

Hourly Charge Tip Sheet

WHAT KIND OF ORGANIZATION TYPE AM I?

Check the description that best fits your group.

- Hardin County Schools – HCS groups use the PAC free of charge however it is still necessary for such groups to complete the application process so that the PAC can better serve you.
- Youth On Stage – Any rental group conducting a performing arts event with the majority of their participants being in grades K-12.
- Regular -- Any rental group conducting a performing arts event with the majority of their participants NOT being in grades K-12.
- Business – Any rental group conducting a NON performing arts event such as a business meeting, speaking engagement or church function.

Now that you know your organization's category, you will be able to estimate your Hourly Charge.

WHY ARE THERE THREE DIFFERENT HOURLY CHARGES FOR MY ORGANIZATION TYPE?

As part of our mission, the PAC must remain fiscally sound which means that staffing, lighting, sound, heating, air conditioning all must be budgeted. Renting the facility helps us keep these costs in line.

Determine what cost tier applies to your activities for any given hour in the building:

- Set Up / Tear Down / Rehearsal – This tier is for the time you need our space in order to check dance spacing, run scenes or load in or load out supplies for your event at the PAC. No Sound System and only the Work Lights are in use.
- Tech Rehearsal – This tier is for the time you need for a Technical Rehearsal or a Sound Check, basically whenever the Sound or Stage Lighting Systems are in use but there is no audience present.
- Performance – This tier is for the time you need for performance. When your audience arrives, the PAC requires additional staffing to man the Lobby & Theatre.

SO, WHEN DOES THE CLOCK START TICKING?

Hourly Charges are based upon the time doors are unlocked to begin and relocked following your event or from the moment the sound and light boards are turned on or off. For example, Performance Charges begin when the Lobby doors open to let your audience in to the building (estimate one hour prior to your event) and end once your audience has completely exited the building (estimate a half hour following your event).

EXAMPLE APPLICATION

Circle the Category that best describes your Event →

	Youth On Stage	Regular	Business
Set Up / Tear Down / Rehearsal (Work Lights Only)	\$35	\$70	\$140
Tech Rehearsal (Sound &/or Light Systems On)	\$50	\$125	\$250
Performance (Lobby Opens)	\$65	\$195	\$390

Based upon your Organization's Category above complete the Timeline Chart below for your Event

Date	Usage	In	Out	Total Hours	Hourly Charge	Estimated Charge
2/2/07	Set up	4:00 pm	5:30 pm	1.5	\$70	\$105.00
2/2/07	Sound Check	5:30 pm	7:00 pm	1.5	\$125	\$187.50
2/2/07	Lobby Opens	7:00 pm				
2/2/07	Theatre Opens	7:30 pm				
2/2/07	Performance	8:00 pm	10:00 pm	3.0	\$195	\$585.00
2/2/07	Load Out	10:00 pm	10:30 pm	0.5	\$70	\$ 35.00
						\$ 912.50