



# **Myrtle Woldson Performing Arts Center**

## **Event Rental Information**



MYRTLE WOLDSON  
PERFORMING ARTS CENTER  
AT GONZAGA UNIVERSITY



The venues of the Myrtle Woldson Performing Arts Center (MWPAC) are available for businesses, not-for-profit organizations, and individuals to rent for gatherings, presentations, and performances. The Center's professional staff will help you host an event in our state-of-the-art venue.

**Myrtle Woldson Performing Arts Center venue rental starts with:**

1. **Contact the Myrtle Woldson** at mwpac@gonzaga.edu to determine if a date is available.
2. **Complete a space use request in Gonzaga's EMS.** This step is required for the use of any space at Gonzaga University.
3. **Complete a Myrtle Woldson Performing Arts Center space request form.**

Note: Steps 2 and 3 may be executed concurrently; however, without completion of Step 2 the Myrtle Woldson staff may not proceed with providing a price quote or confirming your rental.

## Our Venues

### Fr. Bernard J. Coughlin, S.J. Theater

**Proscenium theatre with balcony, capacity 695**

**\$2,000 per day (10 hours)**

Rate includes:

- sound system with up to four microphones
- non-theatrical lighting package (white light stage wash, specials for speakers)
- video projector and screen
- theatrical curtains
- podium or presenter chairs
- labor for two technical staff and one front of house staff
- standard custodial

### Martin and Edwidge Woldson Recital Hall

**Multi-purpose recital hall and dance studio, capacity 168 performance and 100 seated meal.**

**\$700 per day (10 hours)**

Rate includes:

- performance seating
- sound system with up to 4 microphones
- non-theatrical lighting package (white light stage wash, specials for speakers)
- video projector and screen
- podium or presenter chairs
- labor for two technical staff and one front of house staff
- standard custodial



# Rates and Fees

## NONPROFIT RATES

Nonprofits with a valid Federal Nonprofit Tax ID number will receive a 40% discount on all rental fees (excluding labor).

## MULTI-DAY OR WEEK RENTALS

Reduced rental rates and fees for multi-day and multi-week rentals are available and may be discussed and quoted after completing a space request form and providing technical and patron service information to MWPAC staff. Discounts exclude labor costs.

## EQUIPMENT AND LABOR

There are fees for use of house theatrical and event equipment outside of the standard venue rental packages. Fees do not include labor to operate or set up equipment. Prices are per day use unless otherwise noted. An event becomes a “theatrical” event when it incorporates any of the following: multiple lighting and audio cues, scenic and property elements, or tech labor to support music, dance, or theater productions.

|   |                    |
|---|--------------------|
| Theatrical lighting                           | \$400              |
| Moving (intelligent) lighting instruments     | \$50 (each)        |
| Follow spots                                  | \$50 (each)        |
| Concert audio (mixers, monitors, microphones) | \$400              |
| Audio or Video recording and/or streaming     | \$200              |
| Dance floor                                   | \$300              |
| Piano (Steinway B or D)                       | \$200              |
| Piano Tuning                                  | \$165 (per tuning) |
| Platform risers or choral risers              | \$40 (each)        |
| Pipe and drape                                | \$50               |
| Orchestra shell                               | \$300              |
| Conductor podium                              | \$40               |
| Orchestra chairs: rack of 15                  | \$30               |
| Tables: 6' rounds or 6' banquet               | \$30 (each)        |
| Cocktail tables                               | \$10 (each)        |
| Chairs: rack of 15                            | \$30               |
| Linens (black)                                | \$20 (each)        |

Any use of external stage or event equipment including scenic, audio, and lighting equipment must be approved by MWPAC staff before it may be used in the Center. Please have these conversations early in the process.

Labor, if not included in the rental package, is billed hourly and there is a minimum three-hour call. Overtime is billed after eight hours at time and a half. Labor requirements for all events are determined by the MWPAC Administration in consultation with rental client. Our priority is always the safety of patrons and event participants.

All rates are effective August 1, 2023 and are subject to change without notice.

Events open to the general public (non-private) will require MWPAC staff to be present to manage patrons attending event to ensure the patron experience is wonderful and that MWPAC patron safety protocols are administered in the case of an emergency.

|   |                            |
|---|----------------------------|
| MWPAC Staff (includes technical and front of house staff) | \$35/hr                    |
| On call technicians and patron service staff              | \$20/hr                    |
| Union (IATSE) stagehands                                  | \$25-35 TBD/hr             |
| Custodial Service   | \$125 (flat fee)           |
| Bartenders  | Separate quote for service |
| Security and Traffic Control                              | Separate quote for service |

## VENUE ACCESS

Access to MWPAC includes: loading dock, corridors, dressing rooms, green room, lobby, stage, and audience areas. These are included in the rental costs quoted. MWPAC venues may be accessed by Renters between 8AM and 11PM. Ten hours per day are included in your rental agreement. If use of the facility exceeds 10 hours extra time will be billed at \$150 per hour. Any fraction of an hour will be billed as a full hour. Please keep in mind that MWPAC staff are on the clock an hour before Renters arrive and an hour after they leave.

## TICKETING

Should your event require ticketing services the Myrtle Woldson Performing Arts Center is well equipped to meet your needs. The MWPAC is a TicketsWest venue and as such no third-party ticket sellers are allowed to sell tickets for events hosted at our center. This also precludes renters from selling their own tickets.

|   |                         |
|---|-------------------------|
| Ticket set up and service fee:  | \$500                   |
| Ticket purchase fee paid by patron at sale<br>(MWPAC ticket purchase fees are always included in the price of the ticket. ) | \$2.50 each ticket sold |

## Services include:

- Working with the MWPAC Ticket/Patron Service Supervisor to custom build houses for reserved or general admission sales and design a patron service experience.
- Online sales through the MWPAC web site and the Gonzaga Ticket Center.
- In-person and phone sales during MWPAC Box Office hours Noon- 5PM Monday through Friday.
- A variety of ticket delivery options are mobile delivery and will call at box office. No fees for mobile delivery.
- Day of Box Office service begins 90 minutes before event and includes sales and will call service.

**Please complete a Ticket Service Request form to begin the ticket set up process.** Once the Event Agreement has been confirmed, the Ticketing/Patron Service Supervisor will follow up about this form for Ticketing and Front-of-House (FOH) needs. This form is available on our website.

**The following ticket policies will apply:**

- No tickets will be issued until a contract is executed and the event deposit has been paid.
- Tickets will be available for sale as soon as ten business days from receipt of rental agreement, deposit, and ticket service request form.
- All ticket sales are non-refundable. If Renter's event has multiple performances, Renter may allow ticket exchanges. No patron fee for exchanges through the Box Office.
- Renter must comply with all Washington State regulations as they pertain to raffles and fundraising solicitation. The Myrtle Woldson ticketing system may not be used for these purposes.

**SPACE REQUEST FORM**

Please complete an MWPAC Space Request Form to begin your rental process. They can be found on the MWPAC website and should be sent to [mwpac@gonzaga.edu](mailto:mwpac@gonzaga.edu). Not-for-Profit organizations should submit proof of Not-for-Profit status. A member of the MWPAC staff will contact you about availability and with follow-up questions for your event.

**EVENT AGREEMENTS**

If an available date for your event can be found and fees and services have been verbally agreed to, the MWPAC will issue an Event Agreement. A signed Event Agreement is due back to the MWPAC no later than six weeks before the Event. With the signed event agreement, Renter must include proof of insurance, rental deposit, and proof of Not-for-Profit status if applicable.

**DEPOSIT**

A deposit of 50% of the total estimated rental costs is due at the signing of the Event Agreement.

**INSURANCE**

Renters must provide a certificate of insurance coverage with liability coverage of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate and list The Corporation of Gonzaga University as an additionally insured party.

**CATERING**

Sodexo supplies food and beverage services including alcoholic beverage service on the Gonzaga University campus and for the Myrtle Woldson Performing Arts Center for both Front of House (lobby) and Back of House (backstage). At the beginning of your rental conversations please communicate to MWPAC staff your backstage catering needs and lobby concessions service and staff will connect you with Sodexo staff. Outside caterers and food service providers must hold current catering and beverage service licenses and meet the University's requirements for insurance.

**MERCHANDISE SALES**

Renters may sell merchandise at their event. Sales tax is the sole responsibility of Renter. No MWPAC staff may assist with the sale of merchandise and no MWPAC sales equipment may be used for third-party sales. Renters shall not conduct payment card transactions using Gonzaga information technology resources, including Wi-Fi.

**SECURITY REQUIREMENTS AND PUBLIC SAFETY PERSONNEL**

The Myrtle Woldson Performing Arts Center reserves the right to require campus security personnel or Spokane police or fire personnel for events. The need shall be determined based on the time, place, and type of event, anticipated crowd, and any extraordinary requests from Renter. Renter is responsible for all applicable charges. No external security providers may be contracted for an event with written approval from Gonzaga University.

# Additional Spaces Available

## Lower Lobby (no performance)

|                 |       |
|-----------------|-------|
| commercial rate | \$525 |
| non profit rate | \$325 |

## Upper Lobby (no performance)

|                 |       |
|-----------------|-------|
| commercial rate | \$525 |
| non profit rate | \$325 |

## Design Studio (summer only)

\$300

## Recital Hall Plaza or Coughlin Plaza

\$200