

# Tempe Center for the Arts



## Performances

**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 building 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.

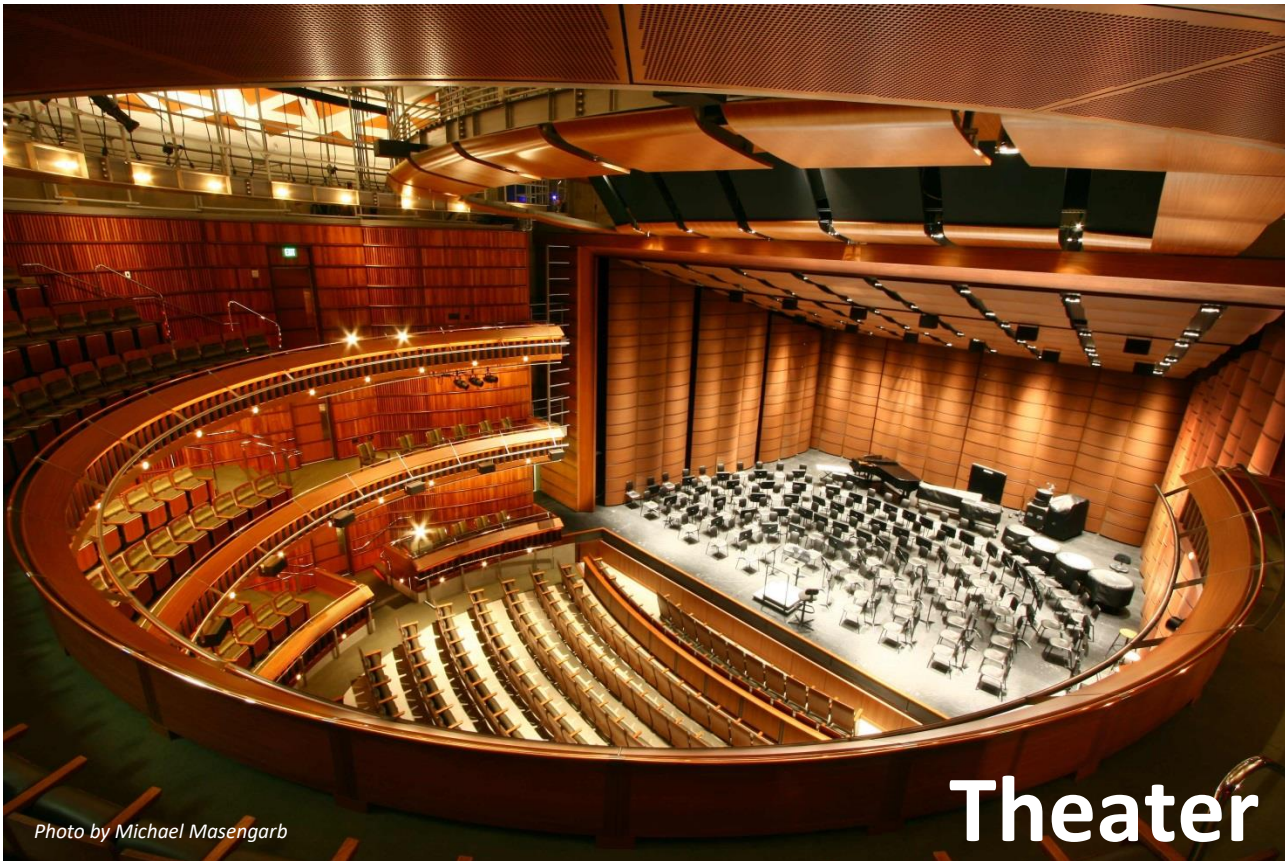


Photo by Michael Masengarb

# Theater

Seating capacity 600 // Dressing room capacity 35

## Features

- Intimate atmosphere – maximum 55' seat distance from stage
- Superior acoustics – featuring an electro-acoustic audio system
- Up to 44' x 50' stage area
- Repertory light plot and in-house audio system<sup>1</sup>

	Commercial Rate <sup>2</sup>	Non-Commercial Rate <sup>2</sup>
<b>Event Day</b> - single performance (load-in begins 8 a.m.)	\$1,350	\$1,080
<b>Additional event(s) on Event Day</b> - Per additional event	\$675	\$540
<b>Non-Event Day</b> (rehearsal/load-in)	\$1,012	\$810
<b>Overtime</b> (per hour) – Use prior to 8 a.m. / after midnight	\$175	\$140
<b>Weekly maximum<sup>3</sup></b> / 8 performances or fewer	\$6,750	\$ 5,400

<sup>1</sup> For more information, see Theater Technical Information sheet.

<sup>2</sup> \$1,000 minimum venue fee.

<sup>3</sup> Additional performances in the same week will be charged at Event Day rate.

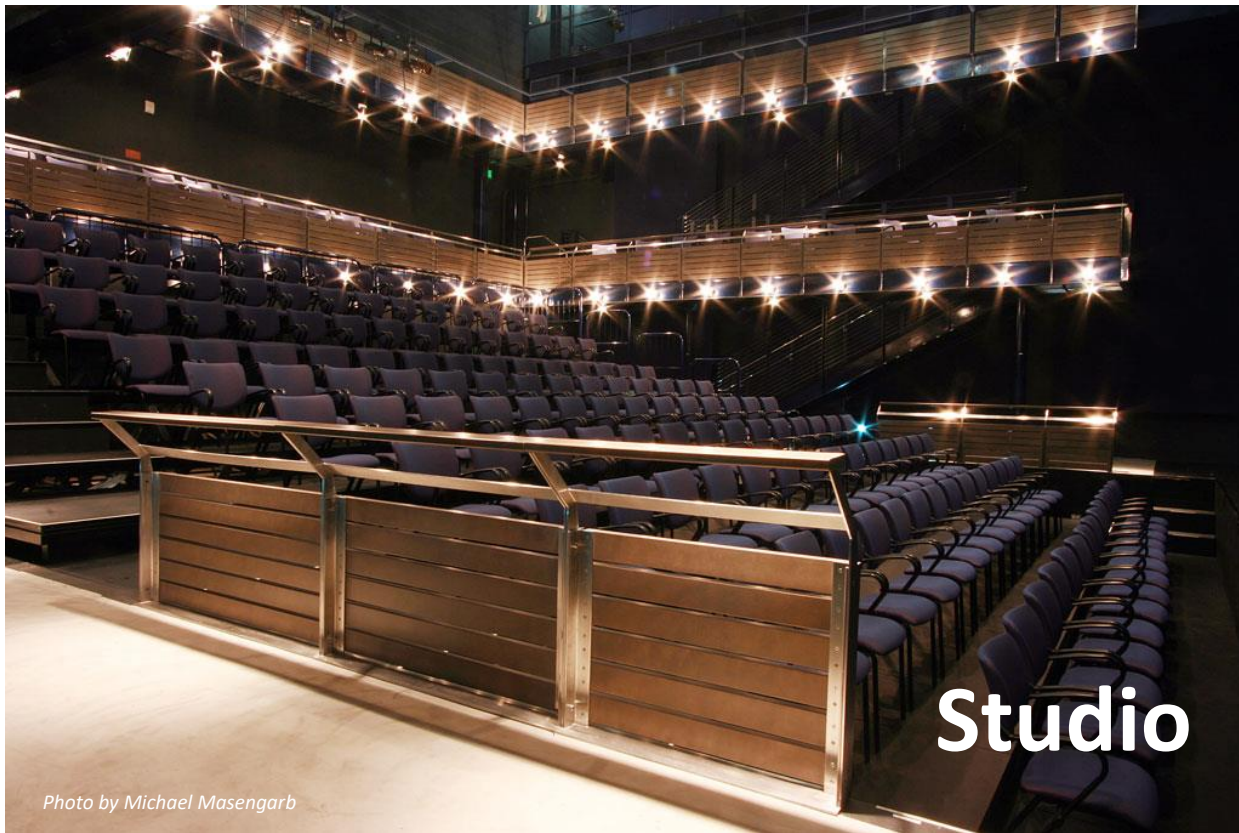


Photo by Michael Masengarb

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

## Features

- Black box theater – providing ultimate flexibility
- Optional flat floor, end stage, thrust stage, and in-the-round seating configurations<sup>1</sup>
- Repertory light plot and in-house audio system<sup>2</sup>

	<b>Commercial Rate<sup>3</sup></b>	<b>Non-Commercial Rate<sup>3</sup></b>
<b>Event Day</b> - single performance (load-in begins 8 a.m.)	\$450	\$360
<b>Additional event(s) on Event Day</b> - Per additional event	\$225	\$180
<b>Non-Event Day</b> (rehearsal/load-in)	\$340	\$270
<b>Overtime</b> (per hour) – Use prior to 8 a.m. / after midnight	\$175	\$140
<b>Weekly maximum<sup>4</sup></b> / 8 performances or fewer	\$2,250	\$ 1,800

<sup>1</sup> \$500 surcharge for floor conversion.

<sup>2</sup> For more information, see Studio Technical Information sheet.

<sup>3</sup> \$1,000 minimum venue fee.

<sup>4</sup> Additional performances in the same week will be charged at Event Day rate.



Photo by Michael Ging

# Lakeside

Seating capacity 200 // Dressing room capacity 6

## Features

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

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	Commercial Rate <sup>1</sup>	Non-Commercial Rate <sup>1</sup>
<b>Hourly fee<sup>2</sup></b> – minimum 2 hours	\$500	\$400

<sup>1</sup> \$1,000 minimum venue fee.

<sup>2</sup> Rental includes two hours of preparation and one hour of strike time at no additional charge.

## **Production Labor**

TCA clients obtain professional production labor through a third party, which includes sound technicians, light technicians, stagehands, etc. A resource list of companies familiar with TCA is available. A production supervisor will be onsite to answer technical questions, provide direction regarding TCA equipment and assist in troubleshooting TCA systems.

## **Production Equipment Rental**

TCA has a variety of production equipment available for rent such as wireless microphones, a projector and projection screen. Please see the full equipment list for more options.

## **Ticketing**

Per operating policy, the TCA box office provides all ticketing services for events. The box office can facilitate various ticketing options including discount codes, pricing tiers and pre-sales, 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. Clients are responsible for taxes on ticket revenue for commercial events.

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

## **Marketing**

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. Fees may apply.

## **Merchandise Sales**

Merchandise may be sold in conjunction with performances provided your organization secures a State of Arizona TPT license (with a city of Tempe endorsement) and settles with TCA at the end of the event (10% of net sales goes to the TCA). Non-profit organizations do not require a TPT license.

## **Lobby Use**

Often, several different events take place on a given day at TCA, therefore the lobby is a shared space for all. Each performance venue has a small, dedicated area for check-in, information or merchandise tables. 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, 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.

## **Parking**

The adjacent third-party parking garage may be available and operates on a first come, first served basis. Fees may apply.

## **Health and Safety**

TCA adheres to and promotes all federal, CDC, state, and local guidelines and directives for the health and safety of its clients and guests. Policies may impact venue capacities, event start times, social distancing, number of necessary TCA staff and final costs.

## TCA Front of House Staffing

TCA front of house staff members provide safety and 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	Schedule
House Manager	Included (overtime hours may apply)	2 hours prior to/1 hour after event time
Assistant House Manager	\$18.00	1.5 hours prior to/1 hour after event time
Patron Service Representative (Usher)	\$16.00	1 hour prior to/0.5 hour after event time

### Patron Service Representatives

Ushers are required for the safety of guests. The chart below details the necessary number of ushers needed for an event.<sup>1</sup>

Theater	
<b>Levels open</b>	<b>Ushers required</b>
Orchestra and Parterre level (350 seats)	4
Balcony 1 (150 seats)	2
Balcony 2 (100 seats)	2
All 3 levels open	8 total ushers

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

Lakeside	
<b>Levels open</b>	<b>Ushers required</b>
Floor level	1

<sup>1</sup> Additional assistant house managers and/or ushers may be required depending on event needs or health and safety requirements.

## The Event Process

### 1. Submitting an Inquiry

Fill out our Contact Us form at [www.tempecenterforthearts.com/about/facility-rental/booking-request-form](http://www.tempecenterforthearts.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: TCA will not accept rental requests for dates that are less than 60 days from when the form is submitted.

### 2. Holding the Date

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

### 3. Completing an Application

You may request an application during the hold to move forward in the booking process. After the application is submitted, TCA will issue a license agreement (contract).

### 4. Confirming Booking – items due two weeks after the agreement is issued

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

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

- A certificate of insurance, naming the City of Tempe as additional insured.
- Marketing submissions, including text and images for supplemental event promotion.
- For ticketed events, a completed box office form and W-9 form.
- For performances, securing of 3<sup>rd</sup> party production labor and a completed Production Info Sheet.
- For performances and events requiring catering services, a separate signed agreement with a TCA catering partner.
- 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 scheduled by this date, which will consist of confirming logistics, schedules, front of house services, technical elements and desired equipment with a TCA Event Representative and/or Production Lead.
- Final payment on the balance due to TCA.

### 7. Settling the Event

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 more information, please contact:  
TCAEvents@tempe.gov