	A	B	C	D	E	F	G	H	I
1					**Santa Cruz Civic Auditorium**				
2					307 Church Street				
3	**Speaking enagagement**				Santa Cruz, CA 95060				
4	**Non-Profit Producer**				(831)420-5243				
5	**Santa Cruz Civic Auditorium**				Andy Botsford, Supervisor				
6									
7									
8					**Small**	**Large**			
9	**Income:**				**Scale**	**Scale**			
10	500	x	$ 10.00	Adult	$ 5,000.00	$ 20,000.00	(1000@ $20)		
11	184	x	$ 5.00	JST/SR	$ 920.00	$ 4,000.00	(400 @ $10)		
12									
13	**684**				**$ 5,920.00**	**$ 24,000.00**			
14	44	comp eve							
15		*Total available capacity: 2000*							
16									
17									
18									
19	**Expenses:**						**Small Scale**	**Large scale**	
20	Fixed Usage Fee						$ 375.00	$ 375.00	
21	Fire Control Fee						$ 50.00	$ 50.00	
22	Box Office	(tickets through TM or hardstock, all through Civic, see note below)					$ 400.00	$ 400.00	
23	*General Admission, Reserved an additional $50.*								
24	Comp printing:		44	@	$0.15		$ 6.60	$ 6.60	
25	Tickets charged by phone at 2%			est: $1000			$ 20.00	$ 60.00	
26	Civic Attendants	6 @ 6:45-10:15p= 3.5hrs,					$ 210.00	$ 210.00	
27		10 @ 6:30-10:30p = 4hrs		large profile speaker				$ 400.00	
28		*security/usher costs higher if reserved event*						$ 300.00	
29	Licensed Guards	6 @ $21/hr. from 5:30pm to 11pm= 5.5						$ 693.00	
30									
31	Additional Rooms	(2 DR's, ~~Timberlake, Lounge, A, BC, Kitchen/Refrigerator)~~					$ 50.00	$ 260.00	
32	Equipment Rental (see detail page 2)						$ 326.00	$ 534.00	
33	Parking	42 spots available @ $3ea.					$ 30.00	$ 126.00	
34	Maintenance Staffing						$ 474.00	$ 858.00	
35	House Manager	6:30-8:30					$ 50.00	$ 100.00	
36	IATSE Stage Hands						$ 500.00	$ 2,000.00	TBD
37	Insurance	$500,000 general liability naming City as additionally insured required							
38	Admission Tax (5%)						$ 281.90	$ 1,142.86	
39	Gross Percentage (7.5%)		*1.5% discount for 3+ events per year*				$ 422.86	$ 1,800.00	
40	Minimum Gross Percentage		*$1,000*	*required as total Gross Percentage for Level II E*			$ 577.14		
41		*Please refer to Booking Policy for further information*							
42	**Total Expenses:**				Total Expenses:		**$ 3,773.50**	**$ 9,315.46**	
43									
44	*Expenses must be covered at least 2 weeks prior to event; advance ticket sales may reduce deposit amounts*								

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45	**Total Expenses:**						$ 3,773.50	$ 9,315.46	
46	**Minus Holding Deposit**		*due with signed agreement, non-refundable*				$ 350.00	$ 350.00	
47	**Minus Deposit**	45 days adv	*additional advance deposit may be required*				$ 2,000.00	$ 2,000.00	
48	**Minus Deposit**	14 days adv	*balance of sales-tentative expenses 2 weeks out*				$ 1,000.00	$ 2,000.00	
49					**Adjusted Expense:**		**$ 423.50**	**$ 4,965.46**	
50				**Income Minus Adjusted Expense:**			**$ 5,496.50**	**$ 19,034.54**	
51									
52									
53	All ticket sales must be coordinated by Civic Box Office-- proceeds after expenses remitted to event sponsor								
54	2-3 weeks after event								
55									
56	All merchandise subject to 20% commission by City, after 8% tax								
57	Civic retains rights on all concessions sales								
58									
59									
60									
61									
62									
63									
64									
65									
66	**Equipment List**			**Small**	**Large**				
67				**Scale**	**Scale**				
68	Lighting	$400	15.00%	$ 60.00	$ 120.00	reduced rate c/o Packard Grant			
69	Sound	$500	15.00%	$ 75.00	$ 150.00	reduced rate c/o Packard Grant			
70	Electric surcharge	1	$ 50.00	$ 50.00	$ 50.00				
71	Spot lights	0	$100.00	$ -					
72	Clear Com sets	2	$ 13.00	$ 26.00	$ 39.00				
73	Podium	1	$ 15.00	$ 15.00	$ 15.00				
74	Telephone	0	$ 80.00	$ -					
75	Risers	0	$ 15.00	$ -					
76	Tables/skirting	3	$ 20.00		$ 60.00				
77	Floor Seating	1	$ 100.00	$ 100.00	$ 100.00				
78	Rolls of Tape	0	$ 9.00	$ -					
79	Coat rack	0	$ 10.00	$ -					
80				$ 326.00	$ 534.00				
81									
82									
83	**Admission Tax Calculation:**								
84									
85	$ 5,920.00	/1.05 =	$ 5,638.10	(Gross Sales)					
86	$ 5,920.00	" -	$ 5,638.10	" =	$ 281.90				
87									
88									

	A	B	C	D	E	F	G	H	I
89	**Gross Calculation**								
90	$ 5,638.10	x 7.5% =	$ 422.86						
91									
92									
93									
94					**Small**	**Larger**			
95	**MAINTENANCE**		Hours:	Wages:	**scale**	**Scale**			
96		Set-up	6	$16.00	$96.00	$ 256.00			
97		Clean-up	10	$16.00	$160.00	$ 384.00			
98	Maint Lead	5pm-10:30pm	5.5	$20.00	$110.00	$ 110.00			
99		12pm-9p	9	$12.00	$108.00	$ 108.00			
100					**$474.00**	**$ 858.00**			