



## **Billing Policies**

### Private Events:

For all events that are requested by non-EIU entities the requestor must provide a certificate of liability insurance for one million dollars (\$1,000,000) that specifically lists "Board of Trustees, Eastern Illinois University" as also insured. Proof of coverage must be provided no later than two (2) weeks prior to the event. For more information on coverage feel free to reach out to Dennis Malak at [dfmalak2@eiu.edu](mailto:dfmalak2@eiu.edu).

### Events with Food/ Alcohol:

If you wish to have a public event that includes a reception with food and drinks, you are required to use a permitted caterer or submit your own permit application with the Coles County Health Department. If you will be requesting use of alcohol with your event you will need to contact the MLK University Union for those services. The MLK University Union holds the liquor license for EIU and only they can serve alcohol on university property.

### Billing Policies:

Venues within the Doudna Fine Arts Center are billed in half day increments. A half day starts at 0-6 hours, and a full day is at 6+ hours. This includes all rehearsal, load in, and load out days. Rental rates begin when the staff arrives on site for the event (typically ½ hour prior to the listed arrival time on the use form unless otherwise determined by the Director of Operations).

Rates vary based on if the requesting entity is part of EIU\*, sponsored by the Doudna, or one of the Departments of Music, Theatre, or Art + Design\*\*, is a registered non-profit\*\*\*, or private for profit. Use of auxiliary areas such as the green rooms can be made available upon request at no additional charge.

Staffing covers all crew from the set up through the event and tear down. Staffing is billed in half hour increments and rounded to the nearest half hour. Rates vary based on if the requesting entity is part of EIU\*, sponsored by the Doudna or one of the departments of Music, Theatre, or Art + Design\*\*, is a registered non-profit\*\*\*, or private for profit.

## **Venue Costs**

Venue	Full Day	Half Day	Non-Profit	Sponsored	EIU
Dvorak	\$1,000	\$500	\$250	\$125	\$0
Theatre	\$900	\$450	\$250	\$125	\$0
Recital Hall	\$800	\$400	\$125	\$100	\$0
Black Box	\$700	\$350	\$125	\$100	\$0
Concourse	\$600	\$300	\$100	\$100	\$0

## Staffing Costs

Staffing	Private	Non-Profit	Sponsored / EIU
1-3 Staff Per Hour*	\$100	\$60	\$30
4+ Staff Per Hour*	\$200	\$150	\$75
Overtime Cleaning	\$200	\$100	Cost

\*listed in hour increments but billed in half hour increments.

## Consumable Goods

Item	Cost
Tablecloth	\$5
Table Skirt	\$5
Water By Bottle	\$2

Any event, concert, production, or performance that will sell tickets is required to sell through the Doudna Fine Arts Center Box Office. All tickets will have an added fee per ticket, per the chart below. Rates vary based on if the requesting entity is sponsored by the Doudna or one of the Departments of Music, Theatre, or Art + Design\*, is a registered non-profit\*\*, or private for profit. Fees cover the cost for the Box Office, Ushers, House Managers and Ticket site. The Doudna offers convenient ticketing. Patrons can pick up tickets at the Box Office, call to order, order online and pick up, or skip the line and print their tickets at home. The fee schedule per ticket is listed below.

## Per-Ticket Charge

Private Event	Non-Profit	Sponsored	EIU
\$7	\$5	\$3	\$0

Recognized Student Organizations:

A Recognized Student Organization (RSO) is limited to non-production types of events (guest speakers and receptions). This means no more than one crew member is assigned to the event, the event cannot need a light/sound board operator, special effects, or a sound engineer. The exception to this is the EIU Dancers who are sponsored by the Theatre Department and the Doudna Fine Arts Center for one production each academic year. Approval of RSO requests will be made on an individual basis.

Charges for School of the Arts departments:

The SOA Departments will not be charged fees for performances that are part of the departments academic mission or predetermined/ approved productions, concerts, or events. Fees will be added to the event if the student crew policy is violated or something is added that requires crew to come in outside the standard workday (9:00am to 4:00pm, Monday thru Friday) or performance call time. Fees will also apply to any reception or activity that requires setup or supervision outside the standard workday. All departments within the SOA are permitted one non-billed reception per year (July 1 – June 30).

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