

UNIVERSITY OF VIRGINIA
 2007 – 2008 OLD CABELL HALL AUDITORIUM RESERVATION CONTRACT

Event Title: _____ Event Date: _____/_____/_____
 Day of week: _____ Event Start Time: _____ Reserve time: _____ to _____
 Rehearsal (up to 2 hours) Rehearse Date: _____ Rehearse time: _____ to _____
 Location: Auditorium Lobby Front Portico / Steps Other (please specify) _____
 Event Type: Concert Lecture Dinner Reception Other (please specify) _____
 List special performers/speakers _____
 Expected Audience #: _____ Ticket Prices: _____ Open to Public? Y N

Will alcohol be served? Y N If yes, you must present an *Approval Request for Use of Alcoholic Beverages* form signed by the Vice President for Student Affairs

Equipment being brought in: Audiovisual / Lighting / Sound:
 [OCH has no equipment available except podiums / chairs / music stands. Equipment must be arranged by Renting Organization but requires approval of the Production Manager to be brought into the building.]

Description of Event (A complete description is required for confirmation of reservation.)

UVa Sponsor (required if Renting Organization is not a part of UVA)

Sponsoring Dept: _____ Phone #: _____
 Contact Name: _____ E-mail: _____

Renting Organization : _____ Phone #: _____

Event Contact Name: _____ E-mail: _____

Billing address: _____

We will be paying all fees with a check We will be paying all fees with a UVA PTAO # _____

This contract must be completed, signed, and returned (with the basic event cost as deposit) **within 7 days** of making a reservation or the reservation will be released. Confirmed reservations are subject to cancellation and prices are subject to change. Please send completed contract (with a check made payable to the McIntire Dept. of Music) to: Production Manager, McIntire Dept. of Music, P.O. Box 400176, University of Virginia, Charlottesville, VA 22904-4176.

The undersigned hereby represents he/she is the officer or authorized agent of the Renting Organization named on this form. The under-signed further acknowledges he/she has read and understands the rules, fees, and policies in this five page contract.

The UVA sponsoring organization shall be, and hereby agrees to be, responsible for judgments, damages and expenses arising out of any function hosted or sponsored pursuant to this agreement and/or arising out of any breach (or alleged breach) of any provision of this agreement by the Sponsoring Organization or any member, guest, agent or invitee.

The non UVA renter hereby agrees to indemnify, defend and hold harmless the Rector and Visitors of the University of Virginia, the Commonwealth of Virginia, and their officers, employees and agents and their affiliates for judgments, damages and expenses arising out of any function hosted or sponsored pursuant to this agreement and/or arising out of any breach (or alleged breach) of any provision of this agreement by the Renting Organization or any member, guest, agent or invitee of any provision of this agreement.

The non UVA renter hereby agrees to indemnify, defend and hold harmless the Rector and Visitors of the University of Virginia, the Commonwealth of Virginia, and their officers, employees and agents and their affiliates for judgments, damages and expenses arising out of any Function hosted or sponsored pursuant to this agreement and/or arising out of any breach (or alleged breach) by the Renting Organization or any member, guest, agent or invitee of any provision of this agreement.

All Renting Organizations agree to abide by the policies of Old Cabell Hall, the University of Virginia, and all applicable University, State and Federal laws & regulations. If violations occur, future privileges may be suspended. All Renting Organizations are responsible for the protection of Old Cabell Hall during the contract time. If any damages occur, the renting organization is responsible for the costs of repairs. **In the event that a non UVA renter does not pay any costs incurred, the University Sponsoring Department shall be responsible for those costs.**

 Renting Organization Name Signature Date

 U.Va Sponsor Signature Date

Contract reviewed by:
 Director of Promotions _____
 Production Manager _____

 Contract approved by the Director of Music Performance Date

2007 / 2008 Old Cabell Hall Fee Schedule:

Please check all that apply:

Mandatory Costs

Basic Event Cost	√	\$478	Includes up to 5 hours event time, and up to 2 hours rehearsal time if available.
House Manager	√	\$45	1 House manager for 5 hours. Events with expected audience over 400 require 2 HM's

Optional Costs

Additional staff time		\$9-\$30	Per hour (This is for staff above and beyond 1 house manager for 5 hours)
Additional time (during UVA breaks)		\$200	Base additional charge for any event held when UVA is not in academic session
Additional time- business hours		\$50	Cost per hour if it is during normal business hours (8am-5pm) during academic session
Additional time- non business hours		\$100	Cost per hour if it is not during normal business hours during academic session
Box Office		\$280	All ticketed events must use the OCH Box Office. Includes two workers for one performance. Additional performances or workers will incur additional charges.
Box Office extra staff		\$9	Per hour
Cleaning (weekends)		Free	This fee has been subsidized for the 2007 / 2008 year
Contract change		\$50	Includes change of event date, start time, instrument requirements, and staff requirements.
Orchestra chairs/ stands		\$100	Over 14 chairs/ 7music stands
Lighting		*	Contract independently. No one is allowed to move/touch refocus /gel OCH lights
Harpichord use		\$100	Harpichord tuning (\$60) coordinated with Paul Walker, pmw6q@virginia.edu
Organ tuning			*Contract and pay for this service separately. Paul Walker tunes the portative organ. Call for the Skinner organ.
Organ use		\$100	<input type="checkbox"/> Portative Organ <input type="checkbox"/> Skinner Organ
Piano tune		\$75	
Piano use		\$180	<input type="checkbox"/> Plastic Key Piano <input type="checkbox"/> Ivory Key Piano (For Music Department & Affiliated events only)
Reception		*	Obtain permission from Production Manager.
Risers (choral)		\$100	
Security		Varies	Call U.VA police 4-7088, & House Managers at least 2 weeks in advance if security is needed for crowd control or late night event
Podium		Free	
Sound Amplification or Microphones		*	Call independent contractor
Recordings		\$66	Only available to Music Department and Affiliated Groups
Tables		*	Call facilities management, or catering if more than four tables are needed
Failure to provide Ushers		\$200	Failure to provide ushers and keep them at their posts for the entire event will incur this fee

*Contract and pay for these services separately.

Deadlines

- Within 7 days of request Submit completed forms, signed back & front, (with \$488 non-refundable deposit or account code)
- 6 weeks before event Change event time/cancel without full financial penalty
- 4 weeks before event Dept. & affiliated groups give concert publicity information to Dir. of Promotions
- 2 weeks before event Dept. groups and distinguished majors give program information to Administrative Assistant
- 2 weeks before event Provide agenda/program to Dir. of Promotions.
- 2 weeks before event Arrange security with UVA Police & Dir. of Promotions (if needed) (dept groups - H.M provide this)
- 1 week before event Provide list of Ushers to House Manager (dept groups - H.M provide this)
- 1 hour before event Representative to arrive at OCH and introduce him/herself to House Manager
- 45 minutes before event Ushers to report to House Manager
- 30 minutes before event Doors to Auditorium must open
- Upon leaving event Notify House Manager
- Within 30 days of billing Payment due

2007 / 2008 Old Cabell Hall Contract Addendum

Old Cabell Hall, constructed in 1899 by the architect Stanford White, is a historically significant building, containing valuable and important works of art and housing an irreplaceable, historic, Skinner pipe organ. The Renting Organization agrees that for the duration of the contract it will be an active steward for the safety of the building, the art, and the pipe organ. The Renting Organization further agrees that it will be responsible for the actions of its membership, guests, patrons, agents or invitees.

Old Cabell Hall Auditorium's primary mission is to support the academic needs of the McIntire Department of Music and to preserve this historic building for future generations. The Auditorium also endeavors to support the academic needs of other UVA departments and organizations. The Auditorium is not available for private social functions. All events are subject to review for suitability to the physical structure of OCH, the academic mission of the McIntire Department of Music, and the academic mission of UVA. OCH may be used by a non-University group in accordance with these policies and guidelines if the group is sponsored by a University department. Individuals may not act as sponsors of non-University groups for the purpose of using OCH.

The Old Cabell Hall Auditorium is a recital hall and not a theater. It does not have a backstage, wing space, fly space, orchestra pit, or dressing rooms.

The following are general policies for the use of Old Cabell Hall Auditorium; more specific policies may be discussed with you when you finalize your reservation. Failure to comply with any of the conditions set forth below, or a request of the Production Manager or House Manager, may result in the cancellation of this contract and/or the Renting Organization being banned from future use of the Auditorium.

Billing and Payment: Rates are listed on the fee schedule page of this contract. An invoice for your event will be created and sent out approximately 30 days after your event. Payment is expected within 30 days of receiving the invoice. Late payments will be charged five percent (5%), annualized monthly, and may negatively impact future reservation requests. All invoice fees will be deducted from any box office income before your box office income is disbursed. Rates are subject to change. Checks should be made payable to "McIntire Department of Music". Please put the event name and date in the memo field of the check. Send to: Production Manager, McIntire Dept. of Music, P.O. Box 400176, University of Virginia, Charlottesville, VA 22904-4176

Capacity: Seating capacity of OCH Auditorium is 846. This is the maximum number of people, set by the Fire Marshal, allowed to attend any event in the Auditorium. Any performance involving fifty (50) or more performers must be approved by the Production Manager, in writing, at least a week in advance of the performance.

Cleaning: All Renting Organizations must return the venue to at least the same condition in which they found it. After the event the Ushers provided by the Renting Organization must walk through the Auditorium and lobby and pick up programs, ticket stubs, and small trash left by the audience. All outside contractors (sound, caterers, florists, etc) must remove everything they've brought into the building before the end of your reservation time. The University of Virginia does not provide housekeeping staff on Friday evenings, or on Saturdays or Sundays. Any events contracted for any of those time will be assessed a cleaning fee to cover the scheduling of house keeping staff to clean the restrooms. Events that require additional/unusual clean up by custodial staff will be surcharged for custodial overtime.

Contract Changes & Cancellations: Any and all changes, deletions, or additions to the contract must be approved in writing by the Production Manager no less than 45 days prior to the event and may incur a change of contract fee.

For cancellations with written notification received at least forty-five (45) days prior to the event, half (50%) of the deposit will be refunded (minus any direct costs already incurred). Failure to give this notice will result in the Renting Organization being held responsible for all charges.

The University of Virginia reserves the right to cancel events due to unforeseen or extraordinary events, inclement weather, or other acts or circumstances which, in the judgment of the University, make proceeding with scheduled events dangerous, unreasonably difficult, or impossible. Such events will be reviewed on a case-by-case basis, and every effort will be made to notify the sponsoring organization's representative 24 hours prior to the event.

Damages: In some cases a damage deposit may be required. The renting organization assumes the entire responsibility and liability for losses, damages, and claims arising out of injury, damage, or loss to the building, its contents, the grounds, University of Virginia employees, or to the Organization and/or Organization's guests, invitees, other persons attending the function covered by this reservation, or the Organization's equipment, displays or other property that may result from use by the Organization and/or the Organization's guests, invitees, or other persons attending the function.

Dance: OCH Auditorium is inappropriate for most dance performances. Some low impact dance events may be allowed at the discretion of the production manager but the McIntire Department of Music will no longer be scheduling high impact dance events, dramatically acrobatic dance events, or any event that, even in part, includes multiple people marching or stamping in unison. Nor will any performance be approved that involves hitting anything against the structure (floor or walls) of Old Cabell Hall. Dance floors are required for any dance performance. Please use plastic floor tape with quick release adhesive. A dance floor can be rented from the UVA Dance Committee at <http://www.student.virginia.edu/~dance/index.php?page=dancefloor>

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Decorations: Any decorating, including display items, must be approved by the Production Manager. The use of nails, glue, thumbtacks, duct tape (or ANY kind of tape except Gaffer's tape) on any floor, carpet, seat, wall, ceiling, door, door frame, light fixture, organ pipe, or column is strictly prohibited.

Event Contact: The Event Contact is the person appointed by the Renting Organization, and listed on the contract, who approves all fiscal questions on behalf of the Renting Organization, funnels all questions from the Renting Organization to the Production manager or the House Managers, is at Old Cabell Hall for the entire time of the reservation in case questions need to be addressed, and is accessible even during the performance. The Event Contact must arrive before anyone else from the Renting Organization is allowed into Old Cabell Hall Auditorium, and must remain until all guests / caterers / participants / audience members have left the building.

Fees: Any time an audience is in Old Cabell Hall Auditorium, even if the event is called an "open rehearsal", "masterclass", or "invited dress rehearsal", the event shall be construed as a performance requiring a separate contract and all associated fees. If a group overstays their contracted time they will be assessed a charge for venue time as well as a charge for the venue employees. The charge for the hall is not prorated and is assessed at a flat hourly rate that is dependent on whether the extra time is between 8:00am and 5:00pm Monday through Friday, after normal business hours, or during UVA breaks

FIRE: No smoking or lighting of any flammable substance (including candles or incense) is allowed anywhere in the building at anytime.

Food & Drink: No food or drink (including bottled water) is allowed in OCH Auditorium at any time. No organization may bring food or drink into any other part of the building unless it is approved on their contract (this includes feeding performers at a rehearsal). Receptions may be held in the lobby with the pre-approval of the Production Manager. Catering services must be pre-approved. Food and drink must be kept a safe distance from the lobby murals at all times. The renting Organization is responsible for removing all food waste. Alcohol may only be served in the lobby in accordance with the UVA alcohol policy (this includes an *Approval Request For Alcoholic Beverages On University Property* form signed by the Vice President for Student Affairs) and with the pre approval of the Production Manager.

House Managers (HM): are required for all public events, and for some rehearsals. House Managers are your resource for all safety and building issues, and they have final say in all questions that may arise during your time in the Old Cabell Hall. HMs are required for access during non-business hours. The HMs are not stage hands and do not put out chairs and music stands or do stage changes during the performances.

Instruments: All use of Music Department pianos, organs or harpsichords must be included on the contract. Use of any other Music Department instruments requires the renting Organization to complete instrument use forms provided by the music department. Instrument use may require fees and proof of insurance.

Insurance: All non-university organizations shall provide a certificate of insurance to the Production Manager showing General Liability Insurance with minimum liability limits for bodily injury and property damage of \$1,000,000 per occurrence, to also include coverage for personal injury. "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees and agents" should be shown on the certificate as an additional insured.

If Music Department instruments are to be used, a certificate of insurance must be supplied that will cover the instruments.

Performers: Only the Renting Organization that has signed the contract may perform in Old Cabell Hall Auditorium. Any performance by a guest artist, group, or organization who is not prominently listed on the original contract is prohibited. Approval for having more than fifty (50) performers on stage must be received from the Production Manager at least one week in advance.

Police / Security: The Renting Organization must hire University Police at least one week in advance for large events with security or crowd control issues. Contact the Production Manager for additional information.

Reservation Time: The reservation time must include all activities related to the production, including rehearsal, load-in, set-up, lighting, strike, cleanup, and lock up. Load in (including sound contractors) will not begin prior to reservation time. Any hours used by OCH management to facilitate the Renting Organization's event will be counted as part of the reservation time, even if the Renting Organization is not in attendance. The Basic Event Cost covers up to the first seven hours of OCH use. The Renting Organization will be charged per hour for any use beyond seven hours. The OCH management reserves the right to use the facility between specifically contracted reserved times, therefore no items may be left in OCH at any time when rent is not being paid.

Reserving the Auditorium: The Auditorium will be considered reserved only when the basic event fee (either as a check or PTAO #) and a fully-completed contract have been received and approved by the McIntire Department of Music. Approval may require an on-site appointment with OCH management. This contract can only reserve the OCH Auditorium and Lobby. No other rooms in OCH are associated with this reservation. We do not guarantee that we will be able to provide any student workers that are not arranged for on the original contract and we will not attempt to schedule any additional student workers within seven days of an event. This includes attempting to arrange last minute additions of Recording Techs, Box Office Clerks, and House Managers.

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2007 / 2008 Old Cabell Hall Contract Addendum

Responsibility: The Renting Organization is fully responsible for all actions and activities of their performers, production personnel, ushers, security personnel, and any other people associated with the presentation of their event in OCH. The Renting Organizations is responsible for

informing their employees, performers, volunteers, and all other people associated with the event of the rules and regulations of this contract.

Seating Patrons: Do not tell any patrons (even if they are members of the Renting Organization) that: they can be seated in the Auditorium before the doors open to the public, they don't need tickets for a ticketed event, they can arrive late and be seated immediately, or they can reserve seats in a general admission show without clearing it in advance with the Old Cabell Hall Production Manager or your House Manager.

Sound System: The OCH Auditorium does not provide a sound system or PA system. Please call facilities management or an independent contractor.

Stage Floor: The Renting Organization may be required to protect the stage floor under stands, platforms, speaker stacks, and other equipment. This protection may be carpet or tarpaulin but may not be tacked or stapled to stage; duct or fabric tape is not allowed. Dance floors are required for all dance performance. Please use plastic floor tape with quick release adhesive.

Stage Lights: No one is allowed to touch, focus, aim, or gel the OCH Auditorium stage lights. The Renting Organization will pay a minimum of \$1,000 to bring in the OCH Auditorium lighting contractor to reset the entire lighting grid if any lights have been tampered with.

Storage: OCH does not have any storage space, backstage space or wing space available for the Renting Organization. Any items that are brought in early or left after the contracted time shall be construed as a violation of the original contract as well as an agreement to extend the rental contract. The Renting Organization will be billed for the venue time that is consumed by said items, however the McIntire Department Of Music and the University of Virginia shall not be liable for the security of said items.

Publicity Material/ Program: All publicity material (posters, flyers, ads, press releases, web pages, etc) for any event in Old Cabell Hall must be approved by the McIntire Department of Music Director of Promotions before it is mass produced, distributed, or published. A copy of the program must be provided to the Director of Promotions at least two weeks prior to the event.

Tickets: All events in Old Cabell Hall Auditorium occurring when fall or spring classes are in session, that will be selling tickets, must use the Old Cabell Hall Box Office as their primary box office. The basic box office fee is for general admission tickets. Selling tickets at other outlets or selling reserved seating tickets must be agreed upon in advance. Box office hours are noon until 5:00pm Monday through Friday when classes are in session for the Fall and Spring semesters, and two hours before the event on the night of the show. The Box Office will not handle unpaid will-call tickets for the Renting Organization. The Event Contact must be available at the Box Office to answer patron questions about complimentary tickets on the night of the event.

Please do not issue discount letters, free ticket vouchers, complimentary ticket vouchers or any other similar device without first receiving approval from the box office and providing the box office with a sample copy.

All fees due to the McIntire Department of Music will be deducted from any ticket revenues collected by the Old Cabell Hall Box Office. Invoices for the use of Old Cabell Hall Auditorium are usually created at least thirty days after an event, therefore there is a minimum of thirty days between any event and the processing of potential ticket revenues by the Music Department. If the Renting Organization does not have a university PTAO, or a UVA Fund Account from the Alumni Association, then to receive box office income they must register as a vender with UVA Procurement services to have a check processed by the UVA General Accounting Office. Processing a check may add two to four weeks to your payment time. To register as a vender go to [HTTPS://WWW.PROCUREMENT.VIRGINIA.EDU/FORMS/USVENDORREGFORM.HTML](https://www.procurement.virginia.edu/forms/usvendorregform.html)

Ushers: All non Music Department Renting Organizations must provide ushers to enforce the rules specified in this agreement. A list of ushers must be provided to the HM one week prior to the event. Two ushers are required for the first 100 people expected and 1 for each additional 100. Ushers must report to the HM 45 minutes prior to the event for training. Ushers must stay at their appointed posts for the entire duration of the concert. If Ushers leave their posts they may incur a *Failure To Provide Ushers* charge for the Renting Organization. Ushers and the rental Organization must adhere to the instructions given to them by the HM and must enforce all the rules of OCH.

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