
Event Services & Fees

San Jose Theaters

Montgomery Theater





SAN JOSE THEATERS

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 July 1, 2018 through June 30, 2019. 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)	\$34.61
Supervisor (less than 5 staff members)	\$27.40
Aisle Captain	\$21.12
Ticket Taker	\$19.80
Ushers	\$19.70
Elevator Usher	\$19.80

Security/Safety Services

Staff Hourly Rates

EMT	\$55.00
Event Staff	\$27.75
Supervisor	\$31.75
Security Manager	\$37.75
SJPD Minimum 3 hours	\$55/\$82.50
SJPD Call Fee/1 per event	\$55 - \$72.75

Ticketing Services

Staff Hourly Rates

Box Office Clean-Up Fee	\$150.00
Event Ticket Seller	\$30.00
(\$250 minimum fee for 2 sellers)	

Ticketing Services

Credit Card Transactions	3.00% of all sales transactions
Ticket Printing (Only with consignment)	\$1.00 per ticket
Theater Preservation Fee	\$1.00 per ticket sold
Facility Fee (Waived if non-profit)	\$2.00 per ticket sold

Theatrical Equipment

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	\$1000
Projector, Screen, Switcher 2 days	\$1500
Projector, Screen, Switcher 3 days	\$1750
Projector, Screen, Switcher 7 days	\$2150
Lighting 1-39 Fixtures-1 Day	\$163
Lighting 1-39 Fixtures-2 Days	\$244.50
Lighting 1-39 Fixtures-3 Days	\$293.40
Lighting 1-39 Fixtures-7 Days	\$342.30
Lighting 40-60 Fixtures-1 Day	\$189
Lighting 40-60 Fixtures-2 Days	\$283.50
Lighting 40-60 Fixtures-3 Days	\$340.20
Lighting 40-60 Fixtures-7 Days	\$396.90
Lighting 61-120 Fixtures-1 Day	\$258
Lighting 61-120 Fixtures-2 Days	\$387
Lighting 61-120 Fixtures-3 Days	\$464.40
Lighting 61-120 Fixtures-7 Days	\$541.80
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

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.

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 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 Event Services Manager for more information and rates.

Videotaping/Broadcasting

If you plan to videotape/record your event, please see your Production Manager for more information. Origination fees may apply.

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.

Fire Inspector Services

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

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.

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 \$37 per hour per Technician. In addition, a one-time \$25 administrative fee will be charged. These fees are due to your Event Services Manager 48 hours prior to your event.

Liability Insurance

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

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.

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.

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 or the marquee. Please notify your Event Services Manager in advance of your preferences.

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.

Theater Sound & Lighting Systems

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

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.

A pre-determined quantity of standard equipment will be provided complementary with each function room rented. Any equipment requirements over and above the pre-determined amount will be charged to your final invoice. Your Event Services Manager can provide you with a list of equipment provided and the rates for additional equipment needed.

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.

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, Streamline Communications can provide services for the exhibitor and show management. Fee is determined on a case by case basis and dependent upon event requirements.

Tables and Chairs

Team San Jose will provide a total of four 8-foot tables and table skirts and 8 chairs for your event. There will be an additional charge for any additional equipment requested. Please speak with your Event Services Manager for more information regarding equipment rental.