

Amendment #__ to Master Facility Use Agreement

This Schedule of Fees is an addendum to the Master Facility Use Agreement, _____ dated _____ between The Board of Trustees of the University of Illinois on behalf of UIS Performing Arts Services (University) and The Board of Education Springfield Public School District 186 [Licensee] for the use of the Sangamon Auditorium and/or UIS Studio Theatre ("Venue"). No provisions of this Schedule shall supersede provisions of the Master Facility Use Agreement. All fees and other details listed are considered unique for the specific engagement noted below and shall not be deemed as applying to any other events.

"NON TICKETED EVENT"

Licensee: The Board of Education Springfield Public School District 186

Event: All City Music Festival 2024

of Performances: 1

First Performance: Tuesday, March 26, 2024

Venue: Sangamon Auditorium

Ticketed: No

Co-Pro with University: No

Promoter Bump Rebate: No

BRIEF DESCRIPTION OF EVENT

Music recital in orchestra shell with minimum sound/light package.

OCCUPANCY PERIOD & EVENT SCHEDULE (As per Master Facilities Use Lease Agreement Item 1.1)

Occupancy Period is to be on the date of the performance no earlier than 8:00am through midnight. A three hour courtesy extension of the occupancy is permitted for purposes of complex show load-out only (i.e. until 3:00am) and will not result in additional rental charges. Earlier occupancy on same day may be possible upon request at no additional charge. Load-out shall commence immediately following the final performance.

DEPOSITS REQUIRED (As per Master Facilities Use Agreement Items 6.1 & 6.2)

1. A non-refundable deposit of \$1,000 is required within five business days of the final execution of this Addendum and prior to any tickets going on-sale. Deposit checks should be made payable to UIS Performing Arts Services.
2. An additional deposit equal to the Total Event Expenses listed on page 9, less any deposits already received and an allowance for the co-pro rebates offered by the University, is required no later than five business days before first date of occupancy. University reserves the right to increase this deposit requirement as needed to ensure all anticipated event costs are covered prior to occupancy.

TECHNICAL RIDER DUE DATE (As per Master Facilities Use Agreement Item 2.2)

The final Technical Rider is due to the University from the Licensee no later than the execution of this addendum or four (4) weeks prior to the first date of occupancy under this addendum, whichever date is later.

DISCLOSURE OF VENUE SEATING CAPACITY - Sangamon Auditorium

	Total Seats	Pit Seats	Orchestra Fixed Seats	Orchestra Wheelchair	Loge Fixed Seats	Mezzanine Fixed Seats	Mezzanine Wheelchair	Balcony Fixed Seats
Full View Seats	1888	61	407	13	531	496	16	364
Potential Obstructed View Depending on Show's Setup	104	0	0	0	64	40	0	0
Partial Obstructed View due to end-of-aisle safety railing.	8	0	0	0	0	4	0	4
Total Seating Capacity	2000	61	407	13	595	540	16	368

RATES & FEES

SANGAMON AUDITORIUM RENTAL RATES			
Daily Rental of Sangamon Auditorium	Mon & Tue \$1,500.00 Wed, Thu & Sun \$2,000.00 Fri, Sat & Holiday \$2,750.00		Per Day, + 20 comp tickets per performance, +10% per hour or partial hour penalty if allowed occupancy time is exceeded. Includes non-working Production Manager and basic advance coordination services.
Access to Venue's Audio/Lighting Equipment (REQUIRED for Sangamon Auditorium Rentals)	Standard Fee	\$ 250.00	Per Performance Day (not charged for non-performance days). For shows requesting use of venue stage lights and/or audio system beyond a simple announce mic or single-source playback. Includes access to all venue-owned gear including spotlights.
	Reduced Fee for simple events or Artist provided production gear	\$ 250.00	Per Performance Day (not charged for non-performance days). For shows bringing in complete sound/light gear and only need power tie-in or only needing minimal services such as a podium mic. Includes use of venue's standard FOH stage lighting instruments and venue's three spotlights, backstage paging, ADA hearing amplification system, etc.
Sangamon Auditorium Front-of-House Staff & Services (REQUIRED for each performance in Sangamon Auditorium)		\$ 1,750.00	Per performance/event up to 3hr in duration from advertised curtain time to end of show. Includes FOH Event Planning & Coordination, Guest Services Manager, EMTs, Custodial Services, Usher/Ticket Taker Services, Night-of-show Ticket Office Staff, etc. All services at levels determined by University. Each additional hour or partial hour for a show which goes beyond three hours (calculated as advertised start time to final conclusion of performance) increases the charge by \$200.

OTHER VENUE RENTAL RATES			
Daily Rental of Studio Theatre - 1st day and/or all Performance Days	\$ 400.00		Per Day, + 4 comp tickets per performance, +10% per hour or partial hour penalty if allowed occupancy time is exceeded. Includes non-working Production Manager and advance coordination services
Daily Rental of Studio Theatre - Additional Non-Performance Days	\$ 100.00		Per Day, +10% per hour or partial hour penalty if allowed occupancy time is exceeded. Includes non-working Production Manager and advance coordination services.
Studio Theatre Front-of-House Services (REQUIRED for each performance in the Studio Theatre)	\$ 200.00		Per performance/event up to 3hr in duration from advertised curtain time to end of show. Includes FOH Event Planning & Coordination, Guest Services Manager, EMTs, Custodial Services, Usher/Ticket Taker Services, Night-of-show Ticket Office Staff, etc. All services at levels determined by University. Each additional hour or partial hour for a show which goes beyond three hours increases the charge by \$50.
4-camera Live Streaming Service (Available in Studio Theatre Only)	\$ 200.00		Fee covers use of 4-camera PTZ live broadcast system. Does not include labor.
Brookens Auditorium	\$ 200.00		Per Day (each venue). Room only with standard setups. No other staff services. Additional labor fees may be charged for unusual setups, after hours setups/changes, and event/technical staff labor. FOH Services fee may be charged for ticketed events, performances or other types of event requiring FOH service.
Community Room (formerly known as room			
Board Room (formerly known as room E)			
Lecture Hall (Formerly known as Room F)			
Multi-purpose Room A (formerly known as Room G)			
Multi-Purpose Room B (formerly known as Room H)			

REQUIRED VENUE STAGE STAFF (All stagehands/rigger/wardrobe/hair personnel are represented by IATSE Local			
Venue Production Manager (non-Union)	included with rental fee		The Production Manager is considered "non-working" and is provided by the venue for event coordination needs and general supervision of the event.
Venue's Full-time Stage Foreman (Non-Union & Non-Working) (REQUIRED for all hours of occupancy)	\$36.35 in 2023 \$37.44 in 2024		Base Rates listed are per hour and include all applicable taxes, retirement, health, workers comp., Medicare, and payroll processing. Work rules and minimum hours per call as per IATSE union agreement. Overtime at 1.5x of the base rate listed. Labor rates are subject to change and will be billed based on actual labor rates in effect on the date of the event.
IATSE Full-time Stagehand (Required as 1st working person on any call)	\$34.30 in 2023 \$35.33 in 2024		
Meal Penalty for IATSE Full-time Stagehand	\$ 44.00		Fixed Penalty Rate charged is stagehand is not provided a meal break before or at 5 hours of work on any call. Not subject to overtime.

RATES & FEES (Continued)

CALL-IN STAGE STAFF (All stagehands/riggers/wardrobe/hair personnel are represented by IATSE Local 138)		
IATSE Call-in Stagehand/wardrobe/hair (Yellow Card Event)	\$30.24 in 2023 \$31.15 in 2024	Base Rates listed are per hour and include all applicable taxes, retirement, health, workers comp., Medicare, and payroll processing. Work rules and minimum hours per call as per IATSE union agreement. Overtime at 1.5x of the base rate listed after 7.5 actual working hours. Labor rates are subject to change and will be billed based on actual labor rates in effect on the date of the event. Minimum calls: IN = 4hr, REHEARSAL/SHOW = 4hr, Call Back OUT = 3hr, GENERAL WORK = 4hr, Riggers = 2hr. Please inquire for full details on work rules or a copy of the IATSE labor agreement.
IATSE Call-in Stagehand/wardrobe/hair (Non-Yellow Card Event))	\$26.23 in 2023 \$27.01 in 2024	
IATSE Call-in Rigger. (Minimum 2 riggers per rigging call)	\$39.35 in 2023 \$40.53 in 2024	
IATSE Meal Penalty for Call-in Staff	\$ 33.64	Fixed Penalty Rate charged is stagehand is not provided a meal break before or at 5 hours of work on any call. Not subject to overtime.

Other Optional Labor		
Runner with vehicle	\$ 500.00	Fixed Daily Rate. Not subject to overtime. Includes vehicle.
Campus Police Officer (Uniformed or Plain Clothes)	\$ 90.00	Per hour per officer. Each officer has a 4hr minimum requirement. Please note that any specific request for the venue to provide "Security" will be deemed a request for a Campus Police Officer. If an "Event Attendant" without restraint or arrest powers if sufficient, please clarify in your request).
Additional Event Attendants requested by Licensee beyond normal FOH staffing and not part of the crew labor needs (i.e. stage door monitor, artist/crew bus parking area monitor, person to hand out promo items, etc.)	\$ 25.00	Per person per hour with a 2hr minimum. Overtime at 1.5x after 7.5hours in a day. Please note Event Attendants are NOT "security" but can provide access control functions such as making sure only credentialed personnel enter the dressing room or backstage areas. They are NOT permitted to physically detain or restrain anyone. For that level of service, use of Campus Police Officers is required.

WEAPONS SCREENING SERVICE (OPTIONAL)		
Weapons Screening Service (OPTIONAL)	\$ 2,000.00	Per performance. This is an optional service provided upon request only. 4 weeks advance notice required. Event attendees are screened electronically for Class I, II, & III weapons by means of pass-through metal detectors and secondary hand wand. Charge includes equipment, event staff, and supervision of process by uniformed & armed campus police officer. Service is provided for up to 5 hours. Each additional hour or partial hour increases the charge by \$400.

LIVE STREAMING BROADCAST OR RECORDING SERVICE		
Professional Live Streaming or Video Recording Service in Sangamon Auditorium	Call for Quote	This service is provided by UIS Electronic Media and a separate quote is required.
4-camera Live Streaming or Video Recording Service in the Studio Theatre	\$200.00	Fee covers use of the 4-camera PTZ live broadcast system's equipment. Does not include labor which usually requires 3-4 crew members for a standard broadcast depending on the complexity of the event. Venue staff must operate.

RATES FOR SERVICES ARRANGED BY VENUE (Services upon request only)	
Outside Equipment Rental	Actual Cost + 15% processing
Props, CO2, Documented Expendable Supplies	
Piano Tuning Service	
Catering/Hospitality	
Miscellaneous	

RATES & FEES (Continued)

MARKETING SERVICES FEES (Charged services upon request only)		
Press Release Creation & Distribution	No Charge	Included in venue rental
Basic Web Site, Social Media Mentions & Calendar Basic Listing	No Charge	Included in venue rental
Mention in Periodic Email Blasts (at University's option)	No Charge	Sent to 40,000+ addresses. Licensee's event is mentioned in a non-featured, non exclusive manner (i.e. Schedule of upcoming events)
Exclusive Email Blast at Request of Licensee	\$ 500.00	Sent to 40,000+ addresses. Only Licensee's event is promoted. No mention of other events.
Featured-Event Email Blast at Request of Licensee	\$ 250.00	Sent to 40,000+ addresses. Licensee's event is the primary feature but other events will also be mentioned (i.e. other upcoming events...)
Street Team labor	\$ 25.00	Per Person Per hour / 2 hour min.
All Other University-Provided Marketing Services including advertising placement and buys, banners, flyers, posters, etc.	Gross or Cost + 15%	University will charge media buys at the gross rates where applicable. For other items, the charge will be University's cost plus a 15% upcharge.

EVENT MERCHANDISE SALES COMMISSION

Note: The Master Facility Use Agreement only covers Merchandise Sales made through the Licensee. It is the seller's responsibility, not the University's, to account for and remit appropriate sales taxes. Merchandise Sales (including VIP package experience offerings) conducted by third parties are NOT covered by the Master Facility Use Agreement or this addendum. Any third-party merchandise selling company will be required to complete a separate agreement with the Venue. University is under no obligation to provide services of any kind to such third parties nor to permit or endorse their activity on University property. The University staff member on duty will complete settlement for merchandise sales the night of the event. The University's commission and any applicable fee for University provided sales personnel may be paid in cash at the time of settlement, or a check may be mailed within five (5) business days. ☐

Venue-provided Merchandise Sales Staff (Event Attendants)	\$ 25.00	Per person per hour. 4 hour minimum per person.
Commission on all non-recorded items	20%	Net of sales tax and 4% credit card fee allowance on all non-recorded items and VIP-type experiences/upgrades/artist meet & greets
Commission on all recorded items	10%	Net of sales tax and 4% credit card fee allowance on all recorded items (CD, DVD, Etc.)

PARKING SERVICES (OPTIONAL)

Patrons attending most events are required to pay a per-vehicle parking fee. With the exception of events requiring a parking lot to handle a large number of buses, the services below are OPTIONAL and provided upon request of the Licensee.		
Parking Lot E reserved for Buses (Required if a large number of attendees are expected to attend via private or school buses.)	call for quote	call for quote
Licensee Option to Pay For All Attendee's Parking	\$2	This is a per attendee charge at settlement. For ticketed events, the total number of tickets issued (paid & comp) will be used to calculate the number of attendees. For non-ticketed events, event registration numbers made be used or the venue management will determine the number of attendees by means of a direct count. IN all instances, the University will make the final determination on attendee count.
Parking Lot Staff	\$25	Per person per hour with a 4 hour minimum. These are attendants requested by Licensee to provide additional parking or directions assistance to their arriving patrons. Parking Lot Attendants required for paid event parking operations are not charged to the Licensee. Please note Parking Lot Attendants work in the parking areas only and are NOT permitted to be in the streets not directing traffic on the streets. If the Licensee desires traffic control, Campus Police are required. See the rates for Campus Police under "Other Optional Labor." University may require parking lot staff, at Licensee's expense, depending on unique circumstances.

ADDITIONAL CONDITIONS & NOTES

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1. This event is to be non-ticketed general admission without any charge to attendees.
2. Due to the general admission nature of this event, attendee capacity is considered to be reduced from 2,000 to 1,750. University will not permit more than 1,750 attendees to be automatically admitted into the seating area for safety reasons.
3. After 1,750 attendees have been admitted, additional attendees will be permitted inside the seating area only at the discretion of Venue management. Specifically, seating must be available to accommodate all attendees. Attendees will not be permitted to stand or sit in aisles.
4. Not Applicable.
5. The Licensee and University understand that the occurrence of this event is contingent upon State, County, City, and University regulations/policies as they relate to the COVID-19 pandemic and other health emergencies. Additionally, the Licensee and University agree to adhere to any State, County, City, or University guidelines and protocols (including but not limited to seating capacity restrictions, vaccination requirements for patrons and show staff, social distancing, mask wearing, sanitation procedures, etc.).

SAMPLE RENTAL / ENGAGEMENT SETTLEMENT & ESTIMATE OF CHARGES

The following is a sample settlement and is based on information provided by licensee and are subject to future revision.

This estimate is only provided to as an example of how the various deductions, commissions, charges and fees may be applied during the Engagement Settlement process.

The University reserves the right to correct typographical and/or math errors at any time.

EVENT EXPENSES (Charged to Licensee)		Units
Daily Rental of Sangamon Auditorium	1	\$ 1,500.00
Access to Venue's Audio/Lighting Equipment (Standard Fee)	1	\$ 250.00
Access to Venue's Audio/Lighting Equipment (Reduced Fee)	0	\$ -
Sangamon Auditorium Front-of-House Staff & Services (REQUIRED for each performance)	1	\$ 1,750.00
Stage Staff Labor Estimate		\$ 3,050.74
Runner with vehicle	0	\$ -
Campus Police Officers		\$ -
Additional Event Attendants		\$ -
Weapons Screening Service (OPTIONAL)		Assumes Weapons Screening NOT Requested.
Catering/Hospitality		\$ -
Marketing Services provided by university		\$ -
Other		\$ -
Other		\$ -
Other		\$ -
Other		\$ -
UIS Parking Operations (flat \$1,000 fee)		\$ 1,000.00
Total Event Expenses		\$ 7,550.74

SETTLEMENT OF FUNDS	
Total Deposits from Licensee	\$ -
Less Total Event Expenses	\$ (7,550.74)
Funds Due to University At Settlement	\$ 7,550.74

SIGNATURE PAGE

Merchandise Sales and/or VIP package experience offerings conducted by third parties are NOT covered by the Master Facility Use Agreement or this addendum. University is under no obligation to provide services of any kind to such third parties nor to permit or endorse their activity on University property.

NO MARK-UPS OR EDITS ARE PERMITTED ON THIS DOCUMENT.

When signed or electronically time/date
stamped here, Addendum has been
reviewed and approved by Bryan Rives, Director
UIS Performing Arts Services:

**Authorized Signature for Licensee
Accepted by:**

**The Board of Trustees of the University of Illinois
by:**

Signature

Date

Paul N. Ellinger, Comptroller

Date

Signature of Comptroller Delegate

Printed Name and Title

Printed Name and Title of Comptroller Delegate