

# FLYNN CENTER FOR THE PERFORMING ARTS

# FLYNNSPACE

## RENTAL INFORMATION

### RENTAL COSTS AND PAYMENTS

#### Rental Costs

The below listed rates cover rental of the facility for an 8-hour period, including load-in and load-out. Longer days require additional staffing at Lessee's expense. Technical and dress rehearsals must conclude 1.5 hours before scheduled curtain time in order to prepare the house to open. Unless otherwise arranged, the space will be set up for a performance and is rented as is. If required, and the configuration allows for additional Flynn-provided tables and chairs, set-up by the Lessee or Flynn-hired stagehands is at Lessee expense, and cannot change the general configuration of the space. For more information on specific space configurations, see page 2.



#### RENT PER DAY:

##### COMMERCIAL

1 performance	Fri or Sat	\$770
1 performance	Sun- Thu	\$715
2 <sup>nd</sup> performance same day	Fri or Sat	\$480
2 <sup>nd</sup> performance same day	Sun-Thu	\$370
Rehearsal	Fri or Sat	\$420
Rehearsal	Sun-Thu	\$320

##### NONPROFIT

1 performance	Fri or Sat	\$530
1 performance	Sun- Thu	\$480
2 <sup>nd</sup> performance same day	Fri or Sat	\$320
2 <sup>nd</sup> performance same day	Sun-Thu	\$295
Rehearsal	Fri or Sat	\$370
Rehearsal	Sun-Thu	\$170

##### VERMONT ARTISTS

1 performance	Fri-Sat	\$400
1 performance	Fri-Sat	\$400
2nd performance same day	Fri or Sat	\$250
2nd performance same day	Sun-Thu	\$225
Rehearsal	Fri or Sat	\$300
Rehearsal	Sun-Thu	\$125

#### INCIDENTAL FEES:

Merchandise (Lessee provides seller)	House gets 15% of sales
Flynn Ushers	\$25 per performance
Custodial charge if food is brought in	\$75
Piano ( <i>including one tuning</i> )	\$250
Screen and Projector	\$100

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## GENERAL INFORMATION

### CAPACITIES\*\*

- Wide Configuration with large performance space: 89-19 seats
- Wide Configuration with small performance stage: 133-180 seats
- Thrust Configuration: 110-123 seats
- In the round Configuration: 136-162 seats
- Cabaret Configuration: 150-180 seats, up to 20 standing room (maximum)
- Reception/dance with no chairs or risers: 200 legal limit

\*\* Due to the high turnover of events in FlynnSpace, requests for a specific set up cannot be guaranteed and may require renting the space for an additional day, at LESSEE's expense. Therefore, LESSEE must communicate specific set-up needs prior to signing lease. If LESSEE requires a specific set-up, FLYNN must hire union stagehands to rearrange the space prior to the event as well as restoration afterward, with all costs being the responsibility of the LESSEE (approx \$500-600, not including rent of an additional day, if required).

### USHERS

Lessee is responsible for providing 4 ushers to staff the event. The Flynn House Manager will train them one hour prior to start of event and they must remain afterward to tidy up. If Lessee is unable to provide ushers, Flynn can provide for \$25 fee per performance.

### LIGHTING AND SOUND

The Flynn provides basic lighting and sound equipment and a rep plot for each configuration. **Lessee must provide a Stage Manager and all necessary Staffing including Lighting and Sound Operators.** If Lessee requires, Flynn can hire union stagehands at Lessee's expense. All necessary perishables including gaffers tape, spike tape, and lighting color is to be provided by lessee. For technical information Contact FlynnSpace Manager/Technical Director, Stefan Jacobs [sjacobs@flynncenter.org](mailto:sjacobs@flynncenter.org) 802.652.4561.

### THE FOLLOWING IS NOT PERMITTED:

Painting of walls and floor  
Drilling or attachments into walls or floor  
Scenic construction or painting (assembly of scenic elements is permitted)  
Flame, smoke, fog, or pyrotechnics of any kind  
Glitter, confetti, sand, powder, or liquids  
Dance resin or any materials that may scratch the floor  
Storage before or after LESSEE'S scheduled time in FlynnSpace

### PROMOTION (for public events)

The Flynn can post **three posters** (11x17 max) **provided by the renter** — on the sandwich board at the entrance to FlynnSpace on the day(s) of event, and in display areas around the venue. Posters should be sent as early as possible to Kyla Waldron, Administrative Offices, 153 Main Street, Burlington, VT 05401.

*SevenDays*, the free weekly paper, provides media support for all performances in FlynnSpace in the form of a dollar match if Lessee spends \$500 or more on advertising, subject to approval. For more information, contact the Flynn's Marketing Director Kevin Titterton at 802-652-4510 or [ktitterton@flynncenter.org](mailto:ktitterton@flynncenter.org).

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## BAR

**NO ALCOHOL MAY BE BROUGHT ONTO OR REMOVED FROM THE PREMISES.** If outside alcohol is discovered by Flynn staff, the event will be immediately cancelled; Flynn will retain all monies paid and refund all patrons.

Unless otherwise requested, the bar will open beginning 30 minutes prior to the start of the event and will remain open until the conclusion of the event for all public rentals. Additional bartender hours are available at a rate of \$25 per hour.

Flynn will staff the bar and retain all revenue as required by the Vermont State Department of Liquor Control. If Lessee would like to provide alcohol to the performers or patrons, it must be purchased through a Flynn representative and served by a Flynn bartender.

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## BOX OFFICE

All public paid events must be handled by the FlynnTix Regional Box Office. For free or “suggested donation at the door” events, the lessee is responsible for monitoring capacity. If capacity is exceeded, the event will be immediately canceled. **RECOMMENDED ON-SALE DATE IS 6 WEEKS PRIOR TO EVENT. PLEASE KEEP IN MIND ALL OF THE BELOW FEES WHEN SETTING TICKET PRICES. ALL APPLICABLE TAXES WILL BE ADDED ON TOP OF THE SET TICKET PRICE.**

**COMMERCIAL**– Fees to be deducted from ticket sales at settlement

Box Office per ticket	\$1.25
Facility Fee per ticket	\$1.00
Credit Card fee	3.5% of credit card sales

**NON-PROFIT** – Fees to be deducted from ticket sales at settlement

Box Office per ticket	\$1.00
Facility Fee per ticket	\$1.00
Credit Card fee	3.5% of credit card sales

## CITY & STATE ADMISSIONS SALES TAX

Effective April 1, 2011, the Flynn is required to collect and remit all applicable State and City admissions sales tax on behalf of the Lessee, with the following exemption for certain non-profit organizations:

*An organization that qualifies for exempt status under Section 501(c)(3) of the Internal Revenue Service code must collect sales taxes when it charges for admission to a live performance unless its gross sales of entertainment charges (whether sold by the organization or a ticket seller) in the prior calendar year did not exceed \$100,000.*

If a non-profit organization determines that it is exempt from taxes based on either exemption noted above, the organization must provide written certification and a copy of its IRS exemption letter to the Flynn prior to the on-sale. If the presenter provides an exemption certification, it agrees that it is solely responsible for any taxes, penalties, or interest subsequently assessed by the State of Vermont or the City of Burlington.

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## **SECURING A DATE**

In order to secure a date the Flynn requires the following:

- Signed lease
  - Deposit in the amount of Rent + Anticipated Expenses
  - W-9 for Lessee
  - Tax exemption certificate & non-profit letter from the IRS for Lessee (If Lessee should be exempt from taxes)
  - Photo & description for the website (if available)
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## **SHOW SETTLEMENT**

A Check for ticket sales, less in-house expenses, will be issued and mailed to Lessee on the first business day following the performance.

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**FOR MORE INFORMATION PLEASE CONTACT THE RENTAL & FRONT OF HOUSE  
MANAGER**

**KYLA WALDRON • 802.652.4519 • [KWALDRON@FLYNNCENTER.ORG](mailto:KWALDRON@FLYNNCENTER.ORG)**