

AGNES R. KATZ PLAZA RENTAL PACKET

September 2015 - August 2016

Physical Address: 645 Penn Avenue
Pittsburgh, PA 15222
Telephone: 412.456.2617
Fax: 412.456.1365

Mailing Address: 803 Liberty Avenue
Pittsburgh, PA 15222

I. PER PERFORMANCE RENTAL RATES

Rates apply to each performance and rehearsal at which an audience is in attendance.

Performances	Plaza Rental Rates
Thursday - Sunday Evenings and Friday/Saturday/Sunday Matinees	\$500
Tuesday/Wednesday Evenings and Matinees and Thursday Matinees	\$500
Monday Evenings and Matinees and All Mornings Monday - Sunday	\$500

II. RATES FOR RECORDINGS/VIDEO TAPINGS/BROADCASTS/RE-BROADCASTS

For rates, please call Facilities Management at 412.456.2617.

III. ADDITIONAL CHARGES, REQUIREMENTS, INFORMATION

A. Insurance Requirements

Renters are required to provide Management with an **insurance certificate** as stipulated in the Katz Plaza Lease Agreement, Section F, Number 2, naming "The Pittsburgh Trust for Cultural Resources" as additional insured.

B. Permits/Licenses

If admission is charged or tickets are sold, the City of Pittsburgh requires Renters to obtain from and file with the City an Amusement Permit. Facilities Management will file for the Amusement Permit on the Renters' behalf and provide the invoice at settlement (This fee is subject to increase January 1 each year).

The cost of the Amusement Permit is \$43.00 per day.

C. Tickets and Box Office Services and Taxes and Fees

There are two options for ticket sales: Independent sales, and the Trust Box Office service.

1. Independent Sale of Tickets

Renters must sell tickets independently and are required to meet the following provisions:

Tickets must be printed on the Plaza's standard ticket stock at Renter's expense. Renter must supply ticket copy on the Event Ticket Setup Form to the Facilities Manager at least two weeks in advance of on-sale-date.

The cost for Ticket Printing is \$ 15.00 per performance.

Renters are responsible for filing returns and paying City of Pittsburgh Amusement Tax (5% of gross ticket sales).

2. Cultural Trust Box Office Service

Tickets go on sale 4-6 weeks in advance through the Cultural Trust computerized system which has the capability to sell tickets for events at Katz Plaza. Renter must supply ticket copy on the Event Set-up Form to the Facilities Management at least two weeks in advance of requested on-sale.

The cost for The Trust's Box Office Service is \$100.00 per performance.

Ticket Advertising Copy - Renters are required to place the following information on all copy containing information about the purchase of tickets:

For Information and Charge by Phone, call 412-456-6666
Tickets are available at the Box Office at Theater Square
or online at www.pgharts.org

Advance tickets may be purchased online, by phone or at the Box Office at Theater Square (665 Penn Avenue).

Group sales: The Pittsburgh Cultural Trust can provide (when possible) Group Ticket Sales. A service charge of 10.0% will be levied against the Group Sales Ticket Gross.

City of Pittsburgh Amusement Tax: Management will withhold Amusement Tax, file necessary tax returns and pay Renter's taxes directly to the City of Pittsburgh.

City of Pittsburgh Amusement Tax is 5% of gross sales

All service fees for tickets orders are charged to ticket buyers. A Cultural District Fee of \$0.75 per ticket will be charged for all paid admissions, regardless of how or where purchased. Additional service fees are charged for Charge-by-Phone and Internet purchases.

Credit card fees are charged to Renter. These rates are determined by the credit card companies and are subject to change. The current rates is 3.0%

D. Stage Labor

Renters are responsible for using Management's stage crew and for payment of stage labor charges for all production work including but not limited to cost of labor to setup, operate, teardown and restore the lighting, sound systems and other such production elements. To ascertain the amount of time and manpower required for the production work desired and to schedule specific times for take in, setup, rehearsals and load out, Renters should contact the Facilities Management at 412.456.2617.

IV. PLAZA EQUIPMENT

The Katz Plaza theatrical equipment is available for rental. Renters should note that the equipment rental charge does not include the cost of labor to operate or install the equipment.

Renters are responsible for all labor costs incurred in moving theatrical drapery, lighting and sound equipment from and returning to their original positions.

110 electrical outlets available under benches.

Please note: Management reserves the right to restrict sound pressure level to protect patrons.

A. Portable Sound System

The cost for the portable sound system is \$25.00 per performance.

V. FIRE REGULATIONS

The City of Pittsburgh requires a Fire Marshal to be present at all times when open flames, pyrotechnical effects, smoking and similar elements are present. Arrangements must be made through the Facilities Management.

Fire Marshal at Cost

VI. GENERAL REQUIREMENTS AND CONDITIONS GOVERNING USE OF THEATER

A. Financial Settlements

Unless otherwise agreed to with the Facilities Manager, settlements will take place after the final performance.

B. Concession Merchandise/Commission

A commission is charged for merchandise sold by the renter on the theater premises including but not limited to T-shirts, tapes, souvenir programs, novelties, etc. Please contact Facilities Management at 412.456.2617 for terms.

C. Safety Regulations

1. **Management reserves the right to refuse any theatrical equipment it deems to be unsafe.**
2. Public Notices: Management requires Renters to provide placards for display in the Plaza notifying the audience of special effects and materials used in the performance.

D. Housekeeping

Management provides housekeeping for routine use of Katz Plaza. Renters will be charged for all non-routine cleaning services necessitated by Renters' use of the Plaza, including cleanup of all areas in which food has been served by or to Renters' personnel, performers and patrons.

VII. CAPACITY

- A. The Agnes R. Katz Plaza is a 23,000 square feet parklet including 32 linden trees, 25 ft. Louis Bourgeois fountain sculpture and three pairs of "eyeball" benches.
- B. Public capacity - 200

*** Please note: site lines to some stage area locations may be limited in the spring and summer when the leaves have grown in on the linden trees.**

VIII. HOLIDAYS

For labor and staff premium charges for rentals scheduled on the following official Management holidays, please contact the Facilities Management at 412.456.2617:

New Year's Day	Easter	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day	Christmas Day

IX. STAFF CONTACTS

For scheduling of dates, facility leases, copies of rental packets, production, labor costs, ticketing, ushers, and any other information, please call:

John Mumper
Facilities Manager
Phone: 412.456.2617
Fax: 412.456.1365