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Studio Rental Rates & Key Policies

EFFECTIVE July 1, 2024 – SUBJECT TO CHANGE WITHOUT NOTICE

Non-Profit Rates: A \$25 per hour discount applies to all non-profit organization space rentals. This discount does not apply to equipment rentals and services.

Studio Events Space (four hour minimum rental)

Monday – Thursday	\$125/hour
Thursday – Sunday	\$150/hour
Additional hours billed at \$150/hour.	

Studio Catering Kitchen (an add'l. \$300 deposit is required for use of this space) \$50/flat

Rental Fees include:

The individual space rented, fifty (50) padded chairs, eight (8) tables, basic sound (one microphone + background music), basic lighting, normal post-event cleaning, HVAC, and one (1) OPAC event staffer.

Rental Fees do not include:

Rooms not rented, Police/security staffing (as required by OPAC based on event attendance and event type), bar service, additional technical & house staff, additional microphones, lighting, piano, tables, risers, staging, tablecloths, additional cleaning, and/or rental insurance. The theatre lobby and seating areas are not included for Studio rentals.

Key Rental Policies:

- Reservation time must include all activities for the event, from loading in of materials through final loading out by lessee. The lessee cannot obtain access to the space before the "reservation time" begins, even for deliveries.
- To be eligible for non-profit rates, organizations are required to submit proof of 501c3 IRS status.
- Special terms and conditions may apply to certain rental spaces.

Event Labor & Security:

(*4 hour minimum)

Additional Production Staff \$20/hour

Required for more advanced lighting and sound needs.

Police/Event Security – Studio performance \$35/hour

Police officers provide event security at OPAC events at a level determined by the venue. While not all types of events may require security, any event at which alcohol is served requires security. Officers must be present at least one hour prior to the event until thirty minutes after the event has concluded. The standard security fee includes a total of four hours. Additional officers may be required by order of the Chief of Police due to special circumstances at renter expense.

Optional Equipment Rental & Services: (includes set-up)

Yamaha C7 Grand Piano	\$450/event (tuning included)
Tablecloth rental (Black)	\$5 each
Additional Folding Tables (rectangle or round)	\$2 each
Padded Chairs	\$0.50 each
Choir Risers or Portable Staging	\$40 per unit
Wireless Microphones	\$7 each per performance
Projection System (Studio)	\$250 per performance
Premium Lighting Design w/ moving lights	\$250
Ticketing Setup Fee (for ticketed events)	\$125
Glitter/Confetti/Feather/Sparkle Fee	\$1,000 minimum

*All equipment & services should be requested one full week prior to the rental start date. For items requested once the event rental has begun, a 25% surcharge will be added to the above costs.

Bar Pricing*: (pricing below subject to change at any time)

Wine served in OPAC souvenir cup	\$6/6oz. serving (refills: \$5)
Beer served in OPAC souvenir cup	\$6/12oz. serving (refills: \$5)
Wine served in approved renter-provided glass	\$4/6oz. serving
Beer served in approved renter-provided glass	\$4/12oz. serving
Bartenders	\$17/hr (four-hour minimum)

*All alcohol consumed on premises shall be distributed only by the OPAC-operated bar. Hard liquor may not sold or consumed on OPAC property.

Availability & Scheduling

OPAC events and rehearsals may be held during the following hours*:

Mondays, Tuesdays, & Thursdays...8:00am until 12:00 midnight

Wednesdays.....8:00am until 4:00pm

Friday – Saturdays.....8:00am until 12:00 midnight

Sundays.....8:00pm until 12:00 midnight

*OPAC shall not be booked for more than twelve hours (consecutively or otherwise) on any given day. For events that are unable to fit within the availability schedule or for events that exceed 12 hours in a single day, a rate of \$200.00 per additional hour applies.

Box Office & Ticketing:

- ALL event ticketing (including tickets for Studio events) must be handled by the Oxford Performing Arts Center's Box Office. Tickets issued from other sources are invalid.
- Lessee will not make any public notice of an event prior to meeting contract requirements and receiving clearance from the OPAC Director.
- A Facility Renewal Fee shall be added to the base ticket price of all tickets sold. Website Convenience fees may be added for online sales.
- No tickets may be issued until a lease is executed and the box office service forms have been received.

Facility Renewal Fees: (paid by ticket buyer/patron)

Base Ticket Price	Facility Renewal Fee
	Studio events
\$1 - \$14	\$2 per ticket
\$15 - \$39	\$3 per ticket
\$40 - \$100	\$5 per ticket
\$101 & up	7% of base ticket price

- The minimum Facility Renewal Fee assessed is \$100.00 for Studio events.
- Facility Renewal Fees must be included in the final advertised ticket price.

Box Office & Ticketing

The Renter will be assessed 3.5% + \$0.30/transaction on all credit/debit card sales for processing and merchant gateway fees.

Additional Box Office Services

Complimentary Tickets (50 max per show)	\$0.50 each
Complimentary Tickets (above 50)	TBD by Box Office Manager
Additional Box Office Hours	\$35/hour

Event Insurance

All renters shall provide written proof of current liability insurance that covers the event and all related activities within ten (10) business days of the start date of the lease. See Insurance Requirements document. OPAC can acquire rental insurance on behalf of the renter (at cost plus 15%) if requested. Please contact the Events Manager for pricing.

Deposit

OPAC requires any renter who has not booked the facility in the 12 months prior to the initial application date to submit a deposit amounting to 25% of the estimated rental fee in order to secure a date. An additional deposit of \$300 is required for use of the Studio Catering Kitchen.

Cancellation Policy

If a lease is cancelled within sixty (60) days of an event, 50% of the rental fee is still owed to OPAC. If a lease is cancelled within ten (10) days of an event, 100% of the rental fee is still owed to OPAC. The lessee will be responsible for all ticket fees, and refund fees incurred as a result of an event cancellation.

Event Cancellation Fee: 10% assessment on all credit card sales + \$250

To begin the rentals process, please visit
oxfordpac.org/rentals