



# McFarlin Memorial Auditorium

## FEES for use of MCFARLIN MEMORIAL AUDITORIUM

### I. VENUE RENTAL

\$4,000.00 for one show per day  
 \$4,700.00 for two shows per day  
 Load In/rehearsal days at \$200.00 per hour  
 Mezzanine lobby only: \$700.00 per four-hour block (each additional hour at 50.00)  
 Plus any additional expenses, item rentals, and/or labor  
 House Commission of 20% on all merchandise and tickets sold on site  
 \*SMU and select non-profit organizations will receive a 20% facility discount. Please ask about eligibility.

#### **Non-Refundable Deposit**

50% of venue rental cost is due at time of contract (will be applied to final invoice)

### II. FRONT OF HOUSE

#### **A. Staffing.**

*The number of staff and police are set at McFarlin Management's discretion. Rates are subject to change. You may request an updated quote 30 days prior to the event.*

Event Manager: \$200.00 for up to 4 hours. Additional time will be billed at \$50 per hour

Ushers/Supervisors: \$22.00 - \$28.00 per hour, per usher (four hours minimum - rate based on event complexity and discretion of Manager).

SMU-PD: \$65.00 per hour, per officer (four hours minimum - minimum of two officers required).

Cleaning Fee: \$35.00 - \$48 per hour, per custodian. Custodial requests made less than two weeks before event will incur additional charges on the hourly labor. Custodial Rates begin two hours before an event through a minimum of two following the end of the performance.

#### **B. Equipment Rentals.**

Table	\$10.00 per day	Stanchion	\$6.00 per day
Folding chair	\$3.00 per day	Easel	\$6.00 per day
Armchair	\$10.00 per day	Removal of Furniture	\$250.00
Tablecloth	\$12.00 per day	Storage of Items Left Behind	\$50.00

#### **C. Parking.**

*Parking requests are not guaranteed.*

Event Staff - Permits \$20 per vehicle

Event Staff - Reserved Parking \$35 per space

Attendees – Lot Managers Directing Cost depends on number of attendees and directors

Attendees – Lots Manager Collecting \$20 per vehicle

Bus/Truck Parking Please contact McFarlin Management

### III. BACK OF HOUSE

#### **A. Audio Rentals.**

Wireless microphone combo kit (wireless handheld or wireless lavalier, including batteries)	\$75	iPad with general playlist Piano, 1994 Baldwin SF Grand (with tuning)	\$80 \$800
--	------	---	---------------

Head set microphone (in additional to a combo kit)	\$50	Music stands	\$8
---	------	--------------	-----

Wired Microphone	\$60	Music stand light	\$2
------------------	------	-------------------	-----

**B. Visual Rentals.**

Projector & Screen Package	\$900	Video Recording 3 Static Is Cameras	\$400
Confidence Monitor	\$320	1080p 29.9	
Perfect Cue Speaker Timer	\$350	Highspeed Hardline streaming	\$100
Perfect Cue Slide Timer Advancer	\$200	internet connection	
Full Video Package (includes all above items)	\$1500		

**C. Lighting Rentals.**

Lighting Restore Fee	\$900	Lighting Package Options:	\$150 - \$750
DF50 Hazer or F100 Fogger (requires overwatch)	\$100	1) Lectern Solo	
Follow Spot	\$150	2) Lectern + Stage Wash	
House Gobo	\$100	3) Broad Stage Wash	
Disco Ball with Motor	\$300	4) Multi Cue	
		5) Moving Light Cues	
		6) Cyc Lorama + Ground Lighting Package	\$500

**D. Lecterns, FX, Décor.**

Wooden Lectern	\$100	Arm Chair	\$10
Small – 45” x 47”		Red/Blue Chair	\$15
Large – 51” x 49”		Director’s Chair	\$12
Marley Floor (per day)	\$100	Garment Rack	\$15
Large Rug	\$35	Stanchion	\$6
Table	\$10	Easel	\$6
Tablecloth (Black)	\$12	Decks	\$5 each
Folding Chair	\$3		

**E. Labor**

*Labor is set at McFarlin Management’s discretion. Rates are subject to change. You may request an updated quote 30 days prior to the event.*

Audio Technician (per hour, five-hour minimum)	
<i>*Subject to day rate depending on complexity of event (\$400)</i>	\$40.75
Lighting Engineer (per hour, five-hour minimum)	\$40.75
<i>*Subject to day rate depending on complexity of event (\$400)</i>	
Video Technician (per hour, five-hour minimum)	
<i>*Subject to day rate depending on complexity of event (\$500)</i>	\$40.75
Technical Director (per hour, five-hour minimum)	\$40.75
Technical Director Fee Per Day	\$75.00
Stage Hands (per hour, minimum of three for lectures or five for ballets and/or concerts, five-hour minimum)	\$34.75
Stage Manager	\$40.75
Lighting or Audio Design Fee	Starts at \$200
Overhead fee	15% of Crew labor cost
Electricians	\$40.75
Fly Operator	\$40.75
Truck Loaders	\$34.75
Spot Operators	\$34.75
Riggers (per day)	\$650.00

**\*LABOR POLICY\***

- Overtime over 8 hours worked
- Double time between 12:00am - 8:00am
- One 15-minute break provided for every 4 hours worked
- One hour walk away or 30 minute provided meal break every 5 hours worked (coordinated by McFarlin Management and added to event invoice).

**Failing to accommodate will result in a meal penalty of double-time rate until meal break is provided**

GENERAL GUIDELINES  
for use of  
MCFARLIN MEMORIAL AUDITORIUM

**Capacity**

SMU reserves the right to turn away guests if the assigned space is in danger of overcrowding.

**Venue Specific Catering Information**

SMU Catering is the exclusive on-campus catering service for SMU and should be the vendor of choice for all events. Any exceptions are at the discretion and written approval of McFarlin Management.

Catering is permitted in the Basement and Mezzanine lobbies and the backstage area provided all trash is discarded and tables are wiped down at the conclusion of your event. Red wine is prohibited, alcohol permit notwithstanding. Special janitorial services required as a result of your event (stains, etc.) will be billed. If a room with real-wood tables is used, coasters and placemats must be used.

**Ticketing**

Promotion, ticketing, and on-site box office staff are the sole responsibility of the Group.

**Alcohol**

Please ask for the SMU Alcohol Policy if requesting to serve alcohol.

Requests for the sale and service of alcoholic beverages on the SMU campus are authorized and regulated by the TABC and SMU polices and procedures, administered through the SMU office of Campus Services. SMU Hospitality (SMU Catering) continues to be the designated official vendor for food and alcohol sales and service for all events and venues on the SMU Campus. Event planners must submit alcohol service requests at least 30 days prior to event allowing time to process the request prior to submitting to the Texas Alcoholic Beverage Commission. University policy requires that food be served whenever alcohol is being served.

**Bag Policy**

It is the Group's responsibility to inform their attendees of the bag policy. **Any bag not meeting this policy will NOT be permitted into the building.** For attendees, all bags must be CLEAR plastic, vinyl or PVC and may not exceed 12x6x12 inches, OR small bags no larger than 8.5x5.5 inches (does not need to be clear) are permitted. Items that are medically necessary are evaluated individually.

**Food and Drink**

No food or drinks (including water) are allowed inside the Auditorium theater without permission from Management. This applies to rehearsals as well. Food and drink may be brought to the dressing room areas for performers but not inside the theater. Events approved for beer and wine sales must use McFarlin branded cups with lids sold through SMU Catering, which may be brought into the theater. It is the Group's responsibility to inform all performers and attendees.

**Decorations / Flowers / Music**

All decorations to be used on Campus (inside and outside) must be approved by McFarlin Management. Events Manager must be notified by the Group of any use of or any vendors scheduled to use lobby areas. Notification of the lobby being used and the set up must be provided **15 business days prior** to the event.

1. All outdoor displays and decorations must be requested in writing at least **30 business days prior** to the start of the Event for approval by McFarlin Management and SMU Office of Risk Management.
2. No tape, adhesives or fasteners of any kind may be used on surfaces in all areas of the building without express permission of the Manager.
3. Candles (including votives), oil lamps, and other open flames are not allowed.
4. Balloons (including for use as stage props) are not allowed in the building.
5. Glitter, sequins, confetti, fake snow, etc. are not allowed as part of programming/audience engagement.
6. Live, amplified music must be approved in advance; the A/V technician will set sound levels.
7. Floral arrangements must not include any balloons or food (including packaged/sealed food or candy) in the arrangements.

**Prohibited Items.** The following items, but not limited to, are prohibited inside McFarlin Auditorium unless approved by McFarlin Management. McFarlin Management reserves the right to remove any

patrons failing to adhere to the policy. **It is the Group's responsibility to inform all Event performers, staff, volunteers, and attendees.**

1. Glass bottles and vases, or aluminum/steel cans.
2. Strollers, baby carriers, or stroller car seat combo.
3. Mobility devices, such as walkers and wheelchairs, are allowed inside the Auditorium theatre to assist patrons to their seats but must then be removed from the Auditorium for Fire Code compliance and tripping hazards. Patrons utilizing a wheelchair for seating during the program may bring their wheelchair into the Auditorium and seat in the ADA sections only.
4. Tobacco products, including e-cigarettes and vape devices.
5. Tap shoes in areas other than on stage or in the dressing rooms.
6. Banners are not allowed inside or outside of the building without the express written consent of Auditorium Management. Banners must be requested in writing **4 weeks prior** to the event and must be approved by McFarlin Management and SMU Office of Risk Management.
7. Beverage/liquid filled containers (including thermoses, bota bags or wine skins).
8. Outside alcoholic beverages (Select shows may sale beer and wine).
9. Gum or Lollipops.
10. Laser pointers (will be confiscated & patron subject to ejection).
11. Coolers.
12. Weapons or items construed as weapons (e.g., guns, knives, sticks, fireworks).
13. Bullhorns or noisemakers.
14. Vases with Water.
15. Confetti.
16. Balloons.
17. Animals (expect service animals).
18. Skateboards or inline skates.
19. Personal property that is a potential hazard to others (e.g., chains, wallet chains or jewelry with spiked edges).

#### **Promotional / Printed Materials**

The SMU must approve (for technical and factual accuracy) any promotional materials produced for the event that references SMU in any way (including invitations, programs, press releases, etc.).

#### **Tables/Chairs/Equipment**

Round tables and banquet chairs will incur additional fees. A rental fee for use of tables and chairs for all other events and for other equipment will be incurred. Specialty linens can be rented from outside sources through the SMU Catering event manager. Rental items requested day of the show will incur a convenience fee. For example, a table requested day of will cost \$20.00 instead of \$10.00.

The reconfiguration of tables and chairs must be requested through McFarlin Management. If you need to remove tables or chairs from a room, please request furniture removal with your McFarlin Management. This service must be requested at least **10 business days in advance** and will incur a fee; overtime charges will be assessed for "after hours" work. Requests are not guaranteed.

#### **Audio Visual Equipment**

An SMU audio-visual technician is required when audio-visual materials and equipment are utilized. No audio-visual equipment may be brought in by the Group without the consent of SMU. An SMU technician will be required to be on-site. Use of any SMU audio-visual equipment will incur a fee. Usage and/or the running of video, lighting, or sound cables as well as electrical cords in the Auditorium must be approved by the Technical Director at least **21 days prior** to the event to ensure compliance with safety measures as well as Fire Code.

#### **Theatrical Smoke, Fog, Dry Ice**

The use of theatrical smoke, dry ice, fog, strobe lights or lightning/special effects must be communicated to the Technical Director at least two weeks prior to the event for approval. Over watch is required and the cost depends on the usage of the item listed above. There is a 4-hour minimum for the staff required to be present. The cost breakdown will be given if the client selects to use one of these special effects.

#### **Backstage Access**

All event staff, including performers, with backstage access must have some sort of identification (special shirts, nametags/lanyards, etc).

### **Outside Vendors / Rentals**

Any rented items must be approved in advance by the McFarlin Management. All outside vendors (rental companies, bands, etc.) must submit a certificate of liability insurance **30 days prior** to the start of the Event to McFarlin Management and must be approved in advance by the SMU Office of Risk Management. This certificate will be kept on file with SMU's Office of Risk Management. All deliveries must be coordinated in advance with McFarlin Management. No vendor (photographer/videographer, etc.) will be allowed access to the Auditorium or stage without the Stage Crew, Technical Director, or Events Manager present.

### **Responsibility for Damages**

The Group assumes full responsibility for damages to the facilities and furnishings. McFarlin Management will determine the damage and will accordingly charge the client for all repairs, refinishing or replacements.

### **Lost or Left Items**

Any items left at McFarlin Auditorium longer than five days following a performance become SMU property and the Group is subject to a \$50.00 storage fee added to the Event invoice. McFarlin Auditorium is not responsible for lost or left property. Any personal items left by attendees will be turned into SMU Police Department's lost and found. SMUPD can be contacted at 214-768-3388 for non-emergencies.

### **Smoke Free Facility**

McFarlin Memorial Auditorium is a smoke-free facility. Tobacco products, including e-cigarettes and vape devices, are not permitted anywhere inside the building.

### **Fundraising Events**

SMU cannot host fundraising events for other organizations without prior approval from the Vice President for Business and Finance and the Vice President for Development and External Affairs.

### **Noise**

Noise and music are expected to be kept at a reasonable level throughout the duration of the event as a courtesy to other classes, meetings, and events. Please be particularly mindful of any group in a room that shares a wall with your event.

### **Restrooms/Dressing Rooms**

Public restrooms are not to be used for hair, makeup, or costume changes. Restrooms must remain available and easily accessible for all patrons. Hair, makeup, and costume changes must occur in the designated dressing room areas.

### **Parking**

Parking is limited on campus and must be requested in writing to McFarlin Management **30 business days prior** to the start of the Event. Additional fees may be incurred.

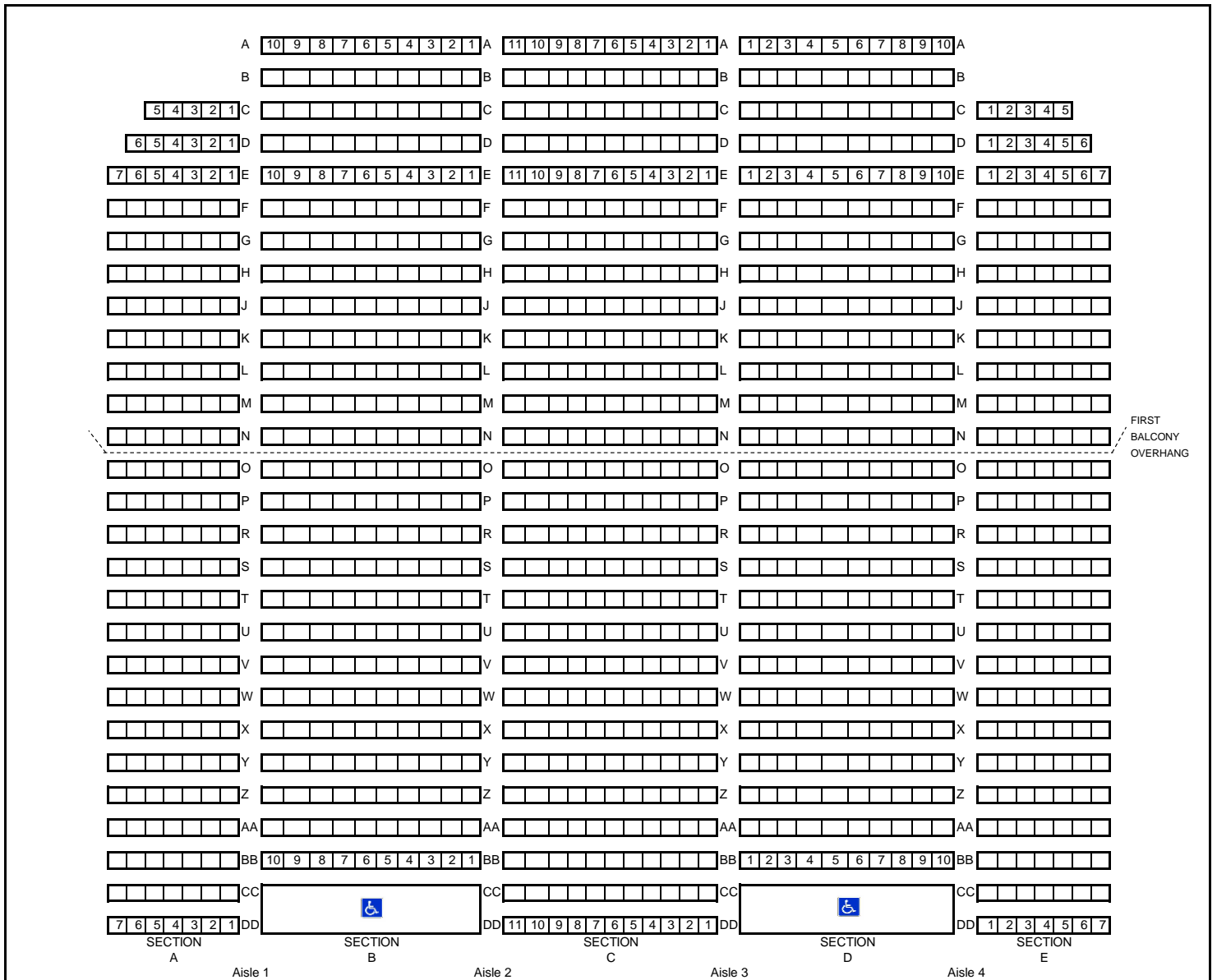
1. Reserved parking requests are not guaranteed.
2. If reserved parking requests are approved, parking permits must be displayed on each car's dashboard.
3. It is the Group's responsibility to share parking information with their performers, staff, vendors, attendees, etc.
4. Tractor/trailer & bus movement into or out of the McFarlin Memorial Auditorium loading dock and adjacent parking lot is prohibited between the hours of 8:00am and 5:00pm on weekdays without written permission from Auditorium management. Multiple day use of McFarlin Memorial Auditorium may require remote parking of tractor/trailers and buses.
5. Any deviation from section (4) of this policy notice will result in a fine of \$500.00 and the Group is subject to lose eligibility for future Auditorium usage.
6. McFarlin Memorial Auditorium is not responsible for any parking citations issued.

### **Run Time**

1. If a performance deviates from the contracted production schedule, the Group will incur additional staff expenses for Ushers, Police Officers, Stage Crew, etc. and is subject to an additional venue fee.
2. Any event running past midnight will be incur an additional venue fee.
3. Intermissions running longer than one hour will be considered two performances.

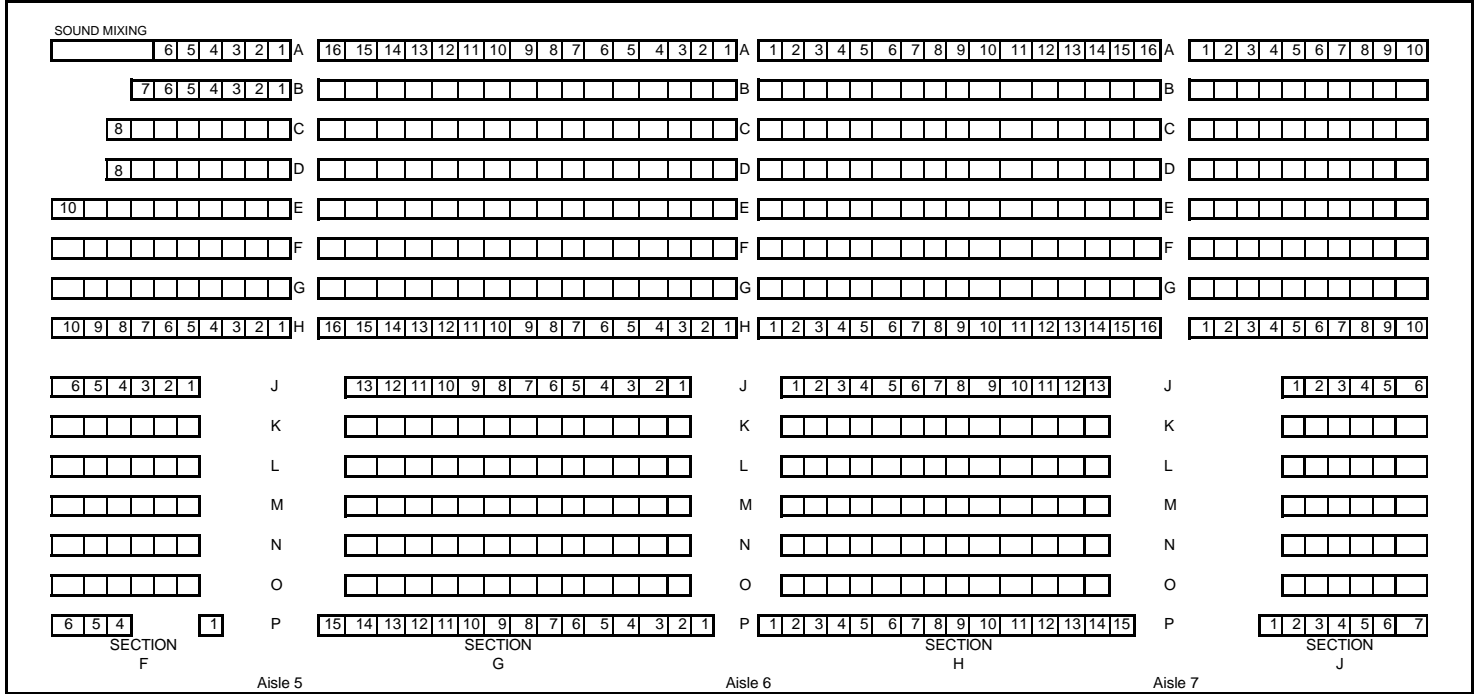
# McFARLIN MEMORIAL AUDITORIUM SMU-TOTAL CAPACITY 2382

## STAGE

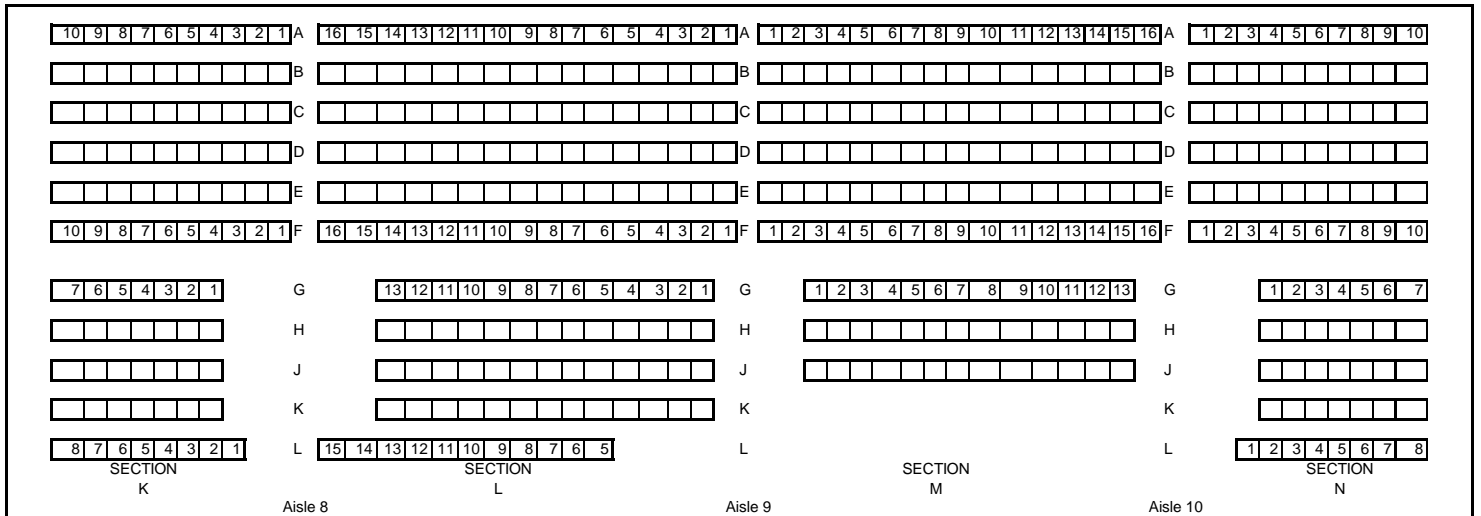


MAIN FLOOR- 1222 SEATS

*Each ADA accessible section comfortably fits 10 total guests. Chairs are provided and can be removed for wheelchair access.*



FIRST BALCONY- 674 SEATS



SECOND BALCONY- 486 SEATS



# McFarlin Memorial Auditorium

## House Technical Specifications

### Stage

- Proscenium Height: 32'
- Proscenium Width: 47' 6"
- Curtain line to back wall: 33'
- Curtain line to back pipe: 28' 6"
- Apron depth: 6'
- Thrust depth: 12'
- Wing Space: 16' SR & SL (SL restricted)
- LAIR Sprung Floor: Black Finish

### Fly System

- (30) motorized linesets and (2) motorized side tabs
- ETC Foundation controller located SR
- Engineered grid w 30,000lb overall/2,000lb point load capacity
- Grid height: 50'

### Curtains

- Black velour legs: (5) sets
- Black velour borders: (4) sets
- Black velour traveler: (2) sets (midstage, upstage)



- Red velour main curtain
- White scrim
- Black velour upstage blackout curtain

### **Projection System/Video**

- Cinema screen - front projection, 20' x 35' adjustable masking, located 1'2" upstage of proscenium line
- Signage screen – 14' x 22', moveable
- 2 Epson Pro L1755U - 15K lumens
- SDI and RJ45 patches located SL, FOH, Guest FOH, and Video

### **Dressing Rooms**

- Upper level: 4 (2 ea. Side, 10 x 12)
- Stage level: 4 (2 ea. Side, 10 x 12)
- Lower level: 10 (Size and Location)
- \*Note: Two showers, located in stage right and stage left dressing rooms.

### **Rehearsal Studio**

- 1001 Square Feet (23 x 33)
- Harlequin Sprung Floor: Grey Finish
- Ballet Bars
- iPod Docking Station with Surround Sound

### **Load-in**

- Dock level is 3' above parking lot level, lower than standard (REQUIRES LIFT GATE FOR HEAVY CASES)
- Stage level is located 11' above dock level; an elevator is required to bring gear from dock level to stage level

- Stage door is 8' wide: elevator platform is 55" x 93" (NOTE: cannot accommodate 8' pre-rigged truss horizontally, such truss needs to be turned vertically and lashed to elevator crossbar) with a 2,000 lb. capacity.

## **Lighting Specifications**

### **House Dimmers**

- (288) ETC Sensor dimmers
- Paradigm Controller/opto split located SR
- Raceways on (4) electrics, drop boxes available

### **Control Board**

- Road Hog 4

### **Power Disconnects**

There are three disconnects for road hook-ups: total of 2100 amps.

- 100 amp. X 3 phase (5-wire cam locks)
- 200 amp. X. 3 phase (5-wire cam locks)
- 400 amp. X 3 phase (5-wire pig tails)

### **Lighting Inventory**

- Mac Quantum Wash (15)
- Source 4-36° 575w (50)
- Source 4-26° 575w (50)
- Source 4-19° 575w (50)
- LED Cyps ShowLine SL BAR 660 (5)
- LED Cyps ShowLine SLBAR520 (16)
- Lycian M2 Medium Throw 2500k Mag Ballast 2 (fixed)

- Assorted two-fer's, jumpers, adapters, etc
- NOTE: Stage uses 3-pin stage connectors

## **Sound Specifications**

**Front of House (NOTE: located extreme house left on first balcony, NOT CENTERED)**

- Avid S6L Mixing Console (1)
- Tascam CD 302 dual CD player (1)
- Tascam 322 dual-cassette deck (1)
- Tascam 32 stereo half-track reel-to-reel (1)

### **Flown Line Arrays**

- (20) Meyer M'elodie curvilinear array speakers – (10) per side, stereo

### **Subwoofers**

- (2) Martin SXH-218 18" subs – flown at center
- (2) Meyer 600-HP 15" subs – 1 per side, orchestra floor or stage-stacked (stereo configuration)

### **Front Fill/Delays**

- (4) Meyer M1D– stage-edge stacked (mono configuration)
- (24) Meyer UPM-1P

### **System Controller**

- Meyer Galileo 408: 4 x 8 in out loudspeaker management system – mounted in FOH rack

- Compass DSP Controller (NOTE: we do not have bus control on faders for subs, delays, fills; these zones can be adjusted within the Compass as a workaround)

### **House Microphone Lines**

- Downstage floor pocket (8)
- Stage right panel (16)
- Stage left panel (48)
- Grid (4)
- Center front of lower balcony (2)
- Center front of upper balcony (2)
- House tie lines (8) *accessible at all mic input panels*

### **Microphones**

- Wireless:
  - Shure UR4D Receiver (1)
  - Shure AD4Q Receiver (1)
  - Shure UR2 Handheld Transmitter (6)
  - Shure Beta 58A Capsule (2)
  - Shure Beta 87A Head (4)
  - Countryman E6 Headset (2)
  - Shure Lavalier (2)
- Wired:
  - Shure SM-57 (5)
  - Shure SM-58 (3)

### **Assistive Listening System**

- Listen Technologies Auri ALS with Auracast
- (15) receivers