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# Event Services & Fees

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San Jose Theaters

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Montgomery Theater

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San Jose Theaters looks forward to working with you towards the success of your event. Our goal is to provide exemplary service to you and our mutual guests. Please use this guide to acquaint yourself with the services provided and available for your event.

For budgeting purposes, the rates provided here are intended to be effective through December 31, 2023. However, they are subject to change without notice and should be verified during the planning of your event. We welcome the opportunity to assist you throughout your planning and usage of these facilities and services.

## San Jose Theaters Rental Fees

### Montgomery Theater

Corporate/Commercial Performance Day Fee	\$1,000
Corporate/Commercial Non-Performance Day Fee	\$500
Non-Profit Performance Day Fee	\$500
Non-Profit Non-Performance Day Fee	\$400

### California Theatre

Corporate/Commercial Performance Day Fee	\$4,000
Corporate/Commercial Non-Performance Day Fee	\$2,000
Non-Profit Performance Day Fee	\$1,800
Non-Profit Non-Performance Day Fee	\$900

### Center for the Performing Arts

Corporate/Commercial Performance Day Fee	\$6,000
Corporate/Commercial Non-Performance Day Fee	\$3,000
Non-Profit Performance Day Fee	\$2,500
Non-Profit Non-Performance Day Fee	\$1,250

### San Jose Civic

Corporate/Commercial Performance Day Fee	\$7,500
Non-Profit Event Day Fee	\$5,455
Non-Event Day Fee – Thursday through Sunday	\$4,300
Non-Event Day Fee – Monday through Wednesday	\$3,630

## Ancillary Services Fees

### Personnel Rates

#### Front of House Guest Services

*Staff Hourly Rates for all events; minimum 4 hours*

Head Usher (6 or more staff members)	\$45.25
Supervisor (less than 5 staff members)	\$35.11
Assistant Head Usher	\$34.24
Lead/Aisle Captain	\$29.41
Ticket Taker	\$28.01
Directional/Usher	\$28.01
Door Guard	\$28.01
Elevator Usher	\$28.01
Elevator Ticket Taker	\$28.01
ALD Usher	\$28.01
Badge Checker	\$28.01
Coat Check	\$28.01

### Security/Safety Services

*Staff Hourly Rates*

Event Coordinator	\$45.00
Supervisor	\$37.50
Gate Guard	\$32.60
Backstage Door Guard	\$32.50
Stage Stair Guard	\$32.50
Artist Entry	\$32.50
Roamers	\$32.50
Searchers	\$32.50
Relief	\$32.50
Smoking Area	\$32.50
Line Control	\$32.50
Wands	\$15.00 ea.
Metal Detectors	\$300.00 ea
SJPD Minimum 3 hours	\$70.00
SJPD Call Fee/1 per event	\$92.00
EMT	\$65.00

### Ticketing Services

*Staff Hourly Rates*

Box Office Clean-Up Fee	\$150.00
Event Ticket Seller	\$30.00
(\$350 minimum fee for 2 sellers)	
Non-TSJ Ticketed Events renting Nliven Scanners	\$250.00
Pedestal/Scanner Rental	*no fee
*if ticketed by TSJ	

### **Ticketing Services**

Credit Card Transactions	3.00% of all sales transactions
Ticket Printing (Only with consignment)	\$1.00 per ticket
Theater Preservation Fee	\$1.50 per ticket sold
Facility Fee for Profit Event	\$2.00 per ticket sold
Facility Fee Non-Profit Event	\$1.00 per ticket sold

### **Montgomery Theater Equipment Rental Cost**

Sound-1 Day	\$250
Sound-2 Days	\$375
Sound-3 Days	\$450
Sound-7 Days	\$525
Projector, Screen, Switcher-1 Day	\$1500
Projector, Screen, Switcher 2 days	\$2,250
Projector, Screen, Switcher 3 days	\$2,700
Projector, Screen, Switcher 7 days	\$3,150
Lighting 1-39 Fixtures-1 Day	\$163
Lighting 1-39 Fixtures-2 Days	\$245
Lighting 1-39 Fixtures-3 Days	\$295
Lighting 1-39 Fixtures-7 Days	\$345
Lighting 40-60 Fixtures-1 Day	\$189
Lighting 40-60 Fixtures-2 Days	\$285
Lighting 40-60 Fixtures-3 Days	\$345
Lighting 40-60 Fixtures-7 Days	\$400
Lighting 61-120 Fixtures-1 Day	\$258
Lighting 61-120 Fixtures-2 Days	\$387
Lighting 61-120 Fixtures-3 Days	\$465
Lighting 61-120 Fixtures-7 Days	\$545
Lighting 121-230 Fixtures-1Day	\$350
Lighting 121-230 Fixtures-2Days	\$525
Lighting 121-230 Fixtures-3Days	\$630
Lighting 121-230 Fixtures-7Days	\$735
Each Moving Light	Venue does not own

### **Theater Preservation Fee**

In consideration for the use of a Theater Venue for a Ticked Event, Client will pay the TSJ a fee equal to the product of \$1.50 multiplied by the number of tickets issued with respect to the event (the "Theater Preservation Fee"). The Theater Preservation Fee is in addition to any and all other charges due under this Agreement. Client shall provide TSJ with an accounting of the ticket sales, tickets issued, and attendance for each event at a Theater Venue, and shall pay the Theater Preservation Fee to TSJ within five business days after the event date for which the tickets were issued. Preservation Fee to TSJ within five business days after the event date for which the tickets were issued.

### **Facility Fee**

TSJ Ticketing is our in-house ticketing provider. Please note for ticketed events open to the public, we do charge a \$2 Facility Fee

(for profit events) or a \$1 Facility Fee (for 501-C3 non-profit events) per ticket issued. These fees can be added on top of the ticket face value automatically by TSJ Ticketing so that your patrons pay the additional fees, at no charge to you.

### **Production/Staging Services**

Any event in one of our Theaters will require the use of IATSE Local 134 Stagehand Labor. Team San Jose has partnered with the local unions to provide the highest quality labor with the best value and flexibility for your event. Please consult your Production Manager for more information and rates.

### **Videotaping/Broadcasting**

If you plan to videotape/record your event, please see your Production Manager for more information. Per our new CBA, the broadcast origination fee will no longer be applied.

### **Theater Sound & Lighting Systems**

All house sound and lighting systems in our theaters must be operated by an IATSE engineer.

### **Electrical Services**

Advance notice of additional electrical distributions or power drops is required to expedite their availability as needed. We can review your needs and provide you with any associated expense that will be assessed.

### **Telecommunication/Telephone Services**

Smart Wave is the exclusive full service provider of internet connectivity in our theaters. For installation of a high-speed internet connection to networking, Smart Wave can provide services for the exhibitor and show management. Fee is determined on a case by case basis and dependent upon event requirements.

### **Lobby Uses**

The lobbies may potentially be available for pre- or post-performance activities, subject to logistical and guest support needs. Should your event require tables, chairs, lecterns, or other such equipment or removal of standard furnishings, associated fees will be assessed for the equipment, labor and required staff.

### **Usher Staffing**

All of our theaters (San Jose Civic, Montgomery Theater, Center for the Performing Arts and the California Theatre) require usher staffing for the safety and the security of your guests.

### **Fire Inspector Services**

Events that require the presence of a fire inspector (s) will be assessed an hourly reimbursement charge.

*Revised July 16, 2025*

### **Emergency Medical Technicians**

Team San Jose may require that you utilize first aid coverage for your event. Coverage is always required for any sporting event, cheerleading or dance competition and may be required for exhibit load in/out. If your event requires Emergency Medical Personnel, the technician must be present 30 minutes before, during, and 30 minutes after your event. The current rate for Emergency Medical Personnel is \$55 per hour per Technician.

### **Security**

All event security will be arranged by Team San Jose for the client. Requirements will be based on attendance regarding the event. Please confirm your security requirement with your Event Services Manager.

### **Food & Beverage Services**

Team San Jose has the exclusive right to provide all food and beverage, novelty, and concession services in the San Jose Convention & Cultural Facilities. Team San Jose offers a complete range of services to meet your food and beverage needs.

A signed Banquet Order form with the appropriate deposit must be on file in the Team San Jose office ten (10) days prior to the function date; otherwise, items cannot be guaranteed.

Because our team is in-house, we offer the best value and services. As with most centers, no outside food or beverage is allowed. Please contact your Event Services Manager regarding menu planning information and rates.

### **Event Merchandise**

Team San Jose will charge a 20% novelty fee for all merchandise sales. This includes T-shirts, CDs, programs, and any other items that you sell at your event. Your organization will provide the staff to sell merchandise.

### **Seat Removal**

Auditorium seats may be removed for production requirements. These removals and re-installations must be arranged for in advance through our Production & Facilities staff. The labor costs for these removals and re-installs will be assessed to the client.