

THE
PALLADIUM
at ST. PETERSBURG COLLEGE

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www.mypalladium.org

Using the Palladium **TERMS AND CONDITIONS**



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Welcome to the Palladium

The Palladium Theater at St. Petersburg College ("Palladium Theater" or "Palladium") is a community theater, dedicated to the support and presentation of the creative efforts of performing artists and cultural organizations. We have two venues in our historic 80-year-old building: the Hough Concert Hall, which has about 850 seats, and the Stavros Great Room, which can be configured for a variety of events, from meetings and receptions to cabaret-style entertainment, and which holds 150 comfortably.

To get started booking your date, contact the Palladium, by phone at (727)-822-3590. The Production Manager will review the Palladium's calendar and let you know if the dates you want are available.

If you decide to proceed with your event, you will need to come in and sign a contract for the space. If you have a non-profit organization, you must bring with you a copy of your tax-exempt certification; otherwise you will be charged sales tax on your rental. You also will be required to provide liability insurance coverage for your event, either as a rider on your own policy or by purchasing coverage through the College's policy. Finally, you will be required to make a deposit of one-half your rental fees at contract signing, so bring a check.

Once your contract has been signed, we will include your event on our website, in our marketing materials, and will begin to sell tickets on your behalf.

You are welcome to review our standard contract in advance. You will see that at signing you will be asked to confirm that you have received a copy of this publication (*Using the Palladium: TERMS AND CONDITIONS*). We urge that you review this entire document carefully and discuss any item that is unclear at the time you sign your contract because you will be bound by its contents.

Thank you for considering the Palladium for your event. We are eager to learn more about your goals and to determine what we can do to help you achieve them.

About the Palladium

The Palladium Theater was incorporated as a non-profit organization in 1998. In February 2007 it became part of St. Petersburg College. Our mission as a community theater is to present shows whose cultural diversity mirrors that of our community; to help emerging artists find their opportunities; to feature the work of our hometown heroes, the artists who work, teach and perform in our community; to offer help, support and a learning stage to students and adult learners, and to be of service to the many groups that make our community strong.

Each year we stage approximately 200 individual events, to a total audience of 50,000 to 75,000 people. About 40 percent of our productions feature students or young performers. More than 6,000 artists, mostly from the Tampa Bay area, appear on our stages each year.

We take pride in offering programming designed to meet diverse needs and interests. Our main stage, Hough Hall, has exceptional acoustics that make it ideal for chamber music, jazz ensemble, opera and other similarly intimate forms as well as larger ensembles.

Our stage can be configured for everything from theater, to big bands, ballet, and bossa nova. The Palladium is where aspiring performers get their start, where new performing groups learn

the ropes, and where our area's finest professional musicians congregate to perform together in a warm and beautiful setting.

In 2006 we transformed the Stavros Great Room into a flexible space in which we can offer cabaret-style concerts as-well-as facilitate receptions and meetings to audiences of up to 150 people. Our Side Door Jazz series in this venue has proven to be hugely popular.

The Palladium Theater was built in 1925 as the First Church of Christ, Scientist. Cornerstone ceremonies were held on Thanksgiving Day in 1925. It is a Romanesque Revival building designed by Howard Lovewell Cheney, who also designed Washington National Airport, in Washington, D.C. Cheney was inspired by Brunelleschi's Foundling Hospital in Florence, Italy (1419) when he designed the building that was to become the Palladium Theater. The building was built by the George A. Fuller Construction Company, builder of the Flatiron Building, the Dag Hammerskjold Library at the United Nations, and the Lincoln Center in New York and the National Cathedral and the Supreme Court Building in Washington, D.C.

We welcome volunteers, supporters, presenters, members, artists, teachers, students and patrons of all sorts. For more information, please contact the Executive Director at wilborn.paul@spcollege.edu, or phone 727-302-6870 or visit our website at www.mypalladium.org.

General Policies

1. Not Binding Until Signed

No reservations for space will be considered binding and no events will be publicized until User and Palladium have both signed the Facilities Use Contract and Palladium has received a deposit equal to one-half the fees listed in the Facilities Use Contract.

2. Insurance Required

All Users of the Palladium Theater are required to carry general liability insurance for their event. Users who already have liability policies must obtain a *Certificate of Liability Insurance* naming **St. Petersburg College and the Board of Trustees** as an "additional-insured." Users who do not already have general liability insurance will be required to participate in the St. Petersburg College's insurance program. The College must receive either a Certificate of Insurance or a completed application for coverage under the St. Petersburg College insurance program within 30 days of the contract signing. In the event, the contract is signed with less than 30 days until the event date, no less than 7 days prior to the event, User must submit to the College either a Certificate of Liability Insurance as set forth above or an application for insurance must be made to participate in St. Petersburg College's insurance program. In any event, failure to provide proof of insurance coverage by the required deadlines as set forth herein will result in cancellation of the event.

In the event that User desires to have alcoholic beverages served or sold at the event by the College or a College approved caterer as provided in Number 32 Alcoholic Beverages, the College may require (at the College's sole discretion) User to obtain, at its sole cost and expense, General Liability and Host/Liquor Liability coverage of not less than \$1 million per occurrence. If User is required to obtain Host/Liquor by the College and User is unable to obtain such coverage on its own, User at the time of contracting with the College can contact Risk Management for instructions on submitting an application for such Host/Liquor Liability coverage through the College to an insurance provider approved by College. User must provide College with a Certificate of insurance evidencing such Host/Liquor Liability Coverage and naming St.

Petersburg College as an “additional insured” within 30 days of contract signing. In the event the contract is signed with less than 30 days until the event date, no less than 7 days prior to the event, User must submit to the College either a Certificate of Host/Liquor Liability Insurance as set forth above or an application for insurance must be made to participate in the College's insurance program. In any event, failure to provide proof of insurance coverage by the required deadlines as set forth herein will result in alcoholic beverages not being served or sold at the event.

3. Fire Safety

All fire safety regulations must be strictly observed.

4. Smoking in the Palladium

There will be NO smoking anywhere within the Palladium.

5. Damages

All facilities and equipment must be returned in as good a condition as when rented. Cost of repairs will be borne by the User.

6. Indemnification

The User agrees to indemnify and hold harmless the College, its officers, agents and employees from any and all claims, demands, expenses (including attorney's fees through appeal) and liabilities arising out of or resulting from accident, illness, sickness, and personal injuries (including death), other than employees of the College (acting in their capacity as employees), on or about the Palladium Theater premises and/or damage to property of the College and to property of others during the time of use by User, its employees, agents, contractors or invitees.

7. Sales Tax

All Users will be charged sales tax on any rental or lease payments made to the College unless such User has submitted a current valid tax exempt certificate in advance of the performance. Additionally, Users shall be charged an admissions tax on any ticket sales and admission charges/fees for the event unless such ticket sales or admission charges/fees are otherwise exempt from taxation in accordance with Section 212.01, Florida Statutes.

8. Services Not Included

The College will not provide stage management or design services for the event. The User is responsible for all loading and unloading of supplies and equipment, for all scenery and for any scenery carpentry the event requires. The College will provide sound and light technical staff, appropriate box office and front of house staff and a house manager for the event.

9. Volunteer Ushers

In the event that not enough volunteer ushers sign up for an event, User may be required to supply additional ushers. This would be likely to happen on holidays or at events that start after 9 pm.

10. Marketing Meeting Required

A Marketing Meeting is required before your scheduled event. At this meeting the User and the College staff located at the Palladium will discuss marketing strategies and policies applicable to the performance. The College in its sole discretion may choose whether or not to utilize those marketing resources available to it as set forth in the “Standard Marketing Campaigns” section of these Terms and Conditions for User's event. The College does not guarantee or ensure that any tickets will be sold as a result of the College's marketing efforts. In no event will the College be liable to User or any other third party, for damages or losses resulting from lack of ticket sales or failure to market the event.

11. Event Meeting Required

An Event Meeting is required before the event. The purpose of this meeting is to review technical plans in detail and to tie down all facets of the production, from load-in to load-out.

12. Palladium Supporter Recognition

The official Palladium pre-recorded show announcement and the names of the Palladium's supporter projected on the walls of the theater will be a part of every event, without exception. Use of these important messages may not be cancelled by the User.

13. Special Events

Certain events, such as weddings, graduations and similar functions that require extensive food service, social facilities, or other non-standard needs, may not be appropriate for the Palladium. Approval for such events will be considered on a case-by-case basis by the College. Additional fees may be charged, depending on the complexity of the event proposed.

14. Personal Property

The College shall not be responsible for loss or damage to personal property placed in or about the Palladium Theater belonging to User, its employees, agents, contractors or invitees, and User shall hold the College harmless from all claims arising out of loss or damage to such property. User shall remove from the Palladium Theater, immediately upon termination of the event, all property belonging to User and all property brought in or about the Palladium Theater by User or persons associated with User in the use and occupancy of the Palladium Theater. If User fails to remove all such property, the College, in its sole discretion, shall have the right to remove, store or dispose of such property at User's expense. The College shall not be liable for any damage or loss to said property for taking such actions as authorized herein, regardless of how and where the same shall occur or by whomsoever caused.

15. Copyrights and Royalties

Copyrights and Royalties User agrees to assume all costs arising from the use of patented, licensed, trademarked, franchised or copyrighted music, materials, devices, processes or dramatic rights that may be incurred as a result of any performances presented during the event and any other performance rights. User does hereby agree to indemnify, defend and hold harmless the College and its officers from any and all claims or costs, including attorney's fees through appeal, which might arise because of the use of claimed use of such material.

16. Observance of Law.

User agrees to obey and observe, with respect to its use of the Palladium Theater, all applicable laws of the United States and the State of Florida, all applicable ordinances and rules of Pinellas County and the City of St. Petersburg, and their respective administrative departments and agencies, and all rules and regulations adopted by the Board of Trustees of St. Petersburg College, and to require the same from its employees, agents, contractors and all other persons for whose conduct it is responsible or over whom it exercises or has authority to exercise control. In the event User fails to comply with the laws, ordinances, rules and regulations set forth herein, whether before or during the event or performance, the College shall have the right to cancel the performance or event or any portion thereof, and User does hereby waive any claims for damages, compensation or reimbursement due to such cancellation.

17. Control of the Palladium Theater

It is understood and agreed that the College hereby reserves the right to control and manage the Palladium Theater and to enforce all rules and regulations for the management and operation of the same. The College and its' employees and agents shall have free access at all times to all spaces occupied by User, for the purposes stated herein.

18. Purpose

The Palladium Theater is only to be used for the purposes stated in the Contract, and any misrepresentation in obtaining this Contract, or use of the premises for other purposes shall be sufficient grounds for immediate cancellation of the performance or event by the College, without obligation of the College to reimburse any monies from a deposit or otherwise to User, without incurring any other liability to User, and without any loss of any right or claim of the College against the User.

19. Act of God

Neither party shall be liable to the other party for the failure to perform any of the terms and conditions of the Contract when such failure to perform is attributable to and caused by an "Act of God", including, but not limited to, natural disasters, severe weather conditions such as hurricanes or tornadoes, war, terrorism, strikes, riots, civil disorder, sabotage, power failure, injunction and fire.

20. Entire Contract

This Contract includes all the terms and conditions agreed upon by the parties and no oral commitments or representations shall be valid or binding upon the parties. This Contract may not be modified in any manner except by written modifications signed by both parties.

21. Public Records Law

This Contract is subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes. In the event the User refuses to allow public access to any applicable documents, papers, letters and other materials made and received by the User in conjunction with this Contract which are not otherwise exempt from Section 24(a) of Article I of the Florida Constitution and Chapter 119, Florida Statutes, the College may unilaterally terminate this Contract without further liability.

22. Choice of Law

This Contract and all transactions governed by this Contract shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to principles of conflicts of laws.

23. Venue

In the event of any legal or equitable action arising under this Contract, the parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Pinellas County, Florida, or the District Court of the United States, Middle District of Florida, sitting in Hillsborough County, and the parties specifically waive any other jurisdiction and venue.

24. Cancellation

Should User desire to cancel the Event, notification must be given in writing to the College at least fifteen (15) days prior to the date of the scheduled Event. In the event notice of cancellation is given by User at least fifteen (15) days prior to the date of the scheduled Event, the College shall retain that portion of the Deposit necessary to reimburse the College for any actual expenses incurred related to the Event. Any sum remaining, if any, from the Deposit after the College has been reimbursed for actual expenses incurred shall be returned to the User. In the event User cancels the Event less than fifteen (15) days prior to the date of the scheduled Event, the College shall retain half of the Deposit, in addition to User reimbursing all expenses incurred by the College with respect to the Event. Upon cancellation as provided herein, the College shall be relieved from any further obligations under this Contract.

25. Termination

The College reserves the right to terminate this Contract at any time if: User fails to pay any sum due and owing the College when such amount shall become due, User fails to perform any of its

obligations pursuant to the Contract, the College reasonably feels that User will not be able to meet its financial obligations hereunder, the institution of bankruptcy proceedings by or against User or as otherwise provided in the Contract. This right of termination is addition to any and all available remedies to the College at law or in equity .

Planning and Scheduling the Event

26. Intermission

An intermission of 15 to 20 minutes must occur during any program that is 90 minutes in length or longer unless the work was created by the original artist with no intermission.

27. Printed Program Inserts

Users must provide their own pre-printed programs. These programs must be delivered to the Palladium the week of the performance. The Palladium reserves the right to insert promotional and informational material at the discretion of St. Petersburg College.

28. House Open Time

Seating begins a minimum of one-half hour prior to show, subject to approval by technical staff. The lobby will open for tickets sales at least three hours prior to ticketed performances.

29. Technical Requests Deadline

Technical requests for theatrical services must be made by deadline you will be given. Last minute requests will not be guaranteed.

30. Access Hours

Users are asked to respect the hours of access to the theater that their contract covers. Early arrivals or late departures will be billed at the rates stated on the Rental Charges sheet. Early and late charges will not be prorated for partial hours.

Concessions and Food

31. Concessions Income

The College will retain all concessions income.

32. Alcoholic Beverages

If User desires to have beer and wine offered for sale by the College during the event, the User must indicate in the Contract its desire for the same, and the College shall provide the User with notice of approval of the request within two (2) weeks of execution by the College of the Contract.

33. Catering Requirements

Food for catered events must be prepared and provided by a state-certified kitchen. If the User requires the service of beer and wine separate from the College operated concessions, such service must be approved by the College in advance of the event. All such caterers shall have a copy of a current and valid State of Florida alcoholic beverage license on file with the College before the event. User must also provide proof of liquor liability insurance. Caterers must meet college insurance requirements as well as receive approval from the college.

Use of Space

34. Pyrotechnics and Live Animals

Use of pyrotechnics, open flames, combustible materials or live animals (except for service animals) on the College's premises at the Palladium is expressly forbidden. In rare cases,

permission may be granted by the College, at the College's sole discretion. Such permission must be requested in writing at least 60 days before the event. User will be responsible for all additional fees, including permits, required for such use.

35. Damages to the Palladium

The cost of repairing or replacing any damage to Palladium equipment or property that takes place during the performance and is caused by the User or the User's agents, employees or contractors will be withheld from the final ticket settlement paid to User.

36. Must Leave Palladium in Repertory Condition

The Palladium maintains sound and lighting equipment in a standard repertory configuration. Users who alter the standard configuration are required to restore the equipment to the standard before leaving and within their established access time.

37. Advance Permission for Videography or Use of a Tripod Required

You must obtain advance permission to set up tripods or use video cameras to record your performance, and such permission will not automatically be granted. Cameras on tripods can block the sight lines for theater patrons and the College will not allow such use without sufficient advance planning to avoid this problem. Similarly, the College cannot supply electricity to power a video camera unless there is sufficient time allowed to permit staff to do so in a way that meets electrical codes and is safe for theater patrons.

38. Hours of access

Rental hours for Hough Hall are determined at contract signing and shall not exceed nine hours unless specified in contract.

39. Subleasing Space

No User may rent, sell or sublease space at the Palladium.

40. Stavros Great Room Not Included

Rental of Hough Hall does not automatically entitle the User to use the Stavros Great Room. Users wishing to use the Stavros Great Room must make arrangements in advance of the performance date. There may be charges for using the Stavros Great Room.

41. Banners and Signs Not Allowed

No banners or signs may be hung anywhere in the Palladium without advance approval by the College. No objects of any sort are to be attached to the walls, curtains, wood beams or ceilings of the building.

42. Merchandise Sales

User may offer merchandise for sale in the Palladium Theater Lobby. No more than two tables (30" x 72") will be allowed in the lobby for use by the User, including merchandising. The purpose of these tables is for promotion of the User only. Merchandise sales must be approved in advance. No Palladium staff member can be involved in merchandise sales.

Box Office and Ticketing

43. Palladium Box Office Required

All ticketing must be handled through the Palladium's Box Office. Users may not print, distribute or sell their own tickets for an event at the Palladium without prior approval.

44. \$1.50 Ticket Handling Charge

A ticket handling fee of \$1.50 will be charged for all tickets printed. This charge will apply to tickets printed for sale and for any tickets requested by the User. Ticket handling fees are NOT refundable, under any circumstances.

The Palladium defines the following:

Consignment tickets:

Consignment tickets are tickets that event organizers sell/distribute on their own for a price determined by the individual or company in possession of the ticket. Consignment tickets are treated like cash, are considered as sold upon purchase, and cannot be returned. Therefore, the \$1.50 per ticket charge plus any applicable tax is due upon receipt of consignment tickets. Consignment tickets are not the equivalent of complimentary tickets.

Complimentary tickets:

The request for complimentary tickets acquires the same \$1.50 per ticket charge as consignment, but is taken out during the settlement of the performance sales. The fee is charged after the performance to allow the renter or partner to grant "comp" tickets for appropriate circumstances up to the point in which the box office closes without the need to prepay the \$1.50 charge at which the request is processed. A *comp ticket* is given free as a gift or courtesy to patrons by an organization.

45. Renter Use of Comp Tickets

If you are renting the Palladium for your event, you may distribute as many complimentary tickets (known as "Comp Tickets") as desired. The ticket handling fee of \$1.50 per ticket will apply to all Comp Tickets. All requests for Comp Tickets must be made in writing at least 24 hours before the requested pick-up time. Requests for comp tickets must be authorized by the organization or individual names within the contract.

46. Palladium Comp Tickets

The College will reserve up to 25 tickets for each performance for its own complimentary distribution (these tickets known as "Palladium Comps"). The ticket handling fee of \$1.50 per ticket will NOT apply to Palladium Comps.

47. Consignment Tickets

Tickets requested by the User for resale (known as "Consignment Tickets") must be requested in writing, using the form provided by the College (see Appendices). This form must be submitted at least 24 hours in advance of the ticket pick up time requested. Ticket handling charge of \$1.50 must be paid in advance. Sales tax will be added to this charge for all non-profit entities wishing to utilize this service.

48. Pricing on Consignment Tickets

Consignment Tickets must be requested and purchased by the User named in the contract. User may supply a single line of type that describes the ticket and gives a price. Users must approve a printed example prior to completing the request for consignment tickets. Consignment tickets will only be issued to the User named in the contract, unless a written authorization is generated by the User naming a different person. The college shall not be held liable for the pricing of consignment tickets. Example: User changes ticket price to read "VIP" as opposed to contracted ticket price.

49. Open or Reserved Seating

User may choose one of two ticketing options: Open Seating or Reserved Seating. "Open Seating" means that patrons may choose their own seats at the event. "Reserved Seating" means that patrons will be assigned a seat at the time they purchase their tickets. With Reserved Seating, User may establish different ticket prices for different levels of seating (known as "Tiered Pricing").

50. Discounts Tickets

User may offer discounted tickets for seniors, youth and St Pete College employees and affiliations for both Open and Reserved Seating. The Palladium defines "student" as a person between the ages of 6 to 18 , "Senior" as a person over the age of 65 and "child" as 5 and under.

51. Tiered Pricing

If Users choose to offer Reserved Seating and wish to offer Tiered Pricing, the Palladium's standard Tier Layout is recommended (see the Hough Hall Seating Chart included in this document). The "A" Tier offers the best seating and ticket prices for this section should be the highest.

52. Group Discounts

The College offers discounts to certain groups. Members of the Palladium Theater are entitled to a discount on all tickets they purchase. In addition, the College negotiates group sales discounts to attract people to the theater. User acknowledges that all membership, group and special discounts negotiated by the College will be honored.

Youth and Variety Shows

53. Definition of Youth and Variety Shows

Events involving children and young adults require special attention from the organizers of the event, as do events that involve a large number of performers. We define a "Youth Show" as any event involving performers under the age of 25 and a "Variety Show" as any event that includes more than three distinct performing groups. For both kinds of event, some special rules apply and additional charges may be required.

54. Safety and Comfort

The intent of these special requirements is to assure the safety of all who participate, to protect the historic building that is the Palladium's home, and to make sure that your event takes place in a smooth-running environment. We appreciate your cooperation.

54. House Meeting Required

On the day of your event, **all your artists and staff** must meet with the Palladium House Manager to discuss the event and review building and safety procedures. We require that this meeting take place before you will be permitted any access to the stage.

56. Stage Manager Required

The event organizer must provide a Stage Manager for all youth and variety shows. The Stage Manager will be held responsible for making sure that all performing groups are on time and appropriately cued, and will be responsible for performers' behavior while awaiting their cues.

57. Adult Supervision Required

For the safety of the participants and the historic Palladium Theater, youth events require adult supervision at all times. Users need to supply sufficient adults to supervise young performers.

58. Event Personnel

Adult supervisors should be identified by some means during rehearsals and performance times.

59. Stage Door Monitoring

Organizers of youth and variety shows must provide a responsible adult (age 26 or older) to monitor access through the Palladium's stage door. This person must be aware of who is permitted access and must be prepared to refuse access to non-performers

60. Failure to Comply

The College shall retain the right to cancel or interrupt the performance or event or a portion thereof when in the sole judgment of the Executive Director of the Palladium or his/her designee, such cancellation or interruption is necessary in the interest of public safety. In the event that such performance or event is cancelled or interrupted and unable to be completed during the time period for which the event was scheduled and the public safety danger was not caused by the User, its employees, agents or contractors, the performance or event shall be rescheduled at a mutually agreed upon time between the College and the User, without additional rental charges. User does hereby waive any claims for damages or compensation due to such occurrence provided above.

If, however, the User, its employees, agents or contractors is the cause of such public safety danger, the College will be under no obligation to reschedule the performance or event or reimburse User for rental or other payments made to the College or for any losses or damages that User may incur arising from the cancellation or interruption. Additionally, the College shall retain all rights and remedies against User for causing such public safety danger.

Marketing**61. Use of Palladium Logo and Address**

All marketing collateral must contain The Palladium at St. Petersburg College logo at a minimum of 150 dpi resolution (file will be provided by the Palladium staff). Commercial ads created for either television or radio must contain the complete name, The Palladium at St. Petersburg College, in the spoken portion of the ad in lieu of the graphic logo. All material must contain The Palladium at St. Petersburg College address, phone number, and web address:

The Palladium at St. Petersburg College
253 Fifth Ave. N
St. Petersburg, FL 33701
(727) 822-3590
www.mypalladium.org

62. Deadline for All Material

The deadline for all marketing information is as soon as possible once the contract process is underway, otherwise with sufficient time the deadline shall be two months prior. Materials submitted past the deadline may not be included in the Palladium's standard marketing programs.

63. Approvals

All printed materials or media advertising that contain the name of the Palladium must receive prior approval from the College.

64. Media Supporter

The *St. Petersburg Times* is the only print media sponsor for the Palladium and the only print media supporter allowed for your event.

65. Requirements for Acceptable Materials

All materials must be concise, well-written, spell-checked and grammatically correct. Materials must list the performance dates, times and ticket prices accurately and completely. The subject

matter of all materials must be appropriate for all ages. The College reserves the right to refuse marketing materials that in its sole discretion it feels are unsuitable for use at the Palladium or by the College.

66. Posters

Posters must be formatted for 11 x 17 print size, with a half-inch image-free border on all sides, at 300 dpi resolution, and submitted by email in JPEG, TIF or PDF format.

67. Image Size

Images for use on the web must be formatted for 5" x 7" print size at 300 dpi resolution (at best), and submitted by email in JPEG or GIF format.

68. Lobby Posters

The Palladium at St. Petersburg College will print and hang a poster in the lobby for promotional purposes, but reserves the right to reject any poster submitted for any reason. Please be aware that the College does not offer graphic design services for creating, editing or revising posters. Posters must be submitted to The Palladium at St. Petersburg College in PDF form and must meet minimum guidelines as described above and be approved before being hung in the lobby.

69. Poster Printing Not Provided

Users are expected to provide their own printing services for posters (except for the single poster to be placed in the Palladium lobby).

70. Photo Credits

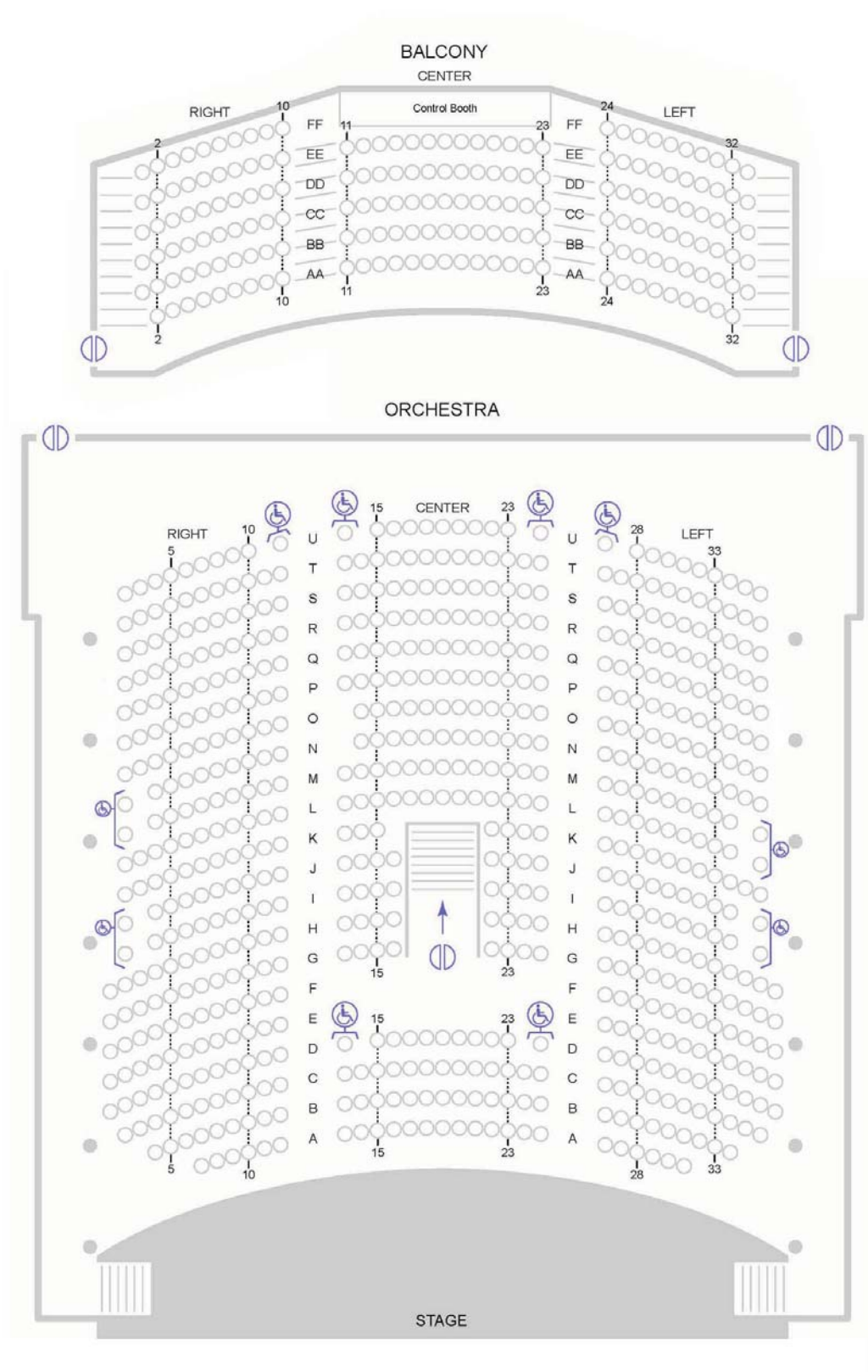
User is responsible for providing exact wordage for all required photo credits. The College assumes no responsibility for checking or confirming photo accreditation.

71. Where to Submit Materials

Provide all materials by email to the Marketing Manager, Casebier.Ken@spcollege.edu.

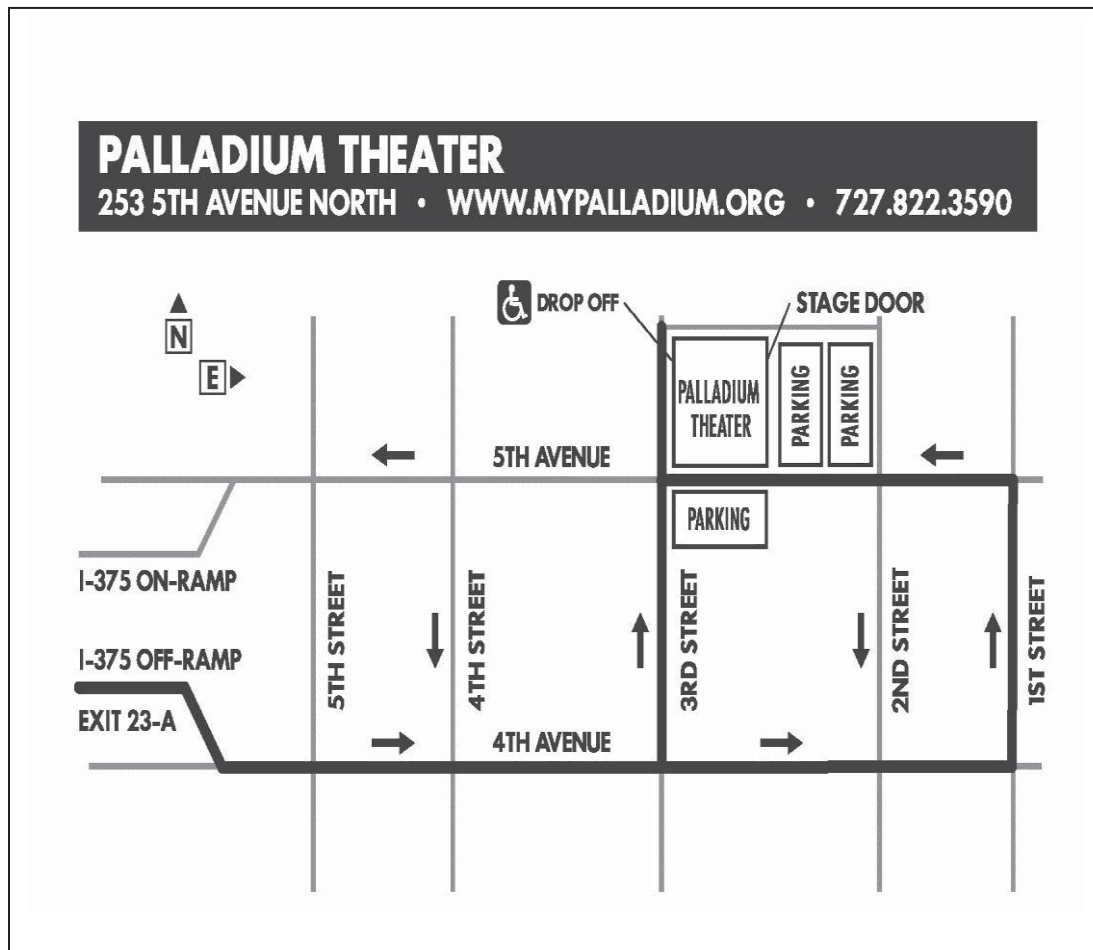


Hough Hall Seating Chart



Parking at the Palladium

The Palladium has two parking lots, one situated next to the theater and one on the south side of Fifth Ave. During the day, you may park in either of these lots. However, our parking is limited and we like to keep our lots free for patrons during a performance. **At the time of your performance, we request that you and the artists park on the street.**



**Give your event a 5th avenue address!
The Palladium Theater is available for rental.**

Contact: Damon Dougherty, 727-302-6866
• dougherty.damon@spcollege.edu

Rental Charges '14-'15

Subject to change without notice. Ask your Palladium contract officer for a copy of the most recent rates.

	Profit	Non-Profit
Hough Hall (seats approx. 830)		
Event Rental - up to nine (9) hour access	\$1,900	\$1,400
Friday/Saturday/Holiday surcharge	\$700	\$400
Rehearsal Rental - up to four (4) hour access	\$500	\$300
Additional access per hour	\$150	\$100
Use of Steinway (tuning included)	\$250	\$200
Marley floor	\$175	\$175
Fire Marshal- (required if attendance projected at 500 or more) additional \$50/hr after 6hrs.	\$350	\$350
Stavros Great Room (seats approx. 175)		
Event rental - up to nine (9) hour access	\$800	\$600
Full - up to four (4) hour access between 8 a.m. & 5 p.m.	\$600	\$400
Small - up to 2 (2) hour access between 8 a.m. & 5 p.m. (max. 35 people)	\$350	\$200
Friday/Saturday/Holiday surcharge	\$250	\$200
Additional daytime access per hour (10 a.m. - 5 p.m.)	\$100	\$75
Additional evening access per hour (5- 11:30 p.m.)	\$150	\$100
Additional Fees		
Liability Insurance (rate to be determined after application received)	approx. \$300	approx. \$300
Additional Labor charge per hour	\$35	\$35
Sales Tax	7%	7%
Piano Tuning	\$165	\$165
Ticket fee (mandatory for every ticket printed)	\$1.50	\$1.50
Change orders, per incident, within two weeks of the event	\$25	\$25
Sales Tax on Hall Rental	7%	0%
Admission Tax	7%	TBD

Palladium Theater Photos

Appearance of theater may change without notice.

Palladium lobby



Hough Hall



Skinner organ



Hough Hall



Hough Hall



Side Door Cabaret



revised 7/14/11 - KC