Piano Tuning: _____ @ \$125 per	\$ _____

TOTAL TECHNICAL COSTS \$ _____

OTHER COSTS:

Ticket Printing: # _____ perf (s) @ \$25 = \$ _____

Label Printing: # _____ set (s) @ \$50 = \$ _____

Marquee Advertising 1 @ \$25 = \$ _____

TOTAL OTHER COSTS \$ _____

TOTAL ESTIMATED QUOTE: \$ _____

INSURANCE REQUIREMENTS
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER

There are TWO types of insurance REQUIRED when you rent this facility:

1. Comprehensive General Liability Insurance - \$1,000,000 limit (mandatory)

For the employees, performers, guest artists, stagehands and volunteers that work for the renting corporation. *A certificate of insurance is required to be in the theatre office one month before your scheduled use of the theatre.*

**The certificate MUST include the following phrase:
Palm Beach State College and the District Board of Trustees
are listed as additional insured for events held at the Dolly
Hand Cultural Arts Center.**

Under the area of Certificate Holder it must read:

Palm Beach State College
Dolly Hand Cultural Arts Center
1977 College Drive
Belle Glade, Florida 33430-3699

2. Audience Liability Insurance (mandatory)

\$266.42 per event in theatre

\$80.03 per event in Grand Hall when serving food

\$53.69 per event in Grand Hall without food

This expense reimburses Palm Beach State College for required audience insurance purchased by the college through the Florida State College Insurance Consortium.

THEATRE TECHNICAL INFORMATION
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER

CONTACT: Leigh Woodham, Theatre Director
Email: woodhamL@palmbeachstate.edu

David Goggans, Technical Production Specialist
Email: goggansj@palmbeachstate.edu

SEATING: 466 Total seats

STAGE: Proscenium opening – 40’ wide by 15’ high
Depth – 40’
Grid height – 17’
Wing space stage right – 10’ x 30’
Wing space stage left – 5’ x 30’
Rear 15’ x 15’ roll-up door with a loading platform
Stage is oak floor over sleepers
Nailing or drilling is not permitted

DRESSING

ROOMS: There are 2 dressing rooms, stage left center and center stage right center.
A green room can be provided by modifying a storage area.
Each dressing room contains separate shower and toilet rooms.

BOX OFFICE AND TICKET POLICIES
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER

Renters may purchase a set of computerized tickets for their performance(s) and/or event(s) from our box office under the following conditions:

1. The renters provide the event information that will be used to print their tickets. (see form below)
2. A minimum of one week is needed to print tickets.
3. The renters will count and sign for printed tickets when they are picked up.
4. The DHCAC is not responsible for selling tickets.
5. The cost of printing tickets is \$25 per performance/event. Theatre tickets will be numbered.

EVENT INFORMATION FOR TICKETS

Title of event: _____

Date: _____ Time: _____ Cost: _____

Sponsoring Organization: _____

How many tickets will you need? _____

Any additional information needed on the ticket _____

**Space is limited. The DHCAC reserves the right
to edit the information as needed.**

FOOD SERVICE/CATERING
PALM BEACH STATE COLLEGE/DOLLY HAND CULTURAL ARTS CENTER

All food service including catering at the
Dolly Hand Cultural Arts Center is handled *EXCLUSIVELY* by
Pepe James Cafe.

Pepe James Cafe provides breakfast, lunch, dinner, hors d'oeuvres,
snacks, drinks and much more!

If you are planning to have any type of food or beverage service
as part of your event, please contact:

Wilbens or Natasha
at 561-523-1753
email: natachaj1@yahoo.com

IMPORTANT!!
No alcoholic beverages are permitted at the
Dolly Hand Cultural Arts Center
under any circumstances!!