

# SERVICES AND EQUIPMENT GUIDE



## box office/ticketing

(All advance ticketing must use Ticketmaster)

MCC Box Office Fee	4.75% of gross ticket sales
Charge Card Fee	3.75% of all charges
Ticketmaster Ticket Printing	\$ .25 per ticket
Non- Ticketmaster Ticket Printing	\$ .03 per ticket
Facility Fee (customer paid)	\$1/ticket > \$7.50

## convention service center

Copies – Black and White	\$ .22 each
Copies - Color	\$ .60 each
Fax Sent (1 <sup>st</sup> page)	\$ 4.75 each
Fax Sent (additional pages)	\$ 2.25 each
Fax Received (per page)	\$ 1.25 each
Event Sign (24"x 28")	\$ 14.00 each

## electrical/water service (show day)

120 Volt – 20 AMP Connection	\$ 80.00 each
208 Volt – 30 AMP Connection	\$ 97.00 each
Water Hook-ups	\$ 88.00 each

## equipment rental

Chairs	\$ 4.50 each
Dance Floor	\$ 425.00 each
Easel	\$ 12.50 each
Flip chart or easel (markers \$1.50 each)	\$ 17.50 each
Followspot	\$ 155.00 each, plus operator
Forklift (full day)	\$ 180.00 plus operator
Highlift (full day)	\$ 240.00 plus operator
Lectern	\$ 20.00
Piano – Baldwin 6' Baby Grand	\$ 180.00
Piano – Baldwin Upright	\$ 130.00
Piano – Steinway 9' Grand	\$ 230.00
Stage Barricade	\$350.00
Staging (dimensions vary)	\$ 21.00 or \$ 42.00 / section
Tables – 8' banquet	\$ 13.00 each
Tables – 6' round	\$ 14.00 each
Table Linen	\$ 6.00
Table with Skirting	\$ 21.00
White Board (includes markers)	\$ 17.50 small \$45.00 large

## event service fees

Personnel & Staffing	Hourly Rate
Box Office Seller	\$ 15.25
Box Office Seller Supervisor	\$ 16.00
Custodian Labor	\$ 40.00
First Aid (Level 1)	\$ 85.00
First Aid (Level 2)	\$ 180.00
First Aid required above Level 2	Quoted as needed
Piano Tuning	\$85.00/piano
Police (4 hr. minimum)	\$ 60.00
House Security	\$ 23.50
Stagehand (3 hr. minimum)	\$ 23.00
Stagehand Performance Rate (3 hr. minimum)	\$ 26.25
Stagehand Steward (3 hr. minimum)	\$ 25.50
Rigger (4 hr. minimum)	\$ 33.00
Runner (per day, plus rental vehicle)	\$ 225.00
Usher/Ticket Taker/Doorman	\$ 12.00
Usher (Head)	\$ 15.75

## telecommunications

Telephone Line (NO phone or long distance)	\$155.00 ea.
Two-way Radios	\$ 30.00 each per day

## network services

Wireless Internet	
1.5 Mbps upload/download	
Pre-order	\$20.00/day per user
Day of event	\$30.00/day per user
<i>Wi-Fi is available for attendees and patrons throughout the facility via credit card.</i>	
Wired Internet	
3.0 Mbps upload/download	
Pre-order	\$75.00/day per user
Day of event	\$125.00/day per user
Internal Network Connection	\$ 40.00 per event
Customer supplied network	
Cable Television Connection	\$ 55.00 per event
<i>(DOES NOT include TV)</i>	

**For audio visual services, please see the A/V Guide. Additional Services & Equipment Available Upon Request.**  
All prices effective January 1 – December 31, 2012 and subject to change without notice.

MCC is a division of the Park & Recreation Department, City of Rochester