

DELIVERIES AUDITORIUM ITEM FEES, REGULATIONS, AND POLICIES

EQUIPMENT:

Usage Fees;

Tables.....	\$25.00	
Riser.....	25.00	
Runway.....	50.00	Exh. Hall 100.00 Main Arena
Barricade.....	150.00	
Bicycle Racks.....	25.00	
Pipe & Drape.....	25.00	
Telephone.....	10.00	(per phone)
Stanchions.....	25.00	
Key.....	10.00	

STAGE RELATED EQUIPMENT:

Usage Fees;

Stage Lighting System	.\$100.00	Main Arena
Sound System (2 mics)	\$100.00	Exh.Hall / \$250.00 Main Arena
Additional Mics	10.00	ea.
Monitors and Side Fills...	20.00	ea
Operator at prevailing rate		
Spotlight	75.00	ea
Operator at prevailing rate		
Upright Piano	75.00	(does not include tuning)
Grand Piano	150.00	(does not include tuning)
Lectern with Mic.....	25.00	
Mirror Ball	50.00	
Extension Cords	10.00	ea (if available)
Stagehand Labor.....	At prevailing rates	

Riders, Liability Insurance, and Stage related needs are due no later than 2 weeks in advance of the event.

Rental, Deposits, etc.

Main Arena Rental Rate ...\$1,500.00 minimum, 10% of Gross ticket sales not to exceed \$2,900.00.
Deposit..... 1,000.00 (non-refundable)

Exhibition Hall Rental Rate.\$ 600.00
Deposit..... 300.00 (non-refundable)

Licenses:

Concert Business License \$200.00 City \$16.50 County
License costs vary depending on the event type.

Taxes:

10 % Sales Tax

* Non-profit organizations whose ticket sales do not exceed \$25,000.00 are not required to pay sales taxes and purchase a business license.*

CONCESSIONS:

Novelty Sales 10% sales taxes;
80/20 hall split (off of net). All novelty sales must have prior approval from Auditorium management.

Booth Rental.....	To be determined at contract
Caterer fee	50.00
Plastic Covering for Tables (Cabaret Set-Up).....	50.00
Bartenders	65.00 ea 4 hour min.
Waiter Staff	65.00 ea 4 hour min
Supervisor	75.00 ea 4 hour min
Coat Checker	50.00 ea 4 hour min
Ice (44 gal)	25.00
Bar Corkage Fee	\$350.00 (paid up front)

ALCOHOLIC BEVERAGES

No one will be allowed to bring in alcoholic beverages onto the premises. All alcoholic beverage concerns/needs must be directed to the Concession Supervisor at the time of booking.

EVENT SET-UPS

All event set-ups/floor plans are due no later than 10 business days prior to the event. If not received by the aforementioned time you will have to accept the house set-up. Any changes to a set-up will be reviewed and contingent on the discretion of management. Approved set-up changes will incur a minimum fee of \$150.00.

All set-ups involving Auditorium Equipment must be handled by the Auditorium employees.

SITE INSPECTIONS

By appointment only.

All deliveries for an event need prior approval (from Auditorium Management) before they are shipped to our facility.

ITEMS LEFT AFTER EVENTS

The Auditorium cannot be responsible for items that are left from events. All items that are left must have prior approval.

EVENT STAFFING (4hr. min.)

Security Guard.....	\$10.00 an hour
Doormen (during events, rehearsals and set-ups).....	\$25.00 ea.
Ticket Takers	35.00 ea
Police Officers	100.00 ea
Head of Security	75.00 ea
Ushers (group).....	100.00 Min.

Please note that other security may be required depending on your events needs.

DECORATING

All decorations and hanging of signs must have prior approval.

BOX OFFICE CHARGES

Cashiers..... 60.00 ea (4 hour min.)
Supervisor 75.00
Ticket Set-up 250.00
Ticket Printing11 per ticket printed
Facility Fee.....1.00 per each ticket sold

All authorized prepulls are to be returned by 2 business days prior to the event or taxes will be collected on all tickets not returned.

*** Ticketmaster checks are mailed to the Auditorium on Fridays ***

Postage Charges

All events that require postage for mail outs will be charged the following:
\$50.00 fee plus cost of postage.

FIRE DEPARTMENT REQUIREMENTS

(See additional information)

All lessees using smoke machines, haze machines, pyro and any apparatus/machine fueled by gas, propane, etc. must have Fire department approval before these items can be brought into the facility.

Special Power Usage\$100.00
Circus Clean-up Fee 250.00
Special Water Usage Lessee must contact Birmingham Water Works and Birmingham Fire Department for permits and water meters.

FAXES AND COPIES

Faxes received \$ 2.00 for 1st page
1.00 each additional page
Faxes sent out local \$ 2.00
Faxes sent Long Distance \$ 4.00 for 1st page
2.00 each additional page
Copies made \$.20 per copy

