

# Ulster Performing Arts Center (UPAC)

## 2023-2024 Season

### Facility Rental Fee Schedule For-Profit Organizations

**Contact:** Ila Carnes, General Manager  
Office: 845.331.1613 ext 204, Email: [icarnes@upac.org](mailto:icarnes@upac.org)

Daily Rental (up to 8 hours)	\$2,750 base license fee, includes up to 8 hrs/day
Weekly Rental (up to 4 hours per day)	\$5,500 base license fee vs 12% of Gross Ticket Sales, whichever is greater. Covers up to seven consecutive days.
Facility Overtime	\$300 per each addl. hour
Additional Days (non performance day)	\$2,250
Box Office Service (per performance)	\$500
Supervisory Services	\$35 per hour + FBPT
Technical Personnel	\$30 + up per hour + FBPT
Fringe Benefits & Payroll Taxes (FBPT)	15% of labor cost
City Policeman	\$55 per hour
Event (security) Staff	\$1,080 & up + FBPT, based on event needs
Box Office Personnel	\$20 per hour + FBPT
In- house Lighting & Sound, as available	\$1,200
Additional Sound reinforcement	At cost
EV Line Array	\$1,850
Digital Projection System	\$850 per usage
Moving Lights Package	\$1,295
Music Licensing (ASCAP & BMI)	.016 Gross Box Office Receipts
Music Licensing SESAC	\$100 per event
Merchandise	20% Artist sells (after tax)
Catering/Hospitality	\$250 + cost of supplies
House Cleaning Fee	\$500 per event

#### Additional Fees:

Second Performance on same/day evening: same as above fees

- ❖ In conjunction with License Agreement granted, for Licensor's venue, Ulster Performing Arts Center, 601 Broadway, Kingston, NY 12401, Licensee must obtain and deliver a Certificate of Liability Insurance with endorsements satisfactory to Licensor, which names Licensor, Bardavon 1869 Opera House Inc, as Certificate Holder and Additional Insured, along with Proofs of Workers Compensation and Disability Insurance being in full force and effect which names Licensor as Certificate Holder
- ❖ A non-refundable deposit for one-half of all applicable fees is required in advance to secure and confirm any facility rental, prior to ticket on sale date.
- ❖ Licensor reserves the right to add a \$6.00 Restoration/Preservation Fee to all ticket prices sold- please make a note of it in any Artist offer.
- ❖ For more information on Facility Rentals, please contact Ila Carnes, General Manager, 845.331.1613 ext 204, [icarnes@upac.org](mailto:icarnes@upac.org).