

# RATE SCHEDULE AND REQUIREMENTS

Revised February 24, 2023

*\*Rates for services not specified herein are available upon request. All rates subject to change without notice.*

<p><b>RALEIGH MEMORIAL AUDITORIUM</b> – seating capacity 2,369            Sunday-Wednesday: \$4,500            Thursday-Saturday: \$6,000</p>
<p><b>MEYMANDI CONCERT HALL</b> – seating capacity 1,587            Sunday-Wednesday: \$3,500            Thursday-Saturday: \$4,500</p>
<p><b>FLETCHER OPERA THEATER</b> – seating capacity 600            Sunday-Wednesday: \$850            Thursday-Saturday: \$1,600</p>
<p><b>KENNEDY THEATRE</b> – seating capacity 150            Monday-Sunday: \$400 per day</p>
<p><b>LICHTIN PLAZA</b>            Monday-Sunday: \$1,000 per day</p>

## RENTAL RATES

All rental rates for ticketed events are based on the greater of the above base rate (per performance) vs 12% of net ticket sales (gross ticket sales minus applicable taxes.) Each additional performance scheduled is charged at 50% of the rental rate.

## CONTRACT DEPOSIT

A minimum deposit of the total base rent will be due with signed contract. If deemed necessary by Management, estimated expenses will be due prior to the commencement of event. The contract must be executed by Client and accepted by Management. The deposit must be received before tickets are placed on sale and before any advertising or promotions begin. Non-compliance with this provision is cause for cancellation of the event.

## INSURANCE REQUIREMENTS

An insurance policy including Workers' Compensation and Employers Liability Insurance, Commercial General Liability, and Commercial Automobile Liability including liability for Owned, Non-Owned and Hired automobiles, will be required for all events. This policy is to be written by an A-rated insurance company licensed in North Carolina and be acceptable to the City of Raleigh's Risk Manager. Proof of insurance listing the City of Raleigh as additional insured must be provided to Management with signed contract and deposit. Please refer to Article IV of the contract for a complete explanation of the liability and coverage required.

## TAXES

7.25% Sales Tax will be added to all admission charges. Sales and use tax will be charged on equipment rental where appropriate.

## NON-RESIDENT CLIENTS

Filing and/or payment of any other state or local returns and taxes, which may apply, are the responsibility of the client. State of North Carolina 4% withholding for non-resident personal services – NC income tax is required to be withheld by payers of non-wage compensation paid to non-residents for personal services rendered in this state. Refer to NC General Statutes 105-163.1 – 163.24.

## BOX OFFICE SERVICES

The Convention and Performing Arts Complex retains control over all ticket sales for public events contracted. Ticketmaster is a national computerized ticketing service and is the exclusive ticketing system for the Martin Marietta Center for the Performing Arts. Clients are required to use the full Ticketmaster system, including scanners. There is a fee charged per ticket and per order for each sale purchased through the Ticketmaster website and phone centers.

Please contact the Box Office Manager [robert.leavell@raleighnc.gov](mailto:robert.leavell@raleighnc.gov) 919.996.8701 to arrange ticketing for your event. The deposit must be paid with a fully executed contract prior to ticket set-up. A Box Office Set-up Sheet will be forwarded with the contract. Please complete and return this form to the Box Office Manager at least two weeks prior to the preferred on-sale date.

## CHARGE CARDS

Visa, Mastercard, and American Express are accepted at the Martin Marietta Center Box Office. Ticketmaster accepts Visa, Mastercard, Discover, Diner's Club, and American Express, both at phone centers and online. A fee of four percent (4%) of the total tickets purchased by credit card will be charged to the client.

## EVENTS PAID ADMISSION/REGISTRATION

A facility fee of \$2 plus 7.25% sales tax (\$2.15), to be retained by the City, will be added to the price of each ticket to help maintain and preserve the beauty of the center. Facility fee plus sales tax will be added on top of the face value.

## PRODUCTION PERSONNEL REQUIREMENTS

Production personnel are required for all events and for specific sound, lighting, stage, audio-visual, and electrical needs. Billed in whole hours. The number of production personnel will be determined by the Production Supervisor based upon the event requirements. Please note a minimum of 3 stagehands will be required any time there is work on stage. If haze or fog machine is used Fire Watch Personnel will be required.

\*Overtime (time & one-half) is required for work performed daily between 12am and 8am, on holidays (please see holiday schedule listed in Client Handbook), and after 40 hours per week. Calls cannot be scheduled in overtime without Production Supervisor approval.

## MINIMUM CALLS

Move-in Call, Move-Out Call, Rehearsal Call, and Performance Call are all 4-hours each.

## FRONT OF HOUSE PERSONNEL REQUIREMENTS

Management will determine the number of Event Personnel required based on the potential attendance, specific requirements, and nature of the event. *If haze or fog machine is used Fire Watch Personnel will be required.*

Head ushers and ushers will be 1.5 x rate on holidays (*please see holiday schedule listed in Client Handbook*)

## PERSONNEL RATES

<b>PRODUCTION PERSONNEL RATES (4-hour minimum)</b>	
Production Supervisor: Regular Time	\$49.50 per hour
Production Supervisor: <i>Overtime and/or Premium Time of Day</i>	\$74.25 per hour
Production Technician: Regular Time	\$30.00 per hour
Production Technician: <i>Overtime and/or Premium Time of Day</i>	\$45.00 per hour
<b>EVENT PERSONNEL RATES (3-hour minimum)</b>	
Front of House Manager	\$45.00 per hour
Box Office Supervisor	\$43.25 per hour
Box Office Cashier	\$18.00 per hour
Head Usher	\$18.00 per hour
Head Usher: <i>Premium Time of Day</i>	\$27.00 per hour
Ushers	\$15.50 per hour
Ushers: <i>Premium Time of Day</i>	\$23.25 per hour
<b>FIRE WATCH PERSONNEL (4-hour minimum)</b>	
Regular Time	\$26.25 per hour
Overtime and/or Premium Time of Day	\$39.50 per hour

## RENTAL EQUIPMENT RATES

Equipment sections listed below with an asterisk \* will be charged 7.25% sales and use tax.

Sound daily rate applies for move-in days, rehearsal days and performance days. Basic system tie-in includes house speakers, control booth program, dressing room program & page, and listening assisted system. Monitors are available – please call ahead for monitor availability and pricing, as our monitor supply is shared between all venues and are rented out on a first come first served basis.

EQUIPMENT	RATE PER DAY	RATE PER WEEK	RATE PER ITEM
<b>RISERS*</b>			
4' x 8' x [24" h] [16" h] [8" h]	\$16.25 per section	\$65 per section	
<b>LIGHTING*</b>			
Memorial: FOH Rep Plot	\$150	\$600	
Meymandi and Fletcher: Rep Plot	\$350	\$1,400	
Kennedy: Rep Plot	\$75	\$300	
<b>FOLLOW SPOTLIGHTS</b> <i>Operator Charge is Additional.</i>			
<i>Memorial and Fletcher only:</i>			
Followspot 1200 watt	\$111.75	\$447	
<i>Memorial and Meymandi only:</i>			
Followspot 2500-3000 watt	\$350	\$1,400	
Followspot 1000 watt	\$60	\$240	
<b>SOUND*</b>			
Memorial Basic House	\$450	\$1,800	
Meymandi Basic House with Center Array PA	\$400	\$1,600	
Meymandi Center Array PA only	\$90	\$360	

Fletcher Basic House	\$350	\$1,400	
Kennedy Theatre	Call for a quote	Call for a quote	
<b>VIDEO *</b>			
PTZ Camera	\$150	\$600	
PTZ Camera Control Board	\$50	\$200	
PTZ Camera Archive Only	\$20	\$80	
Decimator HDMI/SDI Converter	\$15	\$60	
Panasonic 4K Laser Projector	\$1,300	\$5,200	

**INTERCOM HEADSET SYSTEM** *Basic Intercom System includes base station and 5 headsets.*

Basic Intercom System	\$80	\$320	
Additional Headset	\$8.75	\$35	
Microphone Wired	\$32.75	\$131	
Microphone Wireless	\$80	\$320	
Playback (CD)	\$40.50	\$162	

**PIANOS\*** *Piano tuning required at House Contractor Rate.*

Steinway Concert Grand (9) <i>(Based on availability and subject to moving charge, contact Production Supervisor for a quote.)</i>	\$197	\$788	
Kurzwell Electric	\$158	\$632	
Steinway M Baby Grand	\$158	\$632	

Upright Piano	\$119	\$476	
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**ELECTRICAL\***

110V 20 amp with drop cord			\$95.50
110V 20 amp without drop cord			\$56.50
100 amp Distro Box [Backstage]			\$220.50
100 amp Distro Box [Outside]			\$314.50
200 amp Service Box [Lichtin Plaza] <i>(Requires 48-hour notice)</i>			\$392.25

**OTHER EQUIPMENT RATES\***

Music Stands	\$4	\$16	
Forklift	\$197	-	
Chairs (Black Wire)	\$4	\$16	
Chairs (Banquet & Barstool)	\$6.50	\$26	
Chair (cocktail)	\$7.50	\$30	
Tables (6', 8', 60" round)	\$10	\$40	
Dressed Tables	\$16	\$64	
Easel	\$4	\$16	
Lectern	\$17.50	\$70	
Lectern with sound	\$79.50	\$318	
Acrylic Lectern	\$47	\$188	
Banner Affix <i>(Location TBD by staff)</i>			\$17.50

Banner Affix ( <i>Outside Building</i> )			Negotiable
Face Masks			\$50/box
Standing Sign Holder	\$10	\$40	

## AUDIO/VISUAL EQUIPMENT

The Martin Marietta Center has limited A/V equipment. Please refer to our rate schedule and speak to a Production Supervisor about your needs.

## SECURITY

### SECURITY PERSONNEL

Security is required during move-in, rehearsals, shows, and move-out. The type of security and number of officers hired will be at the discretion of Management, which will be based upon the nature of the event and the number of projected event attendees. Magnetometers (metal detectors) are also required for all security screenings.

\*Premium time is required for work performed on holidays (please see holiday schedule listed in Client Handbook).

Door Guard/Event Security (4-hour minimum)	\$22.00 per hour
Door Guard/Event Security: <i>Premium Time</i>	\$33.00 per hour
Raleigh Police Officer (3-hour minimum)	\$70.00 per hour
Metal Detector (4-hour minimum)	\$60 per hour per detector
Raleigh Memorial Auditorium	4 detectors required
Meymandi Concert Hall	3 detectors required
A.J. Fletcher Opera Theater	2 detectors required
Kennedy Theatre	Call for a quote

## CLEANING

A cleaning fee will be billed for each rehearsal and performance in all theatres.

Venue	Performance	Rehearsal
Raleigh Memorial Auditorium	\$475	\$237.50
Meymandi Concert Hall	\$350	\$175
A.J. Fletcher Opera Theater	\$250	\$125
Kennedy Theatre	\$150	\$75
Lobby Space	\$162	\$162
Extraordinary Cleaning Charge	<i>To be determined by management given the condition of the center after use.</i>	

## ADVERTISING

All artwork and advertising must be pre-approved by the Martin Marietta Center marketing staff **prior to running**. You can take advantage of our established media relationships and rates for a *fifteen percent (15%) commission fee* of your total marketing budget. We will then provide recommendations for advertising buys based on your target demographic and budget. Please contact Sarah McAlister Marketing Manager [sarah.mcalister@raleighnc.gov](mailto:sarah.mcalister@raleighnc.gov) 919.996.8719 for additional information.

### CENTER LOGO

The Martin Marietta Center for the Performing Arts logo must be included in all print, electronic, and digital marketing. Please refer to the [Brand Guidelines](#) for link to download logos, as well as more detailed information and examples.

### RADIO ADVERTISING

In radio spots the name may be shortened to “Martin Marietta Center”. This must be used as the venue location in voice overs.

### TV ADVERTISING

In TV spots the name may be shortened to “Martin Marietta Center”. This must be used as the venue location in voice overs and the logo must be used on the screen.

## CATERING, CONCESSIONS, MERCHANDISE SALES

Centerplate is our exclusive food and beverage partner and is proud to provide unparalleled service. Outside food and beverage is prohibited in the center. Centerplate provides concession services, including the service of alcohol, for public performances at no cost.

Full-service catering is also available. Please contact Samantha Amodio 919.996.8682 [samantha.amodio@centerplate.com](mailto:samantha.amodio@centerplate.com).



Centerplate also holds the exclusive retail rights and as such retains 20% of soft merchandise (t-shirts, hats, hoodies, etc) and 10% of hard merchandise (CD's, books, etc). North Carolina requires a 7.25% sales tax which Centerplate will retain and ensure is paid.

Staffing for merchandise tables can also be provided at the flate rate of \$150. A minimum of 5 days notice is required for staffing. The manager on duty the day of the show will need the price and opening count on each item, along with the ending count at the end of the night, to run the settlement report.

Settlement shall be conducted at the conclusion of the evening and must be in Cash, Business Check, or Credit Card. All food and beverage requirements, and merchandise sales, must be arranged through our exclusive food and beverage partner, Centerplate.

All vendors (no food or beverage vendors permitted) must be approved. Vendor information must be submitted 15 days in advance of event for approval including product list, setup requirements, and contact information must be provided prior to approval. Number of vendors is at the discretion of Martin Marietta Center. A vendor fee will be charged to client based on the booked venue: Raleigh Memorial Auditorium - \$200 per vendor, Meymandi Concert Hall - \$150 per vendor, and Fletcher Opera Theater - \$100 per vendor.

## HOUSE SEATS

Martin Marietta Center shall retain the right to a minimum number of seats, per performance, to have and use without charge. Martin Marietta Center also retains the right to a minimum number of available seats, per performance, for purchase up to 72 hours prior to curtain time. Number of tickets specified in chart below. Seat locations for these tickets are at the discretion of Management.

(Up to 72 hours prior to curtain)			
LOCATION	1-2 Performances	3-8 Performances	For Purchase
<b>Memorial</b>	22 per performance	60 total	10 per performance
<b>Meymandi</b>	16 per performance	40 total	10 per performance
<b>Fletcher</b>	8 per performance	24 total	10 per performance
<b>Kennedy</b>	6 per performance	18 total	6 per performance
(More than 8 performances – Negotiable)			

## INTERNET

Requires 48-hour notice in advance. Price is based on number of locations, where service is needed, and the type of service. Prices include service for up to one week. Events that are longer than one week will be charged by the week. Martin Marietta Center will create a terms of use contract that must be signed by the client before they use either wired or wireless Internet service.

### WIRED INTERNET SERVICE \$197 per location

There is no set limit to the number of computers that can be connected to one location. The center will only provide one outlet with one patch cord at each location. The client may however provide their own network switch and patch cables to connect multiple computers at one location.

Martin Marietta Center staff can provide a switch and patch cables for an additional fee of \$66.50 per location. Technical Supervisor will determine the amount of network wire that a client can add. Client wiring must be confined to a single room. No wire length > 50 feet. Wires must be securely taped to floor – (no tripping hazards, overhead wiring, or attaching to fixtures or walls). Wiring in areas accessible to the public must be done by Martin Marietta Center staff only.

### WIRELESS INTERNET SERVICE

Different events have different wireless Internet needs. The most important question for event planners to answer is, **“How important is wireless Internet service for my attendees?”** Using the table below, please select a service level that is appropriate for your event.

	FREE WIRELESS INTERNET	STANDARD WIRELESS INTERNET	INDUSTRIAL WIRELESS INTERNET
Importance	<i>Internet service is nice to have, but not required for my event’s success.</i>	<i>Internet service is required for my event’s success but is not the central focus of my event.</i>	<i>My attendees are heavy Internet users. Internet service is required for my event’s success.</i>
Price	Free.	\$2 per day per attendee (Minimum of \$350 total order).	\$5 per day per attendee (Minimum of \$350 total order).
Usage	Light Internet surfing and checking email.	Moderate Internet surfing, checking email, and occasional streaming video.  Sufficient for <40% of attendees accessing the Internet concurrently.	Heavy Internet surfing, streaming video, and events with dedicated apps.  Sufficient for typical heavy web surfing at 90% concurrent use.
Bandwidth	Shared by all Martin Marietta Center guests; no minimum bandwidth guarantee.	Dedicated bandwidth.	Dedicated high-capacity bandwidth.
Extras	None.	<ul style="list-style-type: none"> <li>• Password-protected custom SSID.</li> <li>• Redirect attendees to your webpage.</li> <li>• On-site connection support available 8am-5pm on business days.</li> <li>• After-hours phone support available.</li> </ul>	<ul style="list-style-type: none"> <li>• Password-protected custom SSID.</li> <li>• Redirect attendees to your webpage.</li> <li>• On-site connection support available 8am-5pm on business days.</li> <li>• After-hours phone support available.</li> </ul>

Pricing is based on the total number of people to whom you are providing the wireless password, not the number of concurrent Internet users. Please include all event staff, presenters, and exhibitors who will be using your dedicated wireless network in your total attendance numbers.

Total available bandwidth depends on event attendance. If you have specific bandwidth requirements, please contact the Martin Marietta Center I.T. Department for a quote. We purchase bandwidth by the day from our ISP based on the expected attendance numbers and service levels you provide. Accurate attendance estimates help ensure that there is sufficient dedicated bandwidth available to make your attendees happy.

Standard and Industrial Internet services are provided on the 5 GHz wireless channels only. Customers who have older devices that can only access the 2.4 GHz channels may use the free wireless service on the “Legacy Devices” wireless network.

Providing high quality wireless service requires the cooperation of all guests and contractors. The following recommendations may alleviate any unnecessary interruptions of your wireless service.

- Access points, wireless routers, MiFis, hot spots, wireless microphones, radios, or other devices operating in the 2.4 GHz or 5 GHz WiFi channels may interfere with our wireless systems and prevent us from providing wireless service.
- Encourage attendees and exhibitors to turn off their phone hotspots, leave their MiFis at home, and use our free wireless service.

Wireless service is a “best-effort” service. The Martin Marietta Center does not guarantee that all attendees will be able to successfully use the service. When the Internet is critical for event success, events are encouraged to use wired Internet connections wherever possible.