

Tempe Center for the Arts



Photo by Ryan and Denise Photography

Performances

The **Tempe Center for the Arts** (TCA) is one of the finest venues in Arizona for hosting a variety of production events – a jewel in the crown of a city known for its support of the arts. The magnificent Tempe Center for the Arts facility was designed by Tempe-based Architekton and award-winning Barton-Myers Associates of Los Angeles. The 88,000 square-foot facility features the 600-seat Theater, 200-seat Studio black box theater and the Lakeside room—the ultimate room with a view—which overlooks Tempe Town Lake, the Papago Buttes and Camelback Mountain.

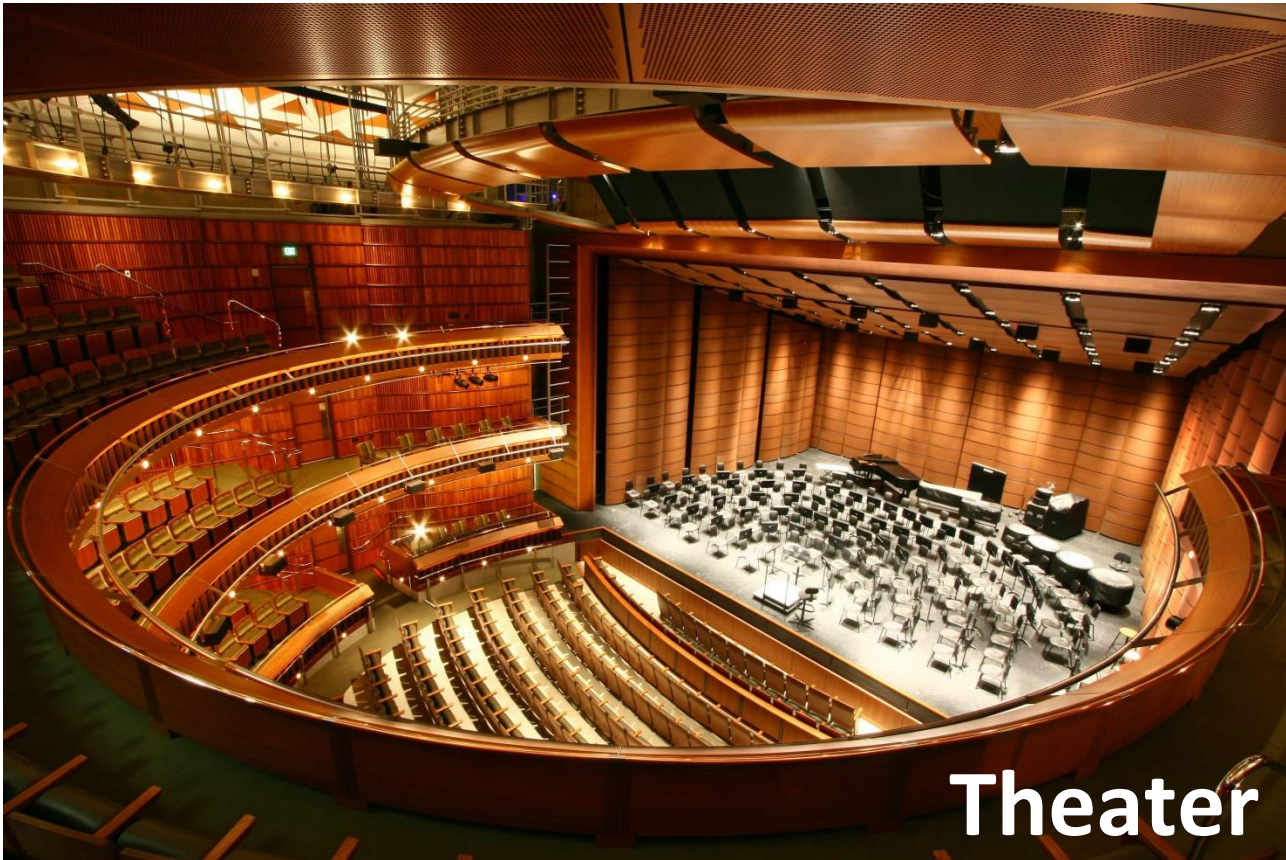


Photo by Michael Masengarb

Seating capacity 600 // Dressing room capacity 35

Features

- Intimate atmosphere – maximum 53’ seat distance from stage
- Superior acoustics – featuring electro-acoustic audio system
- 40’ x 40’ or larger stage
- Repertory light plot, in-house audio system

	Commercial Rate	Non-Commercial Rate
Event Day - single performance (load-in begins 8 a.m.)	\$1,350	\$1,080
Additional event(s) on Event Day - Per additional event	\$675	\$540
Non-Event Day (rehearsal/load-in)	\$1,012	\$810
Overtime (per hour) – Use prior to 8 a.m. / after Midnight	\$175	\$140
Weekly maximum / 8 performances or fewer*	\$6,750	\$ 5,400

*Additional performances in the same week will be charged at Event Day rate.



Seating capacity 220 or 257 with flat floor conversion // **Dressing room capacity** 25

Features

- Black box theater for ultimate flexibility
- Optional flat floor, end stage, thrust stage, and in-the-round seating configurations
- Repertory light plot, in-house audio system

Note: \$500 surcharge for floor conversion

	Commercial Rate	Non-Commercial Rate
Event Day - single performance (load-in begins 8 a.m.)	\$450	\$360
Additional event(s) on Event Day - Per additional event	\$225	\$180
Non-Event Day (rehearsal/load-in)	\$340	\$270
Overtime (per hour) – Use prior to 8 a.m. / after Midnight	\$175	\$140
Weekly maximum / 8 performances or fewer*	\$2,250	\$ 1,800

*Additional performances in the same week will be charged at Event Day rate.



Photo by Michael Ging

Seating capacity 200 // Dressing room capacity 6

Features

- 180 degree view of Tempe Town Lake
- Optional in-house audio system
- Preset theatrical lighting
- Single level floor

	Commercial Rate	Non-Commercial Rate
Hourly – per hour charge, minimum 2 hours	\$500	\$400

*Rental includes two hours of preparation and one of strike time at no additional charge.

Production Labor

Clients obtain production labor through a third party, which includes sound technicians, light technicians, stage hands, etc. A resource list of companies familiar with the TCA is available. Rental of the Tempe Center for the Arts for a production includes access to a production supervisor. The production supervisor can answer technical questions, provide direction regarding TCA equipment and assist in troubleshooting TCA systems.

Production Equipment Rental

The TCA has a variety of production equipment available for rent such as a projector and projection screen (\$200) and wireless microphones (\$75 each). You may contact the event manager for a complete list of all available equipment.

Ticketing

Per policy, the TCA box office provides all ticketing services for events. The box office can accommodate various ticketing options including discount codes, pricing tiers and consignment tickets for distribution, as desired. Tickets are available to patrons online, in person and by phone. Fees (generally paid by the patron) range from \$1 to \$3 per ticket.

Events without an admission fee may be required to print free tickets to account for room capacity. Free tickets may be distributed by the client ahead of an event or on the day of the event. The ticket printing fee is \$0.20 per ticket.

Marketing

The TCA provides opportunities to promote events across multiple platforms to increase visibility. Opportunities include the TCA website, event calendar, event brochures, weekly email and facility posters.

Merchandise Sales

Merchandise may be sold in conjunction with performances provided your organization secures a State of Arizona sales tax license (available for \$60/year) and settles with the TCA at the end of the event (10% of net sales goes to the TCA). Non-profit organizations do not require a sales tax license.

Lobby Use

Most often, several different events will be taking place on a given day at TCA, therefore the lobby is a shared space for all. Each performance venue has an area for a few banquet tables, as needed. If exclusive use of the lobby is desired, it may be rented it out for an additional charge, pending availability.

Concessions and Catering

For most public, ticketed performances, the TCA provides snacks and beverage concessions pre-show and at intermission in the lobby. Catering is available from the TCA's exclusive catering partners for social events or large backstage foodservice needs.

TCA Front of House Staffing

TCA front of house staff members oversee guest services for events. Venue rentals include a TCA house manager (manager-on-duty).

All rates per hour, three hour minimum.

Position	Price per hour	Scheduled availability
House manager	Included (Overtime hours may apply)	2 hours prior/1 hour after event time
Assistant house manager	\$17.00	1.5 hours prior/1 hour after event time
Patron service representative (Usher)	\$15.00	1 hour prior/0.5 hour after event time

Patron service representative (usher)

Ushers are required for the safety of your guests. The chart below details the necessary number of ushers needed for your event. Client volunteers may substitute for up to half of the number needed.

Theater	
Levels open	Ushers required
Orchestra level (350 seats)	4
Balcony 1 (150 seats)	2
Balcony 2 (100 seats)	2
All 3 levels open	8 total ushers

Studio	
Levels open	Ushers required
Orchestra level (170 seats)	2
Balcony (36 seats)	1
Both levels open	3 total ushers

Lakeside	
Number of ushers required*	1

**Some events require more managers and/or ushers depending on type of event.*

THE EVENT PROCESS

1. Booking Request Form

Fill out our Booking Request Form at www.tempecenterforhearts.com/about/facility-rental/booking-request-form. Availability is limited, so be prepared with alternate dates and a clear sense of the scope of your event and its timeline. Note: The best opportunity for date availability is by inquiring 12-18 months in advance.

2. Securing the Date

TCA will respond to your inquiry within 2 business days. If your desired date(s) appears open and your performance or event is compatible with the venue, you may place a 14-day courtesy hold to allow time to investigate all aspects of holding an event at TCA.

3. License Agreement

After an application is submitted, TCA will issue a license agreement (contract) within 14 days.

4. Confirming Booking – items due within 14 days of date agreement issued

- Signed license agreement.
- Deposit payment (listed on the license agreement, made by check or credit card).

5. Submitting Details – items due at least four months prior to event date

- Marketing submissions, including text and images for supplemental event promotion.
- For ticketed events, a completed box office application.
- For performances and events requiring catering services, a separate signed agreement with a TCA approved caterer.
- For events with private bar service, a separate signed agreement with TCA.
- Discussion of desired audience services, concessions, and any additional needs.

6. Finalizing Details – items due at least 45 days prior to event date

- Final walk through confirming the logistics, schedule, front of house services, technical elements and desired equipment with the TCA event specialist and production specialist.
- Final payment on the balance due to TCA.
- Submission of a \$2 million certificate of insurance, naming the City of Tempe as additional insured.

7. Settlement

A settlement of any outstanding rental fees, labor and equipment expenses and box office revenue will be completed following your performance or event. This process takes approximately 30 calendar days.

For ticketed events and performances:

- The TCA completes a preliminary settlement and withholds all incurred expenses from box office receipts.
- The TCA issues a check for net revenue within 20 business days or sends a final invoice requesting the balance due.

For more information, please contact:
TCAEvents@tempe.gov

TCA production event team: Seth Willey ▪ Amy Gentile ▪ Kathleen Dooner ▪ Sally Garrison
▪ Kara Osburn ▪ Kelly Taylor