Rate Sheet for
Rackham Auditorium
Version current as of May 2018

Four Hour Occupancy (minimum): $500.00
Additional Hours (4-8 hours): $125.00/hour
One (1) Day: $1,000.00
Rehearsal/Set-up: 50% of one-day rate

Events involving paid professional artists must be handled by an official University presenter. Additional costs and fees may apply.

To initiate a reservation -
Renter must provide a non-refundable $100.00 deposit per day of rental, and return a signed confirmation letter, provided by the Scheduling Office.

60 days prior to the event -
Renters must disburse the entire base rent to the University Productions Scheduling Office. [For Non U-M Organizations only]

2 weeks prior to the event -
The signed contract must be returned to Scheduling Office.

Failure to meet any of these requirements will result in forfeiture of the date.

CANCELLATION POLICY FOR RESERVATIONS & CONTRACTED EVENTS
· Day of the Event: 100% of the rental fee will be charged.
· Less than 72 hours notice: For a Load-in day or lecture, a 30% cancellation fee of the day rate will be charged. For a Performance day, a 50% cancellation fee of the day rate will be charged.
· Less than 15 days notice: a $200.00 cancellation fee.
· Less than 60 days notice: a $150.00 cancellation fee.
· Earlier cancellations: A full refund of deposited funds, minus the non-refundable deposit.
BASE RENT INCLUDES:
· Use of the auditorium between 7am and 12am (midnight)
· One house technician for 1 shift (8 hours)
· One lobby supervisor and staff to function as ticket takers
· HVAC, custodial, open & close of theatre
· Use of box office and reception room during rental period
· Technical equipment as outlined in the Technical Specifications
· One Lectern and microphones

ADDITIONAL CHARGES TO BASE RENT INCLUDE:
· Overtime hours for building - Before 7am - $150.00/hour, After 12am - $200.00/hour
· 2nd shift house technician - $26.50/hour - charged in 4 hour blocks
· Additional house tech (as needed) - $26.50/hour - charged in 4 hour blocks
· Additional lobby staff for receptions/perfs as needed - $26.50/hour - charged in 4 hour blocks
· Piano - per arrangement with Bob Grijalva, SMTD, 734.764.6207
· Security - (as required by Public Safety) as per arrangements with Public Safety
· Changes to Access times less than 24 hours in advance will be subject to double-time rates for affected personnel