

Thank you for your interest in the 14<sup>th</sup> Street Playhouse. Below you will find a list of non-profit fees for each stage. A 501(c)(3) is required at time of application for all non-profit rentals. Pictures and dimensions for each stage can be found at [www.14thstplayhouse.org](http://www.14thstplayhouse.org)

**Rental Fees:**

Main Stage	389 seats	\$1,200 per day	\$6,800 per week
Stage 2	191 seats	\$600 per day	\$3,400 per week
Stage 3	75 seats	\$275 per day	\$1,500 per week

**Tech Fees:**

Technician	\$25/ hour with a 4 hour minimum* (1 audio and 1 lighting tech are needed for each stage and at least one tech must be on site whenever the client is in-house)
House Mgr	\$18/hour with a 4 hour minimum* (Needed for performances only)
Stage Mgr	\$25/ hour with a 4 hour minimum* (This is only if you are not providing your own Stage Manager)

\*Rate applies to first 8 hours per day, over 8 hours billed at time and a half.

**Additional contract fees:**

Incidentals	\$25 per performance days (does not apply to load in or tech days)
House reset	\$400 Main Stage \$250 Stage 2 \$100 Stage 3

**Contracting a Stage:**

1. When you are ready to go to contract on a Stage, please fill out a 14<sup>th</sup> Street Application and fax it back to 404.733.5356.
2. At that time the stage will be put on hold for you.
3. Once the application is received, a technical estimate will be put together along with the contract.
4. You have 30 days from the time you receive the contract to sign and return the contract with the deposit. After 30 days your hold will be released.
5. At time of signing the contract 50% of the contracted amount will be due in the form of a non-refundable deposit.
6. Once the contract is signed and deposit is made, tickets will go on sale through our box office.
7. The remaining 50% of the contract amount is due 30 days prior to your load in date.

**Box office:**

In order to have your show at the Playhouse, you must sell your tickets through our box office. We will sell your tickets online, over the phone and in person 7 days a week.

Ticketing Setup Information Sheet for rentals at the Woodruff Arts Center

Minimum ticketing set up fees by venue (fee is per performance):

14 <sup>th</sup> Street Playhouse Main Stage	\$150.00
14 <sup>th</sup> Street Playhouse Stage 2	\$75.00
14 <sup>th</sup> Street Playhouse Stage 3	\$35.00
Rich Theatre	\$150.00
Woodruff Galleria	\$600.00

Promoter is responsible for paying the credit card commissions fees (average 3% of ticket prices) and this will be deducted from your gross ticket revenue.

Sales tax has to be paid for ticket sales by Georgia law. The promoter has two choices of handling sales tax (which is 8%):

- 1) include the sales tax in your ticket price and the tax would be deducted off the back end from your gross ticket revenue OR
- 2) sales tax could be added on to the ticket price at time of purchase and be paid by the ticket purchaser. Please specify which method you choose.

Based on your ticket prices, for ticket prices more than \$25.00, the service fee will be \$4.00 per ticket. If all of your ticket prices are less than \$25.00, a reduced service fee of \$2.50 per ticket will be collected from the ticket buyer. Service fees will apply to all modes of sale, including Walkup orders. Service fees will be collected from the ticket buyer and are not paid for by the promoter.

No tickets may be sold by the promoter without express approval from the Woodruff Arts Center Box Office. If approved, consignment tickets may be arranged to be printed and given in advance for the promoter to sell. There will be a \$0.50 per ticket printing fee charged and consignment tickets can be no more than 25% of the capacity of the house. Promoter is responsible for paying Georgia Sales Tax (8%) for all consignment tickets sold.