

Exhibit A

# Proposed Venice Performing Arts Center Use Rates + VIPA Labor Charges

Effective Date: When adopted by Sarasota County School Board

				Current Rate Sheet	
Facility Space Use Rates	(note: PAO or City of Venice)	501(c)3 non-profit	For Profit	Current Rate for PAO, Non-profit, City	Current Rate for-profit
<i>there will be staffing charges in addition to use charges for each hour of use</i>					
VPAC Theatre (includes lobbies, box office, main theatre, dressing rooms, courtyard, cyclorama, curtains, legs, and standard lighting and sound equipment) per hour (fractional hour charged as full hour) with 4 hour minimum	\$ 150.00	\$ 175.00	\$ 250.00	\$ 150.00	\$ 250.00
Mezzanine conference room (420 sq ft) (also requires at least one staff per hour)	\$ 53.00	\$ 65.00	\$ 75.00	\$ 53.00	\$ 105.00
Main Level lobby (3,486 sq ft) (also requires at least one staff per hour)	\$ 53.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Courtyard (13,000 sq ft) (also requires at least one staff per hour)	\$ 50.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Acting studio (881 sq ft) (also requires at least one staff per hour)	\$ 53.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Vocal studio (1,235 sq ft) (also requires at least one staff per hour)	\$ 53.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Band Lab (2,339 SF) (also requires at least one staff per hour)	\$ 53.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Music Lab (1,637 Sq ft) (also requires at least one staff per hour)	\$ 53.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Ancillary rooms per hour (also requires at least one staff per hour)	\$ 53.00	\$ 75.00	\$ 105.00	\$ 53.00	\$ 105.00
Facility use patron fee charge per ticket	\$ -	\$ 1.00	\$ 1.25	\$ 53.00	\$ 105.00
<b>Additional Equipment Use Rates</b>					
<i>equipment operation and placement labor charges are in addition to use fee</i>					
(note:)					
Acoustic shell	\$ -	\$ 250.00	\$ 300.00	\$ 250.00	\$ 250.00
Chairs (each)	\$ 0.50	\$ 0.65	\$ 0.75	\$ 0.50	\$ 0.50
Music stands (each)	\$ 0.50	\$ 0.65	\$ 1.00	\$ 1.00	\$ 1.00
Music Stand Lights	\$ 0.25	\$ 0.35	\$ 0.50	Not on current rate sheet	
Video projector and screen	\$ 25.00	\$ 30.00	\$ 45.00	\$ 15.00	\$ 15.00
Active Board in classrooms and labs	\$ 35.00	\$ 38.00	\$ 50.00	\$ 35.00	\$ 35.00
Concert grand piano (Steinway-requires VS approval) + current tuning charge	\$ -	\$ 80.00	\$ 100.00	\$ 75.00	\$ 100.00
Parlor grand piano (Yamaha) + current tuning & moving charges	\$ 70.00	\$ 75.00	\$ 90.00	Not on current rate sheet	
Upright grand piano (Yamaha) + current tuning charge	\$ 65.00	\$ 70.00	\$ 80.00	Not on current rate sheet	
Stage extension (per section)	\$ 8.00	\$ 10.00	\$ 15.00	\$ 8.00	\$ 8.00
Risers (per riser)	\$ 10.00	\$ 12.00	\$ 20.00	\$ 10.00	\$ 10.00
Tables (each - covers available for \$1 each)	\$ 3.00	\$ 4.00	\$ 5.00		
<b>Labor Rates</b>					
<i>(note: Charged per published schedule in effect at time of booking; paid to VIPA- current rates indicated)</i>					
<b>Administrative Labor Charges</b>					

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Event Manager	\$ 45.00	\$ 45.00	\$ 45.00	\$ 48.00	\$ 48.00
House Manager (conditionally optional for PAOs)	\$ 25.00	\$ 25.00	\$ 25.00	\$ 48.00	\$ 48.00
Stage Manager	\$ 30.00	\$ 30.00	\$ 30.00	\$ 48.00	\$ 48.00
VIPA Administrative Charge (% of total labor \$)	0%	15%	20%	Not on current rate sheet	
<b>Technical Labor Positions (IATSE current rates shown - subject to change by IATSE without notice)</b>					
VIPA Technical Director	\$ 45.00	\$ 45.00	\$ 45.00	\$ 48.00	\$ 48.00
IATSE Steward (also counts as department head)	\$ 34.00	\$ 34.00	\$ 34.00	\$ 48.00	\$ 48.00
IATSE Steward overtime per hour	\$ 51.00	\$ 51.00	\$ 51.00	Not on current rate sheet	
IATSE Department Head	\$ 33.00	\$ 33.00	\$ 33.00	\$ 48.00	\$ 48.00
IATSE Department Head overtime per hour	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00
IATSE Crew Member	\$ 31.00	\$ 31.00	\$ 31.00	\$ 48.00	\$ 48.00
IATSE Crew Member overtime per hour	\$ 47.00	\$ 47.00	\$ 47.00	\$ 48.00	\$ 48.00
VIPA Runner	\$ 28.00	\$ 28.00	\$ 28.00	\$ 48.00	\$ 48.00
Student Apprentice Crew Member	\$ 15.00	\$ 15.00	\$ 15.00	Not on current rate sheet	
<b>Security (Note: subject to minimum security requirements determined by the Sarasota County School Board)</b>					
Security Director (per single event)	\$ 500.00	\$ 500.00	\$ 500.00	Not on current rate sheet	
Security agent contractors per hour	\$ 40.00	\$ 40.00	\$ 40.00	Not on current rate sheet	
Venice Police Department detail (1 uniformed officer & 1 marked cruiser)	\$ 40.00	\$ 40.00	\$ 40.00	Not on current rate sheet	
<b>Other Charges</b>					
Bus management (optional as needed)	\$ 300.00	\$ 300.00	\$ 300.00	Not on current rate sheet	
Student reinvestment fee	optional	\$ 250.00	\$ 250.00	Not on current rate sheet	
Program cleanup and disposal	\$ 300.00	\$ 300.00	\$ 300.00	Not on current rate sheet	
Sound design per hour	\$ 60.00	\$ 60.00	\$ 60.00	\$ 48.00	\$ 48.00
Lighting design per hour	\$ 60.00	\$ 60.00	\$ 60.00	\$ 48.00	\$ 48.00
Theatrical and stage design per hour	\$ 60.00	\$ 60.00	\$ 60.00	Not on current rate sheet	
Janitorial services (4 hour minimum - subject to union contract changes)	\$ 40.00	\$ 40.00	\$ 40.00	Not on current rate sheet	
Other services such as marketing assistance bid separately	project fee	project fee	project fee	Not on current rate sheet	
Music rights clearance administrative charge	self clearing	\$ 100.00	\$ 100.00	Not on current rate sheet	
PRO fees charged based on gross ticket sales	certify paid to mgr	1.5%	1.5%	Not on current rate sheet	
<b>Ticketing, Website, and Box Office Services</b>					
Vendini ticketing online event setup (if VIPA sells tickets)	\$ -	\$ 150.00	\$ 175.00	Not on current rate sheet	
Pre-event box office charges (if VIPA sells tickets through Vendini or your site)	\$ -	\$ 500.00	\$ 550.00	Not on current rate sheet	
Box office staff and customer service for each event	\$ -	\$ 300.00	\$ 350.00	Not on current rate sheet	
Event setup on website and on lobby displays	\$ -	\$ 85.00	\$ 100.00	Not on current rate sheet	
Some additional Vendini charges may apply for comp tickets, etc.	See Vendini additional charges addendum			Not on current rate sheet	

Guide to acronyms used: VPAC=Venice Performing Arts Center; VIPA=Venice Institute for Performing Arts (center manager); VS=Venice Symphony  
IATSE=International Alliance of Theatrical Stage Employees; PRO=Performance Rights Organization; PAC=Performing Arts Organization (Symphony, Concert Band, Chorale)

Exhibit A

Event:	Example
Company:	Minimum Requirements
Date:	

### Venice Performing Arts Center Use Rates + VIPA Labor Charges for For-Profit Users

Effective Date: 7/18/17						
Facility Space Use Rates (note: there will be staffing charges in addition to use charges for each hour of use)	PAO or City of Venice	Units Planned For	Expected Charges	Rental	Labor & Other	Ultimately Paid To
VPAC Theatre (includes lobbies, box office, main theatre, dressing rooms, courtyard, cyclorama, curtains, legs, and standard lighting and sound equipment) per hour (fractional hour charged as full hour) with 4 hour minimum	\$ 250.00	4.00	\$ 1,000.00	\$ 1,000.00		SCSB
Mezzanine conference room (420 sq ft) (also requires at least one staff per hour)	\$ 75.00	-	\$ -	\$ -		SCSB
Main Level lobby (3,486 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Courtyard (13,000 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Acting studio (881 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Vocal studio (1,235 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Band Lab (2,339 SF) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Music Lab (1,637 Sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Ancillary rooms per hour (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Facility use patron fee charge per ticket	\$ 1.25	-	\$ -	\$ -		SCSB
<b>Additional Equipment Use Rates</b> (note: equipment operation and placement labor charges are in addition to use fee)						
Acoustic shell	\$ 300.00		\$ -	\$ -		SCSB
Chairs (each)	\$ 0.75	-	\$ -	\$ -		SCSB
Music stands (each)	\$ 1.00	-	\$ -	\$ -		SCSB
Music Stand Lights (each)	\$ 0.50		\$ -		\$ -	VIPA
Video projector and screen	\$ 45.00	1.00	\$ 45.00	\$ 45.00		SCSB
Active Board in classrooms and labs	\$ 50.00		\$ -	\$ -		SCSB
Concert grand piano	\$ 100.00		\$ -	\$ -		SCSB
Parlor grand piano (Yamaha)	\$ 90.00		\$ -	\$ -		SCSB
Upright grand piano (Yamaha)	\$ 80.00		\$ -		\$ -	VIPA
Piano Tuning Charge	\$ 125.00		\$ -		\$ -	VIPA
Piano Moving Charge	\$ 600.00		\$ -		\$ -	VIPA
Stage extension (per section)	\$ 15.00		\$ -	\$ -		SCSB
Risers (per riser)	\$ 20.00	-	\$ -	\$ -		SCSB
Tables	\$ 5.00	5.00	\$ 25.00	\$ 25.00		SCSB
Table Cloth	\$ 1.00	5.00	\$ 5.00		\$ 5.00	SCSB
<b>Labor Rates</b> (note: Charged per published schedule in effect at time of booking; paid to VIPA- current rates indicated)						
<small>PAOs have the option of using their own technical staff as long as the Center Manager approves the staffing plan and proposed staff is appropriately trained</small>						

<b>Administrative Labor Charges</b>						
Event Manager	\$ 45.00	4.00	\$ 180.00		\$ 180.00	VIPA
House Manager (conditionally optional for PAOs)	\$ 25.00	4.00	\$ 100.00		\$ 100.00	VIPA
Stage Manager	\$ 30.00	-	\$ -		\$ -	VIPA
VIPA Administrative Charge (% of total labor \$)	20%	1,900.00	\$ 380.00		\$ 380.00	VIPA
<b>Technical Labor Positions (IATSE current rates shown - subject to change by IATSE without notice)</b>						
VIPA Technical Director	\$ 45.00	4.00	\$ 180.00		\$ 180.00	VIPA
IATSE Steward (also counts as department head)	\$ 34.00	-	\$ -		\$ -	VIPA
IATSE Steward overtime per hour	\$ 51.00		\$-		\$-	VIPA
IATSE Department Head	\$ 33.00	-	\$ -		\$ -	VIPA
IATSE Department Head overtime per hour	\$ 48.00		\$-		\$-	VIPA
IATSE Crew Member	\$ 31.00		\$-		\$-	VIPA
IATSE Crew Member overtime per hour	\$ 47.00		\$-		\$-	VIPA
VIPA Runner	\$ 28.00		\$-		\$-	VIPA
Student Apprentice Crew Member	\$ 15.00	4.00	\$ 60.00		\$ 60.00	VIPA
<b>Security (Note: subject to minimum security requirements determined by the Sarasota County School Board)</b>						
Security Director (per single event)	\$ 500.00	1.00	\$ 500.00		\$ 500.00	VIPA
Security agent contractors per hour	\$ 40.00	18.00	\$ 720.00		\$ 720.00	VIPA
Venice Police Department detail (1 uniformed officer & 1 marked cruiser)	\$ 40.00	4.00	\$ 160.00		\$ 160.00	VIPA
<b>Other Charges</b>						
Bus management (optional as needed)	\$ 300.00		\$-		\$-	VIPA
Student reinvestment fee	\$ 250.00	1.00	\$ 250.00	\$ 250.00		SCSB
Program cleanup and disposal	\$ 300.00		\$-		\$-	VIPA
Sound design per hour	\$ 60.00		\$-		\$-	VIPA
Lighting design per hour	\$ 60.00		\$-		\$-	VIPA
Theatrical and stage design per hour	\$ 60.00		\$-		\$-	VIPA
Janitorial services (4 hour minimum - subject to union contract changes)	\$ 40.00	4.00	\$ 160.00	\$ 160.00		SCSB
Other services such as marketing assistance bid separately	<i>project fee</i>		\$-		\$-	VIPA
Music rights clearance administrative charge	\$ 100.00	1.00	\$ 100.00		\$ 100.00	VIPA
PRO fees charged based on gross ticket sales or certified paid to management	1.50%		\$-		\$-	VIPA
<b>Ticketing, Website, and Box Office Services</b>						
Vendini ticketing online event setup (if VIPA sells tickets)	\$ 175.00	\$ -	\$ -		\$ -	VIPA
Pre-event box office charges (if VIPA sells tickets through Vendini or your site)	\$ 550.00	\$ -	\$ -		\$ -	VIPA
Box office staff and customer service for each event	\$ 350.00	\$ -	\$ -		\$ -	VIPA
Event setup on website and on lobby displays	\$ 100.00	\$ -	\$ -		\$ -	VIPA
Some additional Vendini charges may apply for comp tickets, etc.						VIPA
<b>Totals</b>			\$ 3,865.00	\$ 1,480.00	\$ 2,385.00	

**Deposits**

Rental deposit due upon booking  
 Rental balance due 3 days prior to event  
 VIPA Labor and Other charges deposit  
 VIPA Labor and Other charges balance due 3 days prior to event  
 Security Deposit 25% of rental charge with \$100 minimum

	25%		\$ 370.00	
	75%		\$ 1,110.00	
				\$ 100.00
				\$ 2,285.00
	25%		\$ 370.00	
<b>Totals</b>			\$ 1,850.00	\$ 2,385.00

Deposit total \$ 840.00

Guide to acronyms used: VPAC=Venice Performing Arts Center; VIPA=Venice Institute for Performing Arts (center manager); VS=Venice Symphony  
 IATSE=International Alliance of Theatrical Stage Employees; PRO=Performance Rights Organization; PAC=Performing Arts Organization (Symphony, Concert Band, Chorale)

1. The Rental Reservation deposit shall equal 10% of the expected rental charges.
2. The balance of the Rental charges shall be paid 3 days prior to the event.
3. A \$100 deposit towards labor and other charges shall be made upon reservation of an event date.
4. The balance of Labor and Other charges shall be paid 3 days prior to an event.
5. A security deposit equal to 25% of the expected rental charge shall be paid upon reservation of an event date. This deposit shall be applied to the actual cost of additional custodial, personnel, repair costs, or other expenses required to return Sarasota County School Board property to the condition prior to the event. The user shall be responsible for any actual costs beyond the security deposit to repair, remediate, or return School Board property to pre-event condition. Violations of any rental condition, rule, regulation, or ordinance, or a material misrepresentation made by the user or individuals representing the user shall result in forfeiture of the security deposit.
6. Cancellation or Date Change Charges: All cancellations or date change requests must be submitted in writing to the Center Manager.
  - a. If a cancellation request is made 120 or more days prior to the reserved date the rental, labor and other charges deposit, and security deposit will be refunded less a \$100 administrative charge.
  - b. If a cancellation request is made between 90 and 119 days prior to the reserved date 50% of the rental, labor and other charges deposit, and security deposit will be refunded less a \$100 administrative charge.
  - c. If a cancellation request is made less than 30 days prior to the reserved date the rental, labor and other charges deposit, and security deposit will be forfeited.
  - d. Event date changes will incur a \$100 administrative charge. Date changes are subject to availability.

<p>For Renter</p> <p>Accepted by: _____ Date _____</p>	<p>By Center Manager</p> <p>Accepted by: _____ Date _____</p>
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**Rental Checklist:**

Deposit received  
 Contract and rider signed

\_\_\_\_\_ Check number: \_\_\_\_\_  
 \_\_\_\_\_

Event: Example  
 Company: Common Needs  
 Date:

### Venice Performing Arts Center Use Rates + VIPA Labor Charges for For-Profit Users

Effective Date: 7/18/17

Facility Space Use Rates (note: there will be staffing charges in addition to use charges for each hour of use)	PAO or City of Venice	Units Planned For	Expected Charges	Rental	Labor & Other	Ultimately Paid To
VPAC Theatre (includes lobbies, box office, main theatre, dressing rooms, courtyard, cyclorama, curtains, legs, and standard lighting and sound equipment) per hour (fractional hour charged as full hour) with 4 hour minimum	\$ 250.00	12.00	\$ 3,000.00	\$ 3,000.00		SCSB
Mezzanine conference room (420 sq ft) (also requires at least one staff per hour)	\$ 75.00	-	\$ -	\$ -		SCSB
Main Level lobby (3,486 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Courtyard (13,000 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Acting studio (881 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Vocal studio (1,235 sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Band Lab (2,339 SF) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Music Lab (1,637 Sq ft) (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Ancillary rooms per hour (also requires at least one staff per hour)	\$ 105.00	-	\$ -	\$ -		SCSB
Facility use patron fee charge per ticket	\$ 1.25	-	\$ -	\$ -		SCSB
<b>Additional Equipment Use Rates</b> (note: equipment operation and placement labor charges are in addition to use fee)						
Acoustic shell	\$ 300.00		\$ -	\$ -		SCSB
Chairs (each)	\$ 0.75	-	\$ -	\$ -		SCSB
Music stands (each)	\$ 1.00	-	\$ -	\$ -		SCSB
Music Stand Lights (each)	\$ 0.50		\$ -		\$ -	VIPA
Video projector and screen	\$ 45.00	1.00	\$ 45.00	\$ 45.00		SCSB
Active Board in classrooms and labs	\$ 50.00		\$ -	\$ -		SCSB
Concert grand piano	\$ 100.00		\$ -	\$ -		SCSB
Parlor grand piano (Yamaha)	\$ 90.00		\$ -	\$ -		SCSB
Upright grand piano (Yamaha)	\$ 80.00		\$ -		\$ -	VIPA
Piano Tuning Charge	\$ 125.00		\$ -		\$ -	VIPA
Piano Moving Charge	\$ 600.00		\$ -		\$ -	VIPA
Stage extension (per section)	\$ 15.00		\$ -	\$ -		SCSB
Risers (per riser)	\$ 20.00	-	\$ -	\$ -		SCSB
Tables	\$ 5.00	5.00	\$ 25.00	\$ 25.00		SCSB
Table Cloth	\$ 1.00	5.00	\$ 5.00		\$ 5.00	SCSB
<b>Labor Rates</b> (note: Charged per published schedule in effect at time of booking; paid to VIPA- current rates indicated)						

*PAOs have the option of using their own technical staff as long as the Center Manager approves the staffing plan and proposed staff is appropriately trained*

<b>Administrative Labor Charges</b>						
Event Manager	\$ 45.00	12.00	\$ 540.00		\$ 540.00	VIPA
House Manager (conditionally optional for PAOs)	\$ 25.00	5.00	\$ 125.00		\$ 125.00	VIPA
Stage Manager	\$ 30.00	-	\$ -		\$ -	VIPA
VIPA Administrative Charge (% of total labor \$)	20%	4,249.00	\$ 849.80		\$ 849.80	VIPA
<b>Technical Labor Positions (IATSE current rates shown - subject to change by IATSE without notice)</b>						
VIPA Technical Director	\$ 45.00	12.00	\$ 540.00		\$ 540.00	VIPA
IATSE Steward (also counts as department head)	\$ 34.00	12.00	\$ 408.00		\$ 408.00	VIPA
IATSE Steward overtime per hour	\$ 51.00		\$-		\$-	VIPA
IATSE Department Head	\$ 33.00	12.00	\$ 396.00		\$ 396.00	VIPA
IATSE Department Head overtime per hour	\$ 48.00		\$-		\$-	VIPA
IATSE Crew Member	\$ 31.00		\$-		\$-	VIPA
IATSE Crew Member overtime per hour	\$ 47.00		\$-		\$-	VIPA
VIPA Runner	\$ 28.00		\$-		\$-	VIPA
Student Apprentice Crew Member	\$ 15.00	24.00	\$ 360.00		\$ 360.00	VIPA
<b>Security (Note: subject to minimum security requirements determined by the Sarasota County School Board)</b>						
Security Director (per single event)	\$ 500.00	2.00	\$ 1,000.00		\$ 1,000.00	VIPA
Security agent contractors per hour	\$ 40.00	18.00	\$ 720.00		\$ 720.00	VIPA
Venice Police Department detail (1 uniformed officer & 1 marked cruiser)	\$ 40.00	4.00	\$ 160.00		\$ 160.00	VIPA
<b>Other Charges</b>						
Bus management (optional as needed)	\$ 300.00		\$-		\$-	VIPA
Student reinvestment fee	\$ 250.00	1.00	\$ 250.00	\$ 250.00		SCSB
Program cleanup and disposal	\$ 300.00		\$-		\$-	VIPA
Sound design per hour	\$ 60.00		\$-		\$-	VIPA
Lighting design per hour	\$ 60.00		\$-		\$-	VIPA
Theatrical and stage design per hour	\$ 60.00		\$-		\$-	VIPA
Janitorial services (4 hour minimum - subject to union contract changes)	\$ 40.00	4.00	\$ 160.00	\$ 160.00		SCSB
Other services such as marketing assistance bid separately	<i>project fee</i>		\$-		\$-	VIPA
Music rights clearance administrative charge	\$ 100.00	1.00	\$ 100.00		\$ 100.00	VIPA
PRO fees charged based on gross ticket sales or certified paid to management	1.50%		\$-		\$-	VIPA
<b>Ticketing, Website, and Box Office Services</b>						
Vendini ticketing online event setup (if VIPA sells tickets)	\$ 175.00	\$ 1.00	\$ 175.00		\$ 175.00	VIPA
Pre-event box office charges (if VIPA sells tickets through Vendini or your site)	\$ 550.00	\$ 1.00	\$ 550.00		\$ 550.00	VIPA
Box office staff and customer service for each event	\$ 350.00	\$ 1.00	\$ 350.00		\$ 350.00	VIPA
Event setup on website and on lobby displays	\$ 100.00	\$ 1.00	\$ 100.00		\$ 100.00	VIPA
Some additional Vendini charges may apply for comp tickets, etc.						VIPA
<b>Totals</b>			\$ 9,858.80	\$ 3,480.00	\$ 6,378.80	

**Deposits**

Rental deposit due upon booking	25%	\$ 870.00		
Rental balance due 3 days prior to event	75%	\$ 2,610.00		
VIPA Labor and Other charges deposit			\$ 100.00	
VIPA Labor and Other charges balance due 3 days prior to event			\$ 6,278.80	
Security Deposit 25% of rental charge with \$100 minimum	25%	\$ 870.00		
<b>Totals</b>		\$ 4,350.00	\$ 6,378.80	\$ 1,840.00
				Deposit total
<small>Guide to acronyms used: VPAC=Venice Performing Arts Center; VIPA=Venice Institute for Performing Arts (center manager); VS=Venice Symphony          IATSE=International Alliance of Theatrical Stage Employees; PRO=Performance Rights Organization; PAO=Performing Arts Organization (Symphony, Concert Band, Chorale)</small>				

1. The Rental Reservation deposit shall equal 10% of the expected rental charges.
2. The balance of the Rental charges shall be paid 3 days prior to the event.
3. A \$100 deposit towards labor and other charges shall be made upon reservation of an event date.
4. The balance of Labor and Other charges shall be paid 3 days prior to an event.
5. A security deposit equal to 25% of the expected rental charge shall be paid upon reservation of an event date. This deposit shall be applied to the actual cost of additional custodial, personnel, repair costs, or other expenses required to return Sarasota County School Board property to the condition prior to the event. The user shall be responsible for any actual costs beyond the security deposit to repair, remediate, or return School Board property to pre-event condition. Violations of any rental condition, rule, regulation, or ordinance, or a material misrepresentation made by the user or individuals representing the user shall result in forfeiture of the security deposit.
6. Cancellation or Date Change Charges: All cancellations or date change requests must be submitted in writing to the Center Manager.
  - a. If a cancellation request is made 120 or more days prior to the reserved date the rental, labor and other charges deposit, and security deposit will be refunded less a \$100 administrative charge.
  - b. If a cancellation request is made between 30 and 119 days prior to the reserved date 50% of the rental, labor and other charges deposit, and security deposit will be refunded less a \$100 administrative charge.
  - c. If a cancellation request is made less than 30 days prior to the reserved date the rental, labor and other charges deposit, and security deposit will be forfeited.
  - d. Event date changes will incur a \$100 administrative charge. Date changes are subject to availability.

<b>For Renter</b>	<b>By Center Manager</b>
Accepted by: _____ Date _____	Accepted by: _____ Date _____

**Rental Checklist:**

Deposit received

Contract and rider signed

\_\_\_\_\_ Check number: \_\_\_\_\_  
 \_\_\_\_\_