

Tempe Center for the Arts



Venue Rental Packet



At Tempe Center for the Arts (TCA), every event becomes a memorable experience. Whether you're hosting a theatrical performance, a corporate gathering, or a special celebration, our versatile venues offer both beauty and functionality. From the sweeping views of the Lakeside to the dynamic acoustics of the Theater, TCA provides inspiring spaces and personalized services designed to bring your vision to life.





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PRESENTATION SPACES

The 88,000 square-foot Tempe Center for the Arts features multiple spaces, making it the perfect place for all of your event needs. Below is some information on our theatrical and presentation spaces.



Theater

CAPACITY: 595*

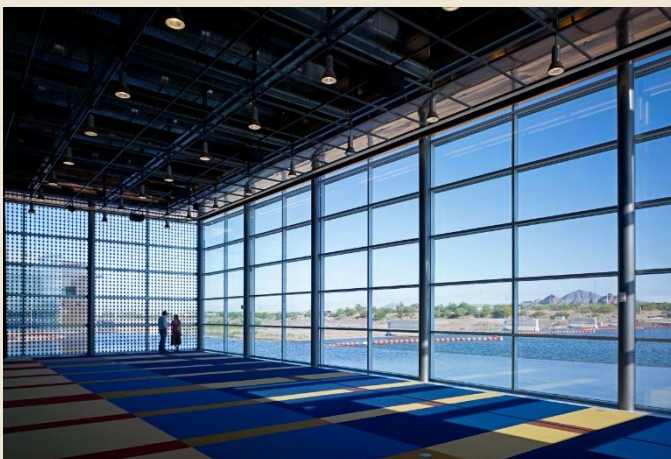
At the heart of the TCA is a performance auditorium able to accommodate dance, drama, small scale opera, musical theatre, orchestral performances, lectures, and more. The auditorium incorporates four seating levels - an orchestra level, parterre, and two balconies. To the sides of the auditorium, boxes extend and nearly connect to the stage. Above the forestage, an overhead grid allows suspension of scenery, lighting and sound equipment.



Studio

CAPACITY: 214*

The Studio is characterized by flexibility with two levels of surrounding space for technical staging or audience seating. It can be configured in a flat floor, thrust, arena, cabaret design, or be fashioned as an art gallery. Overhead is a series of production catwalks, above which is a network of rigging beams allowing the suspension of scenery in any part of the room.



Lakeside

CAPACITY: 219*

Dazzle your guests with a spectacular experience in the 3,200 square foot* Lakeside room. The meeting room is available for banquets, weddings, receptions, rehearsals, galas, presentations, lectures, and much more. Lakeside is one of TCA's most engaging spaces with breathtaking views of Tempe Town Lake and the Papago Mountains.

**Dependent on configuration*



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AUXILIARY SPACES

With multiple indoor and outdoor auxiliary spaces, our staff is happy to work with you to find the space that is perfect for your event needs and overall vision.



Carter Lounge

CAPACITY: 64*

INDOOR

Board Meetings, Cocktail Hours, Dinners, Lectures



East Breezeway

CAPACITY: 150*

OUTDOOR, COVERED

Cocktail Hours, Small Performances, Vendors



North Patio

CAPACITY: 150*

OUTDOOR, UNCOVERED

Cocktail Hours, Dinners, Wedding Ceremonies



Rooftop Terrace

CAPACITY: 64*

OUTDOOR, UNCOVERED

Cast Parties, Cocktail Hours, Small Ceremonies



Sculpture Garden

CAPACITY: 380*

OUTDOOR, UNCOVERED

Concerts, Parties, Wedding Ceremonies and Receptions



Entire Facility

CAPACITY: 600*

INCLUDING EXCLUSIVE LOBBY USE

Awards Ceremonies, Conferences, Galas, Holiday Parties, Lectures, VIP Events

**Dependent on configuration*



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VENUE RENTAL RATES* with Standard Capacities

THEATRICAL VENUES	Business, Social, and Commercial	Non-Profit (must provide ID #)
THEATER (595 seat capacity)		
Event Day – single performance	\$ 1,700	\$ 1,400
Additional Event(s) on Event Day – per additional event	\$ 850	\$ 700
Non-Event Day	\$ 1,274	\$ 1,049
Overtime (per hour) Prior to 8:00AM / After 12:00AM	\$ 215	\$ 180
Weekly Maximum – 8 performances or fewer	\$ 8,500	\$ 7,000
STUDIO (214 seat capacity)		
Event Day – single performance	\$ 600	\$ 450
Additional Event(s) on Event Day – per additional event	\$ 300	\$ 225
Non-Event Day	\$ 453	\$ 337
Overtime (per hour) Prior to 8:00AM / After 12:00AM	\$ 215	\$ 180
Weekly Maximum – 8 performances or fewer	\$ 3,000	\$ 2,250
HOURLY VENUES (minimum 2 hours)	Business, Social, and Commercial	Non-Profit (must provide ID #)
LAKESIDE (219 capacity – dependent on setup)		
Per Hour Rate – minimum 2 hours	\$ 500	\$ 400
ENTIRE FACILITY** (Includes Lobby)		
Up to 6 Hours	\$ 6,000	\$ 4,800
Per Hour after 6 Hours	\$ 1,250	\$ 1,000
AUXILIARY HOURLY VENUES (minimum 2 hours)	Business, Social, and Commercial	Non-Profit (must provide ID #)
CARTER LOUNGE (64 capacity)	\$ 150	\$ 120
EAST BREEZEWAY (150 capacity)	\$ 150	\$ 120
NORTH PATIO (150 capacity)	\$ 150	\$ 120
ROOFTOP TERRACE (64 capacity)	\$ 150	\$ 120
SCULPTURE GARDEN (380 capacity)	\$ 250	\$ 200

- **PRICING:** Currently listed pricing is for the 2026-2027 season and is subject to change.
- **FACILITY RATES:** Rental rates listed are for licensed facility use only. Unless specified, the above fees do not include labor or equipment rental charges.
- **SALES TAX:** Rates do not include 1.8% city sales tax.
- **60-DAY POLICY:** Tempe Center for the Arts requires a minimum of sixty (60) days to process all new inquiries.

* **AVAILABILITY:** Availability of venue resources and impact to the campus will be considered in determining availability.

** **FULL FACILITY PRIVATE EVENT:** Tempe Center for the Arts is open to the public at any point it is in operating hours, and several events will most likely take place on the same day. If you are looking to have a building-wide private event, there is an approval process. All building-wide private events or events looking to use the lobby exclusively would be subject to the entire facility rental fee.



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BOOKING PROCESS AT TCA

Below is some information on the booking process at Tempe Center for the Arts. We will work with you every step of the way to make sure you know exactly what to expect and how to set your event up for success at TCA.

VENUE RENTAL REQUEST FORM

To request a date, please fill out the venue rental request form which can be found at www.tempecenterforthearts.com under About > Facility Rental > Booking Request Form. This form is sent directly to our Business Development team who will contact you about availability and next steps. The more specific you can be regarding your event is helpful in determining availability.

HOLDING A DATE

If your requested date is available, our Business Development team will send you rental information and confirm whether you'd like to hold the date. We can hold your date for up to 14 days at no cost while we prepare your estimate. This gives you time to review the details before moving forward with a contract.

GETTING AN ESTIMATE

You will be sent a space-specific form to gather more information about your event needs, timeline, and additional requests. Once this is submitted, our team will work to create an estimate for TCA-related costs. Please note the estimate will not include catering costs, production labor costs, or any costs for your certificate of insurance.

SIGNING A CONTRACT

Once you approve the estimate, a contract will be sent to your designated signee for review and signature. You will also be sent the operating policies to review prior to signing the contract. Once the contract is sent to you, you will have two (2) weeks to sign the contract and pay the deposit to confirm the event. Following your signature, TCA Management will sign, and you will receive the fully executed contract.

PAYING A DEPOSIT

Once you have signed the contract, you may pay your deposit for the event. This will be 25% of the total listed on the estimate. Once received and processed, you will receive a receipt for your deposit payment.

You are welcome to pay the full balance of the estimate, if desired, so long as it is paid within the two (2) week period designated for contract signing and deposit payment.

CONFIRMED!

Once your contract is signed and your deposit is received, your event will be officially confirmed. You'll then be sent the event deadlines information and introduced to your Event Lead and Production Lead, who – along with the rest of our TCA team – will guide you through each step of the process. From meeting deadlines to managing details, we're here to ensure your planning experience is smooth and your event is a complete success.





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BOX OFFICE for Ticketed Rental Events

Tempe Center for the Arts is the sole and exclusive ticket agent for all events held at the venue. With our in-house ticketing system, all events (including free events) are ticketed using bar coded tickets. Listed below are some of the frequently asked questions regarding ticketing at Tempe Center for the Arts.

TICKETING EVENT SETUP FEE

\$250 ONE TIME FEE

The Ticketing Event Setup Fee covers the build and setup of the event in the TCA ticketing system and all associated administrative fees.

EVENTS WITH ADMISSION FEE

The TCA box office provides all ticketing services for events. The box office can accommodate various ticketing options including discount codes, pricing tiers and consignment tickets for distribution. Tickets are available to patrons online, in person and by phone. Fees (generally paid by the patron) are 15% per ticket.

FREE EVENTS

Events without an admission fee may be required to print free tickets to account for room capacity. Free tickets may be distributed by the client ahead of an event or on the day of the event. The ticket processing fee is \$0.30 per ticket if paid for by the client.

MARKETING for Public Events

In addition to your own event marketing, TCA can help increase visibility through the following efforts:

- **Inclusion of your event on the TCA web calendar**
- **Inclusion in the TCA bi-monthly brochure***
- **Inclusion on bi-monthly event posters***
- **Inclusion in the bi-weekly e-newsletter (min. of 1)**

All marketing information and specs for images will be sent out in the box office and marketing form after your event is confirmed.

*Event marketing materials must be submitted prior to the print date to be included.



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MERCHANDISE for Rental Events

For a commercial entity or individual, a state of Arizona transaction privilege tax (TPT) license with a City of Tempe listing is required. Sales tax is collected by the vendor and paid to state directly - it is purely the responsibility of the vendor to submit taxes collected to the proper entities. Non-profit organizations are not required to obtain a TPT license for on-site sales. Additional information may be found at <https://azdor.gov/transaction-privilege-tax-tpt>.

VENDOR TABLES AT EVENTS

For all rental events, a flat fee of \$15 per vendor table will be charged to the client and reflected on the final invoice. If vendor table requirements are communicated within 29 days or less of the event, the fee will increase to \$20 per vendor table. The amount of vendor tables permitted at an event will be dependent on space availability and event footprint.

TCA STAFFED SALES

All vendors are subject to the appropriate staffing charges if a TCA staff member is requested to sell merchandise for the vendor. The vendor is required to provide any cash bank, sales equipment, and supplemental signage specific to the merchandise being sold or forms of payment accepted. Merchandise sellers are scheduled 2 hours prior to the event through 1 hour after. TCA requires notice within a minimum of thirty (30) days if a client would like TCA to staff their merchandise table(s). If staffing requirements are communicated within 29 days or less of the event, staffing accommodation will be subject to availability.

PARKING AT TCA

Patrons are welcome to park in the parking garage located north of Rio Salado Parkway at Hardy Drive, or in the west Hardy lot located west of the garage.

ACCESSIBLE PARKING

Accessible parking is available in the TCA South Lot which can be accessed via the TCA main driveway, as well as on the west side of the building across the driveway. Additional accessible parking is available in the garage.

VALIDATED EVENTS

Garage parking will be validated for select events. When you submit your venue rental request form, a member from our Business Development team will let you know if your parking would be validated or not for your patrons, performers, and crew. If your event is not validated, we will still provide four (4) all-day parking validations for you to use on the day of your event as you see fit.

NON-VALIDATED EVENTS

If your event does not qualify as a validated event, you may choose to host parking for your guests and back of house team. These rates are as follows: \$5 per 2-hour validation; \$7 per 4-hour validation; \$15 per all day validation. If you choose to do a 2-hour or 4-hour validation and your guest stays longer, they will be subject to the rest of the cost upon exiting the parking garage. Validations are good for one use. We will only charge for validations used.



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PRODUCTION LABOR

The production crew for your event is not provided by TCA.

A **professional** 3rd party production company or qualified independent contractors will need to be secured for the event. This is who will be running all production elements (lighting, sound, stagehands, etc.) of your event. We require a minimum of one professional lighting operator, one professional sound engineer, and one stagehand/AV operator per event. **Proof of hire must be provided 45 days prior to your event.** In addition, your production company **must** be present at the final walkthrough and final production meeting.

If your labor is unable to operate the equipment as listed in our technical specs or cover the expected areas of production and TCA staff must assist as production labor, there will be additional staffing charges added to your final invoice.

TCA PRODUCTION SPECIALIST:

A TCA-Provided Production Specialist will be on site from event load in through strike to answer technical questions and provide direction regarding TCA. The Production Specialist is a shared resource for all clients. They are not to be utilized as production staff for your event.

THIRD PARTY PRODUCTION COMPANIES FAMILIAR WITH TCA VENUES

<u>Company Name</u>	<u>Phone Number</u>	<u>Email or Website</u>
AZ Pro Audio	480-343-9017	info@AzProAudio.com
D3 Creative	480-788-0460	events@d3creative.live
Phoenix Lighting and Audio	602-675-5874	info@phoenixlightingandaudio.com
Phoenix Technology Audio Visual	602-488-5765	info@phoenixtechav.com
Pro Production Services	602-437-0221	https://proproductionservices.com/contact
Rhino Staging	480-894-6131	phoenix@rhinostaging.com
Southwest Stagehands	480-225-8930	info@southweststagehands.com
IATSE Local 336 (union)	602-253-4145	https://iatse-336.org/

MINIMUM POSITIONS REQUIRED (third party):

Audio Engineer – the technician will retrieve, set up, operate and strike all microphones, cables and other mobile audio equipment. The technician will also operate the sound board during the program.

Lighting Operator – the technician will set up and focus lighting instruments and program and operate light board. The technician will restore the lighting plot during strike.

Stagehand/AV Operator - the stagehand will be onstage to handle any onstage troubleshooting and audio-visual operations.

OTHER RECOMMENDED POSITIONS (third party):

Stage Manager, Rigger, and Loader



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LABOR RATES Front of House and Administrative

VENUE COORDINATION FEE

\$250 ONE TIME FEE

The Venue Coordination Fee covers the administrative labor fees for the booking and coordination of the event (including pre-event and post-event administrative work).

FRONT OF HOUSE STAFFING

ALL RATES ARE PER HOUR, THREE-HOUR MINIMUM UNLESS OTHERWISE NOTED

POSITION	RATE PER HOUR	SCHEDULED TIMES Pre-Event / Post-Event
House Manager (HM)	Included (\$22/hr. after ten hours)	Two Hours Prior / One Hour After
Assistant House Manager (AHM, Lead Ticket Taker, or Lead Usher)	\$20 per hour	90 Minutes Prior / One Hour After
Patron Service Representative (PSR, Ticket Taker, or Usher)	\$18.75 per hour	One Hour Prior / 30 Minutes After
Security Guard – Theater or Studio (During Event/Performance Times Only)	\$140 (per performance)	One Hour Prior / One Hour After
Security Guard – Hourly Spaces (For Events with 50+ Guests)	\$35 per hour (minimum four hours)	30 Minutes Prior / 30 Minutes After

OVERTIME COSTS

Overtime costs for TCA staff will occur if the client requires access to the building before 8:00AM or after 12:00AM.

AMOUNT OF PATRON SERVICE REPRESENTATIVES PER SPACE

Per fire code, a designated amount of ticket takers or ushers per space must be present:

SPACE	AMT.
THEATER	8
STUDIO	3
LAKESIDE	2
CARTER LOUNGE	1

Exact requirements at the discretion of Tempe Center for the Arts.



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RENTAL EQUIPMENT LIST

AUDIO VISUAL EQUIPMENT

AUDIO/VISUAL EQUIPMENT	QUANTITY AVAILABLE	PRICE (Per Item)
Projector (4000 Lumens) and Screen	1 in Carter Lounge	Daily \$75 Weekly \$300
Projector (6000 Lumens) and Screen	1 in Lakeside	Daily \$550 Weekly \$2,200
Projector (6000 Lumens)	3 for Studio or Theater	Daily \$400 Weekly \$1,600
Projector (14000 Lumens)	1 for Studio or Theater	Daily \$1,100 Weekly \$4,400
Projection Screen – 6.5-Foot x 5-Foot Pull Up	1	\$100
Projection Screen – 10-Foot x 14-Foot	1	\$150
Projection Screen (Rear Projection) – 30-Foot x 60-Foot	Theater Only	\$150
White Cyc	Theater and Studio Only	Included with Room Rental
Wired Microphone (SM58)	4 in Theater 4 in Studio 4 in Lakeside	Included with Room Rental
Wireless Microphone (Option of Handheld or Lavalier/Lapel)	8 in Theater 4 in Studio 4 in Lakeside	Daily \$80 Weekly \$320
Bose Speaker System	1	Daily \$200 Weekly \$800
Monitors	4 in Theater 2 in Studio	Included with Room Rental
Powered Speaker	4 in Theater 2 in Studio 3 for Auxiliary Spaces	Daily \$50 Weekly \$200
Auxiliary Audio Input Cable (DI Box/Cable)	Available Upon Request	Daily \$25 Weekly \$100
Cox Data Line Connection 50 GB Download/ 10 GB Upload	-	\$75
50" HDTV on Rolling Cart	1	Daily \$100 Weekly \$400
65" HDTV on Rolling Cart	Subject to Availability	Daily \$150 Weekly \$600
Graphics on Lobby TV	Lobby TV outside of Lakeside, Studio, or Theater	Included with Room Rental
Clear-Com Headset	6 in Theater 4 in Studio	Included with Room Rental
Follow Spot (Operator Not Included)	2 in Theater Only	Daily \$75 Weekly \$300
Expendables* (Gaff Tape, Tie Line, Gels, Gobos, Lamps)	Theater and Studio	\$50



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RENTAL EQUIPMENT LIST Continued

AUDIO VISUAL EQUIPMENT (CONT.)

AUDIO/VISUAL EQUIPMENT	QUANTITY AVAILABLE	PRICE (Per Item)
Follow Spot (Operator Not Included)	2 in Theater Only	Daily \$75 Weekly \$300
Lighting Boom	8 for Theater OR Studio	Available Upon Request
Light - Uplight	9	Daily \$35 Weekly \$140
Light – Uplight Box	2 Boxes; 9 Lights per Box	Daily \$300 Weekly \$1,200

AUDIO VISUAL PACKAGES

AUDIO/VISUAL PACKAGE	INCLUDED	PRICE (Per Package)
Microphone Package	(1) Beta 52A, (4) SM57, (2) SM58, and (2) SM81 Microphones	Daily \$300 Weekly \$1,200 Individual Microphone \$50/Day
Sound Package	Bose Speaker System, Sound Board, and (2) Microphones w/ Mic Stands	Daily \$350 Weekly \$1,400
Powered Speaker Package	(2) Powered Speakers, Sound Board, and (2) Microphones w/ Mic Stand	Daily \$300 Weekly \$1,200

MUSICAL EQUIPMENT

MUSICAL EQUIPMENT	QUANTITY AVAILABLE	PRICE (Per Item)
Boston Upright Piano	1	Daily \$150 Weekly \$525
Boston Baby Grand Piano	1	Daily \$200 Weekly \$700
Steinway D Grand Piano	1	Daily \$300 Weekly \$1,050
Ravenscroft Grand Piano	1	Daily \$300 Weekly \$1,050
Piano Tuning	-	\$225
Orchestra Shell	Theater Only	\$300
Conductor Podium and Stand	1	\$25
Orchestra Chair	100	Included As Requested
Music Stand	100	Included As Requested
Music Stand Light	30	Included As Requested
Percussion Equipment (6 or less)	Varied	Daily \$75 Per Instrument Weekly \$300 Per Instrument
Percussion Equipment (7 or more)	Varied	Daily \$525 Weekly \$2,100



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RENTAL EQUIPMENT LIST Continued

RISERS AND FLOORING

RISERS AND FLOORING	QUANTITY AVAILABLE	PRICE (Per Item)
4-Foot x 8-Foot Riser**	12	\$120
6-Foot x 8-Foot Drum Riser**	1	\$120
1-Meter x 2-Meter Riser**	12	\$120
Drum Rug	1	Included with Room Rental
Patterned Rug	3	\$50
Black Vinyl Dance Floor (15-Foot by 15-Foot)	1	\$350
Marley Dance Floor	1 for Theater 1 for Studio	\$200 – Licensee Install \$350– TCA Install
Studio Floor Conversion	-	\$500

FURNITURE

FURNITURE	QUANTITY AVAILABLE	PRICE (Per Item)
6-Foot Banquet Table	30	Included with Room Rental
72-Inch Round Table	25	Included with Room Rental
Lakeside Chair	250	Included with Room Rental
White Resin Chair (Wedding)	175	\$3.75
Cocktail Table – Low or High Top	40	Daily \$15 Weekly \$60
Green Club Chair	8	\$25
Lectern	3	\$25

MISCELLANEOUS ITEMS

MISCELLANEOUS ITEMS	QUANTITY AVAILABLE	PRICE (Per Item)
Conference Package	Flip Chart with Easel and Marker	\$10
Owl Meeting Camera	1	Daily \$100 Weekly \$400
Easels (Black)	10	\$10
Stretchy Linens (6-Foot or Cocktail)	6	\$5
Stanchions with Red Ropes	8	\$5

Equipment that is not marked with a daily and weekly cost is a one-time charge per item.

* Expendables will automatically be added to all Theater and Studio event estimates. This charge can be removed as requested by the client at the final walkthrough if they choose to forgo using TCA expendables.

** Risers cannot move once set.





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CATERING AT TCA

EXCLUSIVE CATERERS

We are excited to share our updated list of exclusive caterers and bar services for Tempe Center for the Arts! These esteemed professionals are here to ensure your food and beverage experience is exceptional.

 <p>ATLASTACATERING.COM</p>	<p>Kristine Short 602-242-8185 kristine@atlastacatering.com Atlastacatering.com</p>
	<p>Nikki Shaffer 480-921-3150 / 480-688-5270 nikkis@sbcc.com Santabarbaracatering.com</p>
	<p>Lin Baumbach 602-690-4875 lin@tomandlincatering.com Tomandlincatering.com</p>

LIQUOR AND BAR SERVICE

Atlasta Catering is the sole operator for bar services for all events on site. If you require bar services, please contact Atlasta Catering, regardless of your choice of caterer, to arrange your beverage offerings.