

## Rental Information Packet

The Capitol Civic Centre is located in downtown Manitowoc within walking distance of beautiful Lake Michigan. It is surrounded by restaurants, shops, and local attractions. With multiple renovations to provide modern conveniences, the Capitol stands ready to provide deluxe accommodations for your next event.



### Receptions & Meetings

#### The Mertens Lounge

A 2,700 sq. ft. reception space able to accommodate up to 150 guests based on table layout: from a seated dinner (80) to a cocktail reception (150). A scullery space with prep area and cold storage is available to your caterer. Rental includes a sound system with a microphone, tables, chairs, and linens as available.

#### The Grand Lobby

Providing more than 7,000 sq. ft. of reception space, the Grand Lobby provides versatile accommodation for up to 300 guests for a wide variety of events. Spanning two floors, the Grand Lobby consists of the Salutz Lobby I, Salutz Lobby II, Mertens Lounge, and Webster Family Lounge. Rental includes tables, chairs, and linens as available.

#### Room Pricing

The Mertens Lounge ..... \$60 per hour (4 hour minimum)  
 The Grand Lobby ..... \$100 per hour (4 hour minimum)

- 30% discount available for non-profit organizations

#### Add-on Pricing

Projector and Screen (4' x 6') ..... \$25 per day  
 Bar Service ..... \$250 minimum  
 Kawai 6' KG2 Piano (tuning not included) ..... \$25 per event

## Performances & Presentations

### The West Auditorium

This 1,000-seat venue, built in 1921, serves as the heart of the Capitol. In addition to traditional on-stage performances, the theater is appropriate for large presentations and corporate meetings. Rental includes use of all public spaces, a technical staff member, and a front of house manager. Renters may choose to provide their own technical staff or have the venue provide staff (see labor rates).

### Event Pricing

Load-In/Rehearsal ..... \$1,600 per day  
Performance/Event ..... \$2,400 per day

- Load-In/Rehearsal days include access to the auditorium, dressing rooms, loading dock, green room, and a staff member.
- Performance/Event days include all above items and all lobbies with a house manager.
- 50% discount available for non-profit organizations.

### After Eight Hours

Rehearsal/Performance (with notice) ..... \$100/\$200 per hour  
Rehearsal/Performance (unplanned) ..... \$200/\$400 per hour

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## Event Ticketing

All performances or presentations with tickets must use the Capitol Civic Centre ticketing system. Your guests will be able to reserve their seats in-person or over the phone during normal operating hours and online 24 hours per day, seven days per week. Supplemental advertising is included on the Capitol's website, digital marquee, and lobby.

### Ticketing Fees

Service Fee..... \$1.00 per ticket; minimum \$350  
Card Processing Fee ..... 3.5% of credit card sales

- Service fee covers the cost of system setup, box office staff, ushers, and supplemental advertising.

### Customer Fees

Handling Fee ..... \$4.00 per ticket  
Sales Tax..... 5% of total order

- Handling fee covers ticketing provider fees and a facility preservation fee.

## Event Labor

### Technical Support (four-hour minimums)

Lighting or Audio Operator .....	\$25 per labor-hour
Audio Engineer .....	\$550 per day
Follow Spot Operator (includes follow spot) .....	\$30 per labor-hour
Lighting Designer .....	Negotiated
Sound Designer .....	Negotiated

### Front of House Support (four-hour minimums)

Ushers (for non-ticketed performances) .....	\$150 per performance
Merchandise Seller .....	\$25 per labor-hour
Custodian.....	\$25 per labor-hour
Stage Security (mandatory for concerts; one per 200 people).....	\$60 per labor-hour

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## Equipment Rental

### Production Equipment

Wireless Microphone – Handheld or Lavalier (includes batteries) .....	\$10 per day
Projector and Screen (16' x 21').....	\$100 per day
Hazer .....	\$20 per day
Follow Spot .....	\$5 per hour

### Pianos

Steinway 9' Concert Grand Model D .....	\$125 per day
Steinway 7' Grand Model B.....	\$75 per day
Piano Tuning.....	Cost + 10%

### Other Equipment

Orchestra Setup (chairs, stands, risers, etc.) .....	\$150 per setup
Acoustical Band Shell .....	\$150 per setup
Pit Cover Removal .....	\$300 per change

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## Additional Services

### Marketing

Graphic Design .....	\$50 per labor-hour
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### Box Office

Specialized Event Setup .....	\$30 per labor-hour
Custom Seating Map.....	\$300 per event

## Ticket Pricing Calculator

### Charged to Ticket Buyer

<b>Advertised Price:</b>	<b>\$10.00</b>	<b>\$20.00</b>	<b>\$30.00</b>
Handling Fee:	\$3.75	\$3.75	\$3.75
WI Sales Tax (5%):	\$0.69	\$1.19	\$1.69
<b>Patron Cost:</b>	<b>\$14.44</b>	<b>\$24.94</b>	<b>\$35.44</b>

### Renter Net Ticket (after fees)

<b>Advertised Price:</b>	<b>\$10.00</b>	<b>\$20.00</b>	<b>\$30.00</b>
Service Fee:	\$1.00	\$1.00	\$1.00
Processing Fee:	\$0.35	\$0.70	\$1.05
<b>Net Ticket:</b>	<b>\$8.65</b>	<b>\$18.30</b>	<b>\$27.95</b>

### Sample Ticket Calculator

<b>Advertised Price:</b>	<b>\$10.00</b>	<b>\$20.00</b>	<b>\$30.00</b>
Sell 200 Tickets (below minimum)	\$1,580.00	\$3,510.00	\$5,440.00
Sell 350 Tickets	\$3,027.50	\$6,405.00	\$9,782.50
Sell 500 Tickets	\$4,325.00	\$9,150.00	\$13,975.00
Sell 750 Tickets	\$6,487.50	\$13,725.00	\$20,962.50
Sell 1000 Tickets	\$8,650.00	\$18,300.00	\$27,950.00

