

## **Ataloo:**

### **Proscenium Style Theatre**

**Seating-** 1089

Floor- 805

Balcony-284

**Stage:** 48' wide x 28' high,  
40' deep from plaster line; apron 12'7"  
Orchestra pit- 9'4"@widest, 4'11" @ narrowest,  
42'2" Across

**Wing space:** Backstage 90' across wall to wall,  
Stage right ~20' of clear space X 40' (stage depth),  
Stage left ~15' of clear space X 40' (stage depth)

**Draperies:** Grand drape & valance: eggplant  
Legs & borders: black; 2 sets 18'Wx30'H  
Traveller- two 30'Wx30'H  
Cyc- 32' high X 58' wide  
Scrim, black: 32' high X 58' wide  
Scrim, white: 32' high X 58' wide

**Lighting:** ETC Ion board  
2 Robert Juliat 1119 Topaze Followspots

**Sound:** Soundcraft MH240

**Loading Dock/Parking:** Dock- 35'6" W  
Can accommodate up to 3 trucks  
Loading door & receiving bay-10'Wx14'H  
Loading onstage-9'Wx14'H

**Dressing/makeup Rooms:** 2 star, 2 chorus  
Both star & chorus include full bathroom w/ shower  
Chorus includes 11-13 stations  
Fully accommodating green room

## **J Chalmers Herman:**

### **Black Box Style Theatre**

**Seating-** 70-100

**Stage:** 40' X 50'

**Loading Dock/Parking:** Same as Ataloo

**Lighting:** ETC Ion board w/1 fader set

**Sound:** Soundcraft GB8-32

**Dressing Rooms:** 2 w/ 5 stations  
Full bathroom w/o shower

## **D.I. Summers:**

### **Proscenium Style Theatre**

**Seating-** 501

Floor- 381

Balcony- 120

**Stage:** 40' wide x 16' high  
37'4" deep from plaster line;

**Wing Space:** (SR & SL) 11' x 37'

**Draperies:** Grand drape & Valance: Burgundy  
Legs, borders: black, 2 sets  
Full stage traveller, black  
Cyc- white muslin, 2  
Scrim, black; 40' x 20'

**Lighting:** Colortran Innovator 48/96 w/64 dimmers  
1 Altman Comet Followspot

**Sound:** Peavey SRC 2400/24

**Dressing Rooms:** 2 dressing rooms; accommodates 6  
Makeup room w/ 20 stations  
Green Room

### **Budget:**

Overall: \$40,000

Ideal: \$6-\$8000

# Hallie Brown Ford Fine Arts Center

## Rental Rates

### PLEASE NOTE:

#### Non-Profit Rates

Non-profit rates are offered for those organizations who present supporting documentation showing they are either: a non-profit organization as defined by IRS code 501 (c) 3, or a county, municipality, public school district, or institution of the Oklahoma system of higher education AND are exempt from sales/use tax as verified by the Oklahoma Tax Commission.

#### Insurance Requirements

Commercial General Liability Insurance is required for all events. Please contact an insurance agent of your choice. Minimum coverage is \$1 million per occurrence.

#### Security Deposit

There is a refundable security deposit due of \$500 for all rental spaces. These funds will be used to cover any damage or cleaning costs directly related to rental. If no additional costs are incurred the deposit may be refunded or applied to final invoice.

### VENUES:

ATALOA THEATRE <i>A large proscenium style venue. Seats up to 1,089 patrons. Maximum playing area is 48 by 50 ft.</i>	WEEKDAY (Mon-Thurs)			WEEKEND (Fri-Sun)		
	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance
<b>Non-Profit Rates</b>						
First four (4) hours	\$500	\$600	\$200	\$600	\$800	\$250
All additional hours	\$100	\$120	\$40	\$120	\$160	\$50
<b>Commercial Rates</b>						
First four (4) hours	\$800	\$1000	\$350	\$1000	\$1200	\$425
All additional hours	\$160	\$215	\$75	\$215	\$255	\$90
<i>Ataloea rates include the use of make-up/dressing rooms, green room and basic technical equipment as specified by contract. Performances (and performances only) may use the Lockmillier Grand Lobby at no additional cost. The use of the HBFFAC box office must be arranged through the facility office.</i>						

CHALMERS HERMAN THEATRE <i>An intimate, black box style theatre venue with versatile seating for up to 200 patrons. Floor measures 40 by 50 ft.</i>	WEEKDAY (Mon-Thurs)			WEEKEND (Fri-Sun)		
	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance	Matinee Performance (before 5pm)	Evening Performance (5pm on)	Non-Performance
<b>Non-Profit Rates</b>						
First four (4) hours	\$300	\$350	\$100	\$350	\$450	\$150
All additional hours	\$60	\$70	\$25	\$70	\$100	\$35
<b>Commercial Rates</b>						
First four (4) hours	\$400	\$500	\$200	\$500	\$600	\$225
All additional hours	\$85	\$105	\$45	\$105	\$130	\$55
<i>Chalmers Herman rates include the use of make-up/dressing rooms, Chalmers Herman lobby and basic technical equipment as specified by contract.</i>						

DOROTHY I. SUMMERS THEATRE <i>A medium size proscenium style theatre that can seat up to 500 patrons. Maximum playing area is 40 by 30 ft.</i>	WEEKDAY (Mon-Thurs)		WEEKEND (Fri-Sun)	
	Performance	Non-Performance	Performance	Non-Performance
<b>Non-Profit Rates</b>				
First four (4) hours	\$280	\$140	\$360	\$200
All additional hours	\$65	\$30	\$85	\$45
<b>Commercial Rates</b>				
First four (4) hours	\$440	\$220	\$520	\$280
All additional hours	\$105	\$50	\$125	\$65
<i>Dorothy I. Summers rates include the use of make-up/dressing rooms, green room, D.I. Summers Lobby, box office and basic technical equipment as specified by contract.</i>				

VENUE	WEEKDAY	WEEKEND
<b>Lockmill Grand Lobby</b>		
First four (4) hours	\$240	\$320
All additional hours	\$60	\$60
<b>Art Gallery</b>		
First four (4) hours	\$240	\$320
All additional hours	\$60	\$60
<b>Sculpture Garden</b>		
First four (4) hours	\$120	\$180
All additional hours	\$30	\$30
<b>Centennial Plaza</b>		
First four (4) hours	\$240	\$320
All additional hours	\$60	\$60
<b>Centennial Plaza in conjunction with other HBFFAC Rental</b>		
First four (4) hours	\$150	\$200
All additional hours	\$35	\$35

\*All hours will be rounded up to the full hour.

### STAFF RATES:

Theatre Management, <i>(After 5pm M-F, &amp; on weekends)</i>	\$20/hr Min of 4 hrs
House Management	\$15/hr Min of 4 hrs
Ushers	\$12.50/hr Min of 4 hrs
Stage Manager	\$15/hr Min of 4 hrs
Technician's	\$12.50/hr Min of 4hrs
Ticket Manager	\$15/hr Min of 4 hrs
Ticket Clerks	\$12.50/hr Min of 4 hrs

\*The minimum call for Staff is one hour before the event (or load-in) and one-half hour after the event (or load-out).  
Note: East Central University events will not be subject to the four (4) hour minimum call requirement.

\*Any equipment, sets, instruments, etc. left after the dates of rental will incur a \$200/day storage fee.

### Box Office Fees

Set up fee	\$100
Processing fee	\$1/ticket