

**PORTLAND COMMUNITY COLLEGE SYLVANIA PERFORMING ARTS CENTER**

**PAC Facility and Equipment Fee's:**

Rate Sheet – effective – August 1, 2018

**Base Rental Rate includes:**

**PAC Auditorium (Aud) & Lobby:**

- 380-seat auditorium, stage, lobby, 2 dressing room
- Basic Rep plot lighting (100+ lights)
- Up to 4 microphones
- Green Room access
- Access to 8 standard size 6' banquet tables
- Access to 50 chairs

**PAC Little Theatre (CT 201 - LT):**

- 100-seat configurable room (no backstage)
- 100 fold out seats (with a 10 ft stage)
- Basic Rep plot lighting (25+ lights)
- Up to 1 microphone and 2 speakers
- Lectern

**PAC Lobby:**

- 75 seats with no tables
- 55 seats with 8 tables
- Access to 8 standard size 6' banquet tables
- Up to 1 microphone and 2 speakers
- Lectern

**Commercial Rates:  
PERFORMANCE**

Location	Rate
PAC Aud	\$900 /day
PAC Lobby	\$300 /day
PAC Courtyard	\$500 /day
PAC 101	\$200 /day
PAC 104 WDrM	TBD /day
PAC 105 MDrM	TBD /day
PAC Scene Shop	TBD /day
CT 201 - LT	\$350 /day
CT 238	\$50 /day

**Commercial Rates:  
REHEARSAL**

Location	Rate
PAC Aud	\$700 /day
PAC Lobby	n/a /day
PAC Courtyard	n/a /day
PAC 101	\$75 /day
PAC 104 WDrM	TBD /day
PAC 105 MDrM	TBD /day
PAC Scene Shop	TBD /day
CT 201 - LT	\$300 /day
CT 238	\$50 /day

**Non-Profit Rates:  
PERFORMANCE**

Location	Rate
PAC Aud	\$700 /day
PAC Lobby	\$250 /day
PAC Courtyard	\$300 /day
PAC 101	\$100 /day
PAC 104 WDrM	TBD /day
PAC 105 MDrM	TBD /day
PAC Scene Shop	TBD /day
CT 201 - LT	\$250 /day
CT 238	\$25 /day

**Non-Profit Rates:  
REHEARSAL**

Location	Rate
PAC Aud	\$450 /day
PAC Lobby	n/a /day
PAC Courtyard	n/a /day
PAC 101	\$45 /day
PAC 104 WDrM	TBD /day
PAC 105 MDrM	TBD /day
PAC Scene Shop	TBD /day
CT 201 - LT	\$200 /day
CT 238	\$25 /day

**Other Facility Charges:**

<i>PAC crew load in:</i>	<i>PAC Aud, Lobby, Courtyard and Little Theatre</i>	<b>Commercial:</b>	<b>Non-Profit:</b>
<i>Spacing Rehearsal (no light or sound):</i>	<i>PAC Aud, Lobby, Courtyard and Little Theatre</i>	\$100/hr	\$50/hr
<i>Empty Space "dark night" fee (all events):</i>	<i>PAC Aud, Lobby, Courtyard and Little Theatre</i>	\$150/day	\$100/day

**Additional Rental Expenses:**

Additional Mics Packages	\$75.00
Basic Stereo Recoding + thumb drive	\$50.00
Projector	\$150.00
Wide Screen TV or Projector Screen	\$25.00
A/V streaming to lobby or Rm 101	\$150.00
1-4 Platforms (or risers)	\$150.00
Additional Platforms or steps units	TBD
Stage stairs removal/restore	\$50.00
Light Plot changes/reset *	\$150.00
New gel: 2 week notice required	Cost
Marley Dance Floor	\$150.00
Scene Shop Change Over	\$150.00
Orchestra Pit Removal/Return	\$200.00
7' Yamaha Grand/Upright Piano w/ tuning	\$250.00
Snow Drop	\$25 /wk
Fog Machine	\$25 /day or \$75 /wk
Consumable Materials (Snow, Tape, etc.)	Cost

\*Applies to all events. Will be removed from bill after event if Lighting Designer's notes deems it unnecessary.

**Custodial Charges:**

*Custodial charges are required before and after each performance.*

PAC - Full Clean (Aud + Lobby)	/day	\$185.00
PAC - Quick Clean (Lobby only)	/day	\$150.00
LT - Full Clean	/day	\$150.00
Courtyard: Full Clean	/day	\$185.00
Courtyard & Lobby: set up/strike		TBD

**Public Safety Charges:**

*Refer to PCC website for current campus hours*

All PCC facilities are subject to the PCC Public Safety campus hours of operation.

OT Public Safety	/hr	\$100
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**Stage Rigging:**

Only PAC staff may use the PAC rigging system. Any rigging equipment provided by Client must comply with USITT rigging standards. PCC reserves the right to inspect rigging and prohibit use of unsafe rigging practices.

**Lighting Equipment and House REP Plot:**

Only PAC staff may use the PAC Lighting consol. PAC Provides a lighting REP plot complete with focused & gelled lights. If Client requires changing light REP plot, personnel costs for changes PLUS costs for restoring the plot after Client's event will be charged to the Client.

**Sound Equipment:**

Only PAC staff may use the PAC sound board and equipment.

**Scenery:**

All scenery must be approved by PAC Rental Coordinator. Who, at their discretion may require Client to provide proof that all scenery is constructed safely and of flame retarded material. Such proof must consist of a label attached to scenery indicating that it has been fire retarded with a date in evidence. The PCC Rental Coordinator may also, at their discretion, ask Client to provide a sample of the scenery material for flame testing.

**Special Effects Permits:**

Open flame, or pyrotechnic effects such as flash pots, candles, etc., requires the Client obtain a Fire Permit from the City of Portland Fire Marshall 5 days prior to their use on stage. Permits must be posted and on file in PAC 108 during event

**Oregon Office of State Fire Marshal:**

Phone: 503-378-3473  
Address: 4760 Portland Road NE, OR 97305  
E-mail: oregon.sfm@state.or.us

**Serving Food on Campus:**

PCC requires a minimum of 30 days advance notice for risk and safety approval to be granted for any food being served on campus. Authorization for an outside caterer must be approved by the Director of Auxilliary Services or the Food Service Manager for PCC.

**Please refer to the "important considerations before booking at PCC" section located on the "Booking your Event" page for polices that all events are held accountable to.**

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Rate Sheet – effective – August 1, 2018

**PAC Personnel Charges:**

Position	Hourly Rate	Overtime Rate	
	4 hr minimum	After 40 hrs	
Event Supervisor	\$35.00	\$52.50	<i>required with any PAC venue use.</i>
Technical Director	\$40.00	\$60.00	<i>required at the discretion of the PAC (4 hr minimum not required.)</i>
Carpenter	\$40.00	\$60.00	<i>per hour for construction or build work (4 hr minimum not required.)</i>
Stage Manager	\$35.00	\$52.50	<i>required at the discretion of the PAC.</i>
Light Designer	\$35.00	\$52.50	<i>required for any light plot adjustments or setting light cues.</i>
Light Board Tech	\$30.00	\$45.00	<i>required for simple mic and podium events.</i>
Spot Operator	\$30.00	\$45.00	<i>required with use of follow spot.</i>
Master Electrician	\$35.00	\$52.50	<i>required at the discretion of the PAC for light plot restores.</i>
Electricians	\$25.00	\$37.50	<i>required at the discretion of the PAC for light plot restores.</i>
Projectionist	\$35.00	\$52.50	<i>required at the discretion of PAC with use of a projector.</i>
Sound Designer	\$35.00	\$52.50	<i>required for events with any audio needs.</i>
Sound Assistant	\$30.00	\$45.00	<i>required at the discretion of the PAC or w/ SD for events with live sound.</i>
Sound Board Op	\$30.00	\$45.00	<i>required for simple mic and podium events.</i>
Master Rigger	\$35.00	\$52.50	<i>required if hanging any items from the fly line. (i.e.: banners, drops, etc..)</i>
Rigger	\$30.00	\$45.00	<i>required if using fly rail (i.e.: moving drops or other curtains, etc..)</i>
Flyman	\$25.00	\$37.50	<i>required if using fly rail (i.e.: grand) or for on stage safety.</i>
House Manager	\$30.00	\$45.00	<i>required for all PAC Auditorium events</i>
Stage Crew	\$25.00	\$37.50	<i>required at the discretion of the PAC for load in, run of show, strike and/or safety</i>
Set Up Crew	\$20.00	\$30.00	<i>required at the discretion of the PAC for set ups</i>

**PAC personnel Policy:**

- All events require a minimum of one PAC Supervisor present during all hours Client is on PCC premises.
  - PCC Supervisor/Crew call is 30 minutes prior to Client entering the building to open & prep the space..
  - Supervisor/Crew call is 90 minutes prior to Curtain during performance/event dates
- All crew calls are 4-hour minimum.
- Paper Tech meeting is required for all events, unless otherwise determined by the PAC Scheduler--with 3 days minimum notice required.
  - Crew call for Paper Tech is 4-hour minimum.
- PCC House Manager is required for All PAC auditorium events - call is no less than 90 minutes prior to Curtain.
  - House Manager call is no less than 90 minutes prior to Curtain.
- PCC does not provide Box Office staff or Ushers.
- PCC Does not provide ticket sales services.

**Federal Labor laws for breaks & meals:**

- 1-hour meal break is required after every 6-hour shift. NO EXEPTIONS.
- 15 minute break is required every two hours (excluding rehearsals & performances).

**Meals & Breaks Policy:**

- 1-hour meal break, PAC is closed during break (clients can not be in building when closed)--crew remains off the clock.
- 30-minute meal break, PAC is open during break--Client pays for meals and PAC crew remains on the clock.
  - Client will be charged \$10 for each meal.

**PAC Contact Information:**

Emailing the PAC is the best way to get a hold of PAC Staff.

Email: pac@pcc.edu

**GUEST RULES:**

We are very proud of our facility and request that you please remember a few rules during your visit here...

- No food or drink in the auditorium, the stage & wings or the scene shop (the only exception is bottled water).
- Please leave all areas including the dressing rooms clean (no costumes on the floor, no make up on mirrors, etc.).
- Only production participants & crew are allowed back stage. Please ask friends & family to wait in the lobby.
- If you arrive prior to your scheduled time you are welcome to sit and wait in the green room. The crew will not be able to assist you until your scheduled arrival time. The crew has assigned duties that they are required to attend during this time.
- No feet on the seats in the auditorium.
- No running at any time.
- Please do not touch the Projection Screen or the Cyclorama (the large white curtain located at the back of the stage).
- Please do not touch any technical equipment such as lights, booms, the sound & light board areas located at the back of the house.
- Please be aware of your surroundings when you are on or near the stage area.
- Due to dim lights, sometimes it is very hard to see all of the technical equipment.
- Please be sure to check in & out with the Event Supervisor.
- Please be sure to listen to any announcements made over the loud speakers because they may be talking to you.