



## FEE SCHEDULE

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# Franklin Park Arts Center

COUNTY OF LOUDOUN

Department of Parks, Recreation and Community Services



**Loudoun County community arts organizations will have the first opportunity to book the Arts Center, as described below, until the deadline passes for the current booking period. Once this deadline has passed, bookings will be open to all groups as outlined below:**

- Any performing and/or visual artists or arts group requesting booking dates for either the *Summer Season* (July 1 through Aug 31) or the *Regular Season* (September 1 through June 31), will be held by the FPAC Manager until the respective booking deadline passes to allow all groups equal opportunity to request booking dates. At that time, negotiations will take place to fit as many events into the schedule as possible (as noted above, booking priority will be given to Loudoun County arts organizations), with a negotiated schedule finalized not later than 30 days after the close of the respective booking period. Special exceptions may be made for groups who desire to book the facility more than 12 months in advance, at the discretion of the FPVPAC manager.
- Any performing and/or visual artists or arts group requesting schedule dates for the current booking season, after the booking deadline has passed, will be booked immediately, if and when space permits, and after all other negotiated requests have been finalized.
- For-Profit and other county organizations requesting use of the facility for non-arts related use will be permitted to request the facility up to six months in advance. Requests will be considered on a case by case basis as schedule permits, at the discretion of the manager and will be finalized no later than 3 months prior to the requested date of use.
- **To Book the Arts Center:** Call 540-338-7973 and ask to fill out a booking request form by phone. Or e-mail your initial request to the FPAC Manager at [jeff.stern@loudoun.gov](mailto:jeff.stern@loudoun.gov)

Any group or individual having had their booking request signed by the manager and a deposit paid (when applicable), will not be bumped. There may be exceptions for unscheduled maintenance reasons, or unless the requesting organization/individual has agreed to the change. The Arts Center cannot guarantee replacement dates for weather cancellations or other site or facility related emergencies requiring the cancellation of all or a portion of a booking contract. See 'Deposits/ Refunds' for additional information.

### **DEPOSIT/REFUND POLICY**

A 25% deposit may be required with all reservations (10% = non-refundable, 15% = refundable provided that the Center receives a cancellation notice in writing no later than 90 days in advance of the date originally reserved), rehearsals not included. The balance (75%), if applicable, is due within thirty (30) days of the performance.

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<b>AUDITORIUM RENTAL</b>					
Auditorium Rental refers to dedicated use of the stage, auditorium, lobby(excluding Gallery Wall space), concessions and box office areas (during performances only), Green Room, Dressing Rooms.					
<b>ACTIVITY:</b>	<b>PERFORMANCE</b> (i.e. concert, play, etc.)		<b>NON-PERFORMANCE</b> (i.e. lecture, class, etc.)		Rehearsal Only
<b>User Groups:</b>	<b>Loudoun County Residents and Non- Profit Organizations</b>	<b>Loudoun County For- Profit Organizations</b>	<b>Loudoun County Residents and Non- Profit Organizations</b>	<b>Loudoun County For- Profit Organizations</b>	<b>Loudoun County Residents and Non- Profit Organizations</b>
<b>Fees:</b>	\$2.50 per seat sold. (50 seat minimum per performance booked)  <i>Four hours of Tech Rehearsal per performance booked. ( See Technical Policies for more information)</i>	\$300 per hour ( 3 hour minimum)	\$75 per hour (3 hour minimum)	\$200 per hour (3 hour minimum)	\$50 per 3 hour block plus applicable facility fees. No technical support provided.
<b>Included In Rental:</b>	<ul style="list-style-type: none"> <li>○ Publicity in the Arts Center’s area- wide marketing campaign (if booked by April 1 deadline)</li> <li>○ Access to the Box Office/ Ticket window area ( see ‘Additional Fees’ for more information)</li> <li>○ Access to the concession area (see ‘Additional Fees’ for more information)</li> <li>○ Use of Sound, Lighting System and one operator included</li> <li>○ Renter is responsible for applicable facility or technical fees. (See ‘Additional Fees’)</li> </ul>		<ul style="list-style-type: none"> <li>○ Publicity in the Arts Center’s area- wide marketing campaign ( if booked by April 1 deadline)</li> <li>○ Access to the Box Office/ Ticket window area ( see ‘Additional Fees’ for more information)</li> <li>○ Access to the concession area (see ‘Additional Fees’ for more information)</li> <li>○ Use of Sound, Lighting System and one operator included</li> <li>○ Renter is responsible for applicable facility or technical fees. (See ‘Additional Fees’)</li> </ul>		
<b>NOTES:</b>					
<ul style="list-style-type: none"> <li>● Out of County individuals and organizations are subject to the PRCS fee policy of a 50% surcharge added to the standard fee.</li> </ul>					

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<b>LOBBY/ GALLERY RENTAL</b>				
<b>ACTIVITY</b>	<b>GALLERY RENTAL</b> Use of the gallery walls <u>only</u> .		<b>LOBBY RENTAL</b> Use of the lobby area, does not include use of gallery walls.	
<b>User Groups:</b>	Loudoun County <b>Residents and Non- Profit</b> Organizations	Loudoun County <b>For- Profit</b> Organizations	Loudoun County <b>Residents and Non- Profit</b> Organizations	Loudoun County <b>For- Profit</b> Organizations
<b>Fees:</b>	\$100.00 per week (3 week minimum)	\$200.00 per week (3 week minimum)	\$50 per hour (2 hour minimum)	\$100 per hour (2 hour minimum)
<b>Included In Rental:</b>	<ul style="list-style-type: none"> <li>○ Includes 2 hours of exclusive lobby time for ‘exhibit opening’ event.</li> <li>○ Publicity in the Arts Center’s area-wide marketing campaign (if booked by the April 1 deadline.)</li> <li>○ Access to the box office /ticket window area (see ‘Additional Fees’ below for more box office options)</li> <li>○ Access to the concession area (see Concessions below for more information)</li> <li>○ Exhibition Installation week the 2 days before the exhibit opens beginning no earlier than 9am weekdays only.</li> <li>○ Renter is responsible for applicable facility or technical fees. (See ‘Additional Fees’)</li> </ul>		<ul style="list-style-type: none"> <li>○ Publicity in the Arts Center’s area- wide marketing campaign (If booked by April 1 deadline), if desired.</li> <li>○ Use of 4 tables, 15 chairs and the lobby sound system for music. (Microphone usage or additional amplification is additional).</li> <li>○ Renter is responsible for applicable facility or technical fees. (See ‘Additional Fees’)</li> </ul>	
<p style="text-align: center;"><u><b>To Book the Arts Center:</b></u></p> <p style="text-align: center;">Call 540-338-7973 and ask to fill out a booking request form by phone. Or e-mail your initial request to the FPAC Manager @ <a href="mailto:jeff.stern@loudoun.gov" style="color: white;">jeff.stern@loudoun.gov</a></p>				

## GREEN ROOM LEVEL ROOM RENTALS

<b>ACTIVITY</b>	<b>GREEN ROOM USE <u>only</u></b>		<b>GREEN ROOM <u>and</u> TWO DRESSING ROOMS</b>	
<b>User Groups:</b>	Loudoun County <b>Residents and Non- Profit</b> Organizations	Loudoun County <b>For- Profit</b> Organizations	Loudoun County <b>Non- Profit</b> Organizations	Loudoun County <b>For- Profit</b> Organizations
<b>Fees:</b>	\$13 per hour (2 hour minimum) plus applicable facility or technical fees. (See ‘Additional Fees’)	\$26 per hour (2 hour minimum) plus applicable facility or technical fees. (See ‘Additional Fees’)	\$26 per hour (2 hour minimum) plus applicable facility or technical fees. (See ‘Additional Fees’)	\$52 per hour (2 hour minimum) plus applicable facility or technical fees. (See ‘Additional Fees’)

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## ADDITIONAL FEES AND SERVICES

<p><b>BOX OFFICE AREA USAGE</b></p> <ul style="list-style-type: none"> <li>○ Box office may only be staffed with PRCS/FPVPAC approved staff and/or volunteers as determined by the FPVPAC manager at the time of the booking.</li> <li>○ The FPVPAC can manage your auditorium rental box office needs for a fee of \$50 per performance week. The fee includes: handling calls and making lists of patrons for will-call ticket sales, if desired.</li> </ul>	<p><b>CONCESSION AREA USAGE</b></p> <ul style="list-style-type: none"> <li>○ Concessions, when available, can only be sold by FPVPAC approved staff and/or volunteers, or by a PRCS-approved vendor, or by other entities which have made prior arrangements with either FPVPAC or PRCS.</li> <li>○ A percentage of up to 20% of all concessions and merchandise sold or provided for sale by renters may be required by FPVPAC and will be determined on a case by case basis at the time of booking by the FPVPAC manager.</li> <li>○ Groups selling their own concessions must know and be in compliance with all applicable Loudoun County Department of Health code regulations regarding food preparation.</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Facility Supervisors</td> <td style="width: 50%;">\$14 per hour per Facility Supervisor required.</td> </tr> <tr> <td>Baby Grand Piano</td> <td>\$40 per day (or any part of the day)</td> </tr> <tr> <td>Electric Piano</td> <td>\$20 per day (or any part of the day)</td> </tr> <tr> <td>Upright Piano</td> <td>\$20 per day (or any part of the day)</td> </tr> <tr> <td>Installed Stage lighting System Use</td> <td style="text-align: center;">\$50 per day</td> </tr> <tr> <td>Sound and Lighting System operators</td> <td>\$20 per hour per operator required Operator must be provided by Arts Center</td> </tr> <tr> <td>Installed Sound System Use</td> <td style="text-align: center;">\$50 per day</td> </tr> <tr> <td>Tables</td> <td style="text-align: center;">\$5 each per day (or any part of the day)</td> </tr> <tr> <td>Folding Chairs (up to 100)</td> <td style="text-align: center;">\$1 each per day (or any part of the day)</td> </tr> <tr> <td>Portable Lighting System</td> <td style="text-align: center;">\$150 per day Renter must sign damage waiver.</td> </tr> <tr> <td>Portable Sound System</td> <td style="text-align: center;">\$150 per day Renter must sign damage waiver</td> </tr> </table>	Facility Supervisors	\$14 per hour per Facility Supervisor required.	Baby Grand Piano	\$40 per day (or any part of the day)	Electric Piano	\$20 per day (or any part of the day)	Upright Piano	\$20 per day (or any part of the day)	Installed Stage lighting System Use	\$50 per day	Sound and Lighting System operators	\$20 per hour per operator required Operator must be provided by Arts Center	Installed Sound System Use	\$50 per day	Tables	\$5 each per day (or any part of the day)	Folding Chairs (up to 100)	\$1 each per day (or any part of the day)	Portable Lighting System	\$150 per day Renter must sign damage waiver.	Portable Sound System	\$150 per day Renter must sign damage waiver
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