



# Myrtle Woldson Performing Arts Center

## Rental Rates and Information



MYRTLE WOLDSON  
PERFORMING ARTS CENTER  

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AT GONZAGA UNIVERSITY

# Our Venues

The venues of the Myrtle Woldson Performing Arts Center (MWPAC) are available for businesses, nonprofit organizations, educational institutions, and individuals to rent for gatherings, presentations, and performances. The MWPACs 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. Reading this brochure in its entirety to learn about our rental rates, policies, and procedures.
2. Contacting the Myrtle Woldson at [MWPAC@gonzaga.edu](mailto:MWPAC@gonzaga.edu) to determine if a date is available.
3. Completing an [MWPAC Rental Request Form](#), found on our website.

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

**Proscenium theater with balcony, capacity 693 (753 with additional pit seating): \$2,000 per day (10 hours)**

Rate includes:

- sound system with up to 4 microphones
- non-theatrical lighting package (white light stage wash, specials for speakers)
- video projector and screen
- theatrical curtains
- lectern or conductor podium
- 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 or 100 seated meal: \$700 per day (10 hours)**

Rate includes:

- performance seating or reception/banquet setup
- 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 AND EDUCATIONAL RATES

Nonprofit organizations with a valid Federal Nonprofit Tax ID number and educational institutions will receive a discount on 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, ticketing, and front-of-house 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
Follow spots	\$50 <i>(each)</i>
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 <i>(per tuning)</i>
Platform risers or choral risers	\$40 <i>(each)</i>
Pipe and drape	\$50
Orchestra shell	\$300
Costume racks	\$10 <i>(each)</i>
Orchestra chairs: rack of 15	\$30
Tables: 6' rounds or 6' banquet	\$30 <i>(each)</i>
Cocktail tables	\$10 <i>(each)</i>
Chairs (rack of 15)	\$30
Linens (black)	\$20 <i>(each)</i>

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.

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.

**All rates are effective June 1, 2024 and are subject to change without notice.**

## **SPACE REQUEST FORM**

Please complete an MWPAC Rental Request Form to begin your rental process. They can be found on the MWPAC website. Questions about the request process should be directed to [MWPAC@gonzaga.edu](mailto:MWPAC@gonzaga.edu). Nonprofit organizations should submit proof of nonprofit status. A member of the MWPAC staff will contact you about availability and with follow-up questions for your event.

## **FACILITIES USE AGREEMENT**

If an available date for your event can be found and fees and services have been verbally agreed to, the MWPAC will issue a Facilities Use Agreement. A rental reservation is not confirmed until a signed Facilities Use Agreement is returned to the MWPAC. With the signed Facilities Use Agreement, Renter must include proof of insurance, rental deposit, and proof of nonprofit status (as applicable).

## **DEPOSIT**

A deposit of 50% of the total estimated rental cost is due at the signing of the Facilities Use 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 & CONCESSIONS**

At the beginning of your rental conversations, please communicate any plans you have for lobby concessions, pre- or post-show receptions, or backstage catering. Sodexo is the vendor of choice for lobby concessions/bar service. MWPAC staff will connect you with Sodexo staff. Sodexo may also provide backstage or reception catering if desired. External caterers require university approval and must provide proof of all necessary licenses and insurance. All food service will occur in areas designated by the MWPAC, at the sole discretion of Center staff.

## **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. Book sales require special permission from the Gonzaga University Zag Shop, operated by Follett. MWPAC staff can help connect you with a Zag Shop/Follett representative.

## **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 without written approval from Gonzaga University.

<b>MWPAC Staff</b> (includes technical and front of house staff)	\$35/hr
On call technicians and front-of-house staff	\$20/hr
Union (IATSE) stagehands	\$25-35/hr ( <i>subject to change</i> )
Custodial Service	\$125 ( <i>flat fee</i> )
Bartender	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, lobbies, stage, and audience areas. These are included in the rental costs quoted. MWPAC facilities may be accessed by Renters between 8AM and 11PM,. Ten hours per day are included in your rental agreement. Renter will be responsible for any overtime incurred if ten hours are exceeded in a day. Any fraction of an hour will be billed as a full hour.

### **TICKETING**

Should your event require ticketing services, the MWPAC is well equipped to meet your needs. The MWPAC is a Paciolan/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. *Note: Tickets are required for all events in the Coughlin Theatre, including free events, unless agreed upon in writing.*

Ticket set up fee: \$500

Ticket and service fee charged to patron at time of sale *Varies*

(MWPAC ticket purchase fees are always included in the price of the ticket.) Per ticket fees are scaled according to the price of the ticket and Renter's nonprofit/educational status.

### **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 to 5PM, Monday through Friday.
- A variety of ticket delivery options including mobile delivery and will call at box office. *No additional fees for mobile delivery.*
- Day-of Box Office service begins 90 minutes before event and includes sales and will call service.

**You must complete a Ticket Setup Form to begin the ticket set up process.** Once the Rental Agreement has been confirmed, the Ticket/Patron Services Supervisor will send you this form and inquire about details of your Ticketing and front-of-house needs.

### **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. Ticket exchanges allowed by the Box Office may incur a \$5 exchange fee.
- Renter must comply with all Washington State regulations as they pertain to raffles and fundraising solicitation.

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# Additional Spaces Available

## **Lower Lobby (no performance)**

commercial rate	\$525
non profit rate	\$325

## **Upper Lobby (no performance)**

commercial rate	\$525
nonprofit rate	\$325

**Design Studio (summer only)** \$300

**Recital Hall Plaza or Coughlin Plaza** \$200