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# Event Services & Fees

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San Jose Theaters

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Center for the  
Performing Arts 

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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 June 30, 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	\$7,260
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)	\$39.63
Supervisor (less than 5 staff members)	\$31.52
Assistant Head Usher	\$29.83
Lead/Aisle Captain	\$25.83
Ticket Taker	\$24.51
Directional/Usher	\$24.51
Door Guard	\$24.51
Elevator Usher	\$24.51
Elevator Ticket Taker	\$24.51
ALD Usher	\$24.51
Badge Checker	\$24.51
Coat Check	\$24.51

### Security/Safety Services

*Staff Hourly Rates*

Event Coordinator	\$40.02
Supervisor	\$33.66
Gate Guard	\$29.42
Backstage Door Guard	\$29.42
Stage Stair Guard	\$29.42
Artist Entry	\$29.42
Roamers	\$29.42
Searchers	\$29.42
Relief	\$29.42
Smoking Area	\$29.42
Line Control	\$29.42
Radio Fees	\$15.00 ea.
APEX GUARDS	\$68.90
SJPD <i>Minimum 3 hours</i>	\$74.20
<i>SJPD Call Fee/1 per event</i>	\$97.52

### Ticketing Services

*Staff Hourly Rates*

Box Office Clean-Up Fee	\$150.00
Event Ticket Seller	\$30.00
(\$300 minimum fee for 2 sellers)	
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 (Waived if non-profit)	\$2.00 per ticket sold

# Theatrical Equipment

## Center for the Performing Arts Equipment Rental Costs

Sound-1 Day	\$1,000
Sound-2 Days	\$1,500
Sound-3 Days	\$1,800
Sound-7 Days	\$2,100
Video Projector 10K-1 Day	\$1,000
Video Project Screen 9x16-1 Day	\$500
Each Camera (up to 3)	Venue does not own
Lighting 1-39 Fixtures-1 Day	\$950
Lighting 1-39 Fixtures-2 Days	\$1,425
Lighting 1-39 Fixtures-3 Days	\$1,710
Lighting 1-39 Fixtures-7 Days	\$1,995
Lighting 40-60 Fixtures-1 Day	\$1,100
Lighting 40-60 Fixtures-2 Days	\$1,650
Lighting 40-60 Fixtures-3 Days	\$1,980
Lighting 40-60 Fixtures-7 Days	\$2,310
Lighting 61-120 Fixtures-1 Day	\$1,500
Lighting 61-120 Fixtures-2 Days	\$2,250
Lighting 61-120 Fixtures-3 Days	\$2,700
Lighting 61-120 Fixtures-7 Days	\$3,150
Lighting 121-230 Fixtures-1Day	\$2,500
Lighting 121-230 Fixtures-2Days	\$3,750
Lighting 121-230 Fixtures-3Days	\$4,500
Lighting 121-230 Fixtures-7Days	\$5,250
Each Moving Light	Venue does not own
Spot Light-1 Day	\$150
Spot Light-2 Days	\$225
Spot Light-3 Days	\$270
Spot Light- 7 Days	\$315

## 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 One Dollar (\$1.00) 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.

## 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 per event attendee. If you are a non-profit, then the Facility Fee will not apply to you. 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.

### 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 and 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, CD'S, 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.

### Equipment Services

Team San Jose has sufficient equipment (i.e. tables, chairs, staging, etc.) to support the usual needs for events and room capacities in our facilities. Should equipment requirements exceed or differ from our inventory, outside vendor rentals will be required. Your Event Services Manager can provide a list of local outside vendors for additional equipment needs.

Team San Jose will provide a total of four 8-foot tables and table skirts and 8 chairs for your event. Any equipment requirements over and above the pre-determined amount will be charged to your final invoice. Please speak with your Event Services Manager for more information regarding equipment rental.

### Banners/Signage

If you are interested in placing or affixing banners/signage to any of our theaters, please consult your Event Services Manager for more information regarding our approval process.

### Parking Services

The Convention Center Garage has 500 spaces for general event use. Current rates are available from your Event Services Manager. Rates are in effect seven days a week and are subject to change without notification. The entrances to the Garage are located on Almaden and on Market Street. Both are generally open during all operating hours. For additional information, please visit: <https://sanjosetheaters.org/directions/>

### Liability Insurance

All events in our facilities must carry a liability insurance policy with one million dollars of liability coverage. Please consult your Sales Manager for more information and rates.