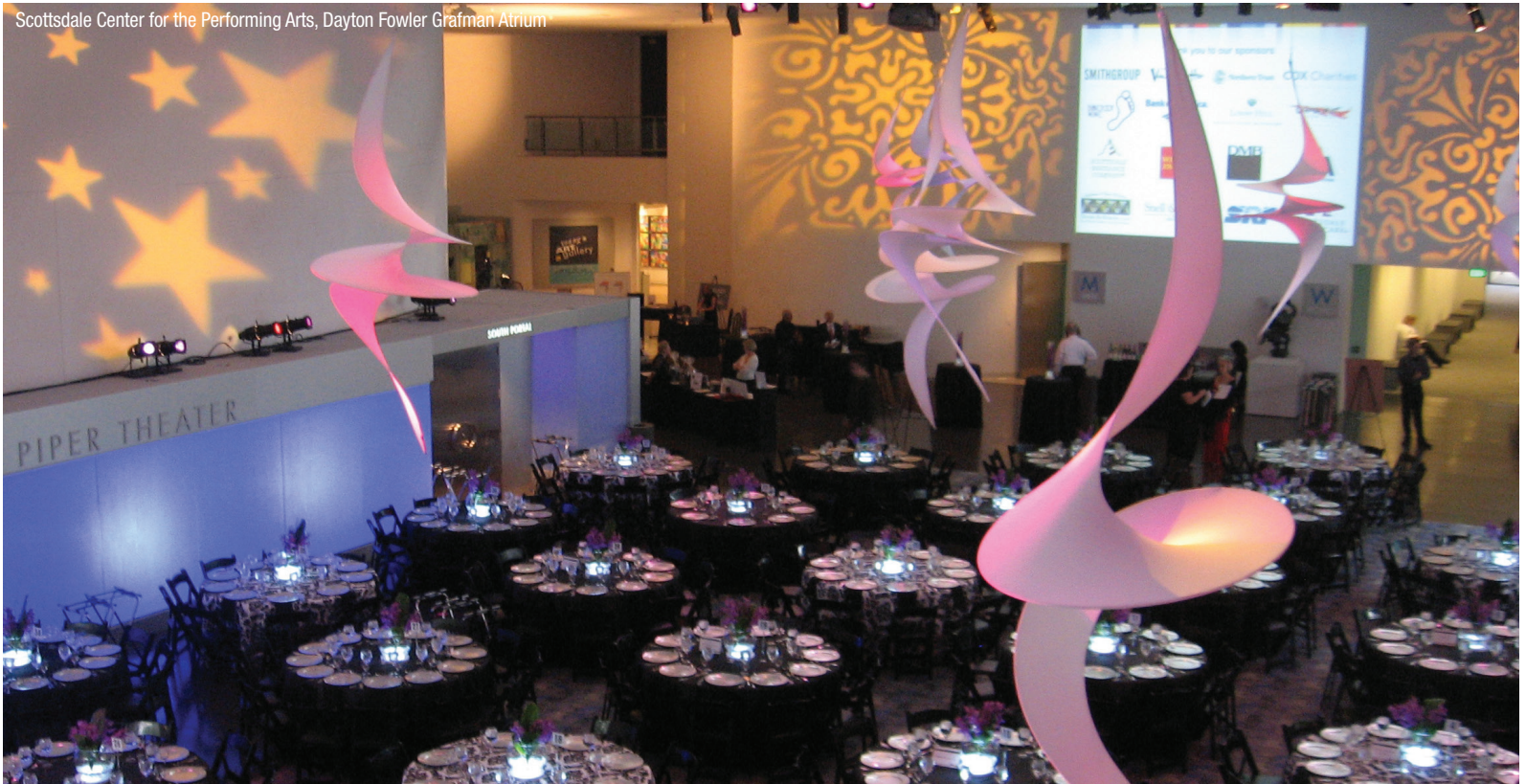




# Facility Rentals

arts  
scottsdale

Scottsdale Center for the Performing Arts, Dayton Fowler Grafman Atrium



SMoCA Lounge



Photo: Sean Deckert/Calnicean Projects

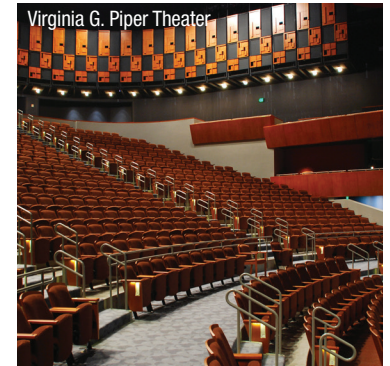
Dayton Fowler Grafman Atrium



Dayton Fowler Grafman Atrium



Virginia G. Piper Theater





Scottsdale Arts’ rental program provides opportunities for businesses, community organizations and individuals to host special events—from large trade shows, festivals, concerts and theatrical productions to private meetings and wedding receptions—using the facilities and resources of Scottsdale Center for the Performing Arts, Scottsdale Museum of Contemporary Art, and Scottsdale Civic Center. Proceeds support the nonprofit Scottsdale Arts and the many arts programs it presents for the City of Scottsdale.

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# Scottsdale Center for the Performing Arts



Dayton Fowler Grafman Atrium



Center Space gallery



Dayton Fowler Grafman Atrium

## Virginia G. Piper Theater

The newly renovated Virginia G. Piper Theater is a fully equipped professional theater with maximum seating for 853.

## Dayton Fowler Grafman Atrium

Designed for an impressive entrance, the spectacular 6,200-square-foot main lobby of Scottsdale Center for the Performing Arts is the perfect location for any event. With a flexible capacity that can accommodate 500 to 900 guests, the options are endless.

## Stage 2

With seating for 137 guests, this small theater offers a comfortable, intimate atmosphere.

## Mezzanine Lounge

With its unique location overlooking the Dayton Fowler Grafman Atrium, this space is ideal for receptions or business meetings for up to 120 guests.

## Center Space gallery

Center Space gallery is a 1,700-square-foot gallery. This gallery is suitable for receptions or gatherings for up to 120 people.



# Scottsdale Museum of Contemporary Art (SMoCA)



Scottsdale Museum of Contemporary Art



Skyspace



SMoCA Gallery

## SMoCA

Scottsdale Museum of Contemporary Art is a unique and sophisticated setting for up to 300 guests, enhanced by SMoCA's cutting-edge art exhibitions and architecture.

## SMoCA Lounge

SMoCA Lounge is an intimate gallery space that can be tailored for a variety of events for 60 to 80 people.

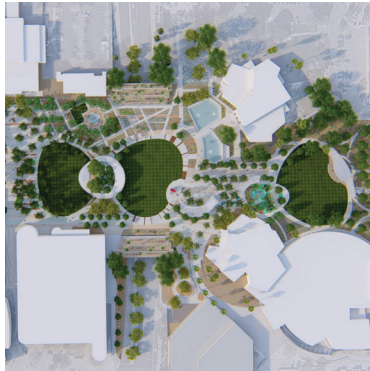
## Skyspace

Created by internationally renowned artist James Turrell, the elliptical skyspace *Knight Rise* is an architectural installation that heightens the viewer's awareness of light, sky and the activity of perception.

Invite SMoCA's curators to your event for a private exhibition tour and conversation.



# Outdoor Facility Rental Rates



## Marshall Gardens wedding ceremony venue only\*

\$150/hour

## West Bowl

**Day Rate**

\$2,000

**Nonprofit Rate**

\$1,700

## West Bowl wedding ceremony venue only\*

\$260/hour

## 360 Stage West

**Day Rate**

\$1,800

**Nonprofit Rate**

\$1,530

## Central Lawn

**Day Rate**

\$2,000

**Nonprofit Rate**

\$1,700

## 360 Stage Center

**Day Rate**

\$2,000

**Nonprofit Rate**

\$1,870

## Civic Center Memorial Lawn and Mayer Garden

### Day Rate

\$150/hour

(Max Capacity: 250)

### Nonprofit Rate

\$120/hour

## Civic Center West

(includes West Bowl, Marshall Gardens, and Central Lawn)

### Day Rate

\$7,000

### Nonprofit Rate

\$6,000

## East Bowl

### Day Rate

\$3,300

### Nonprofit Rate

\$2,800

(Max Capacity: 2,700)

## East Bowl Stage

### Day Rate

\$2,700

### Nonprofit Rate

\$2,000

## Entire Civic Center (includes all stages)

### Day Rate

\$9,000

### Nonprofit Rate

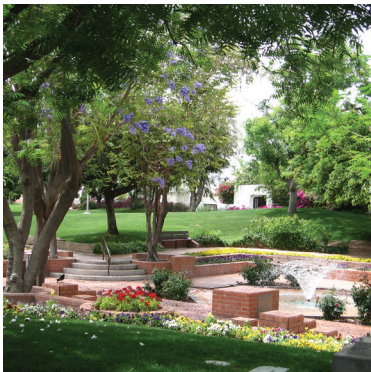
\$7,000

(Max Capacity: 7,800)

\*Tech Package Required For Stage Ops



# Facility Rental Rates



## Scottsdale Center for the Performing Arts

	Capacity	Day Rate	Nonprofit Rate
Virginia G. Piper Theater	853	\$1,650	\$1,430
Dayton Fowler Grafman Atrium	500–900	\$1,430	\$1,100
Stage 2	137	\$550	\$330
Mezzanine Lounge	30–120	\$330	\$110
Center Space gallery	75–120	\$550	\$330

## Scottsdale Museum of Contemporary Art (SMoCA)

	Capacity	Day Rate	Nonprofit Rate
SMoCA	300	\$1,650	\$1,430
SMoCA Lounge and Sculpture Garden	75–125	\$825	\$660
SMoCA Lounge	50–75	\$550	\$440
Skyspace	24	\$22/person	\$22/person

Facility rates are subject to change and availability and do not include labor, equipment and other expenses.

Events held in SMoCA or the Dayton Fowler Grafman Atrium during business hours must allow public access. Any events that require prohibiting public access must be scheduled when those facilities would normally be closed.

All bookings are scheduled within Scottsdale Arts' fiscal year, which runs July 1 through June 30.



# Labor, Equipment and Services



## Event Labor

**Facility Representative:** \$30/hour

– Required to be scheduled from event load-in to load-out

**Event Services Assistant:** \$25/hour

**Security:** \$30/hour

**Concessions:** \$25/hour per bartender

**House Staff:** \$22/hour per house manager

– Required for events in the Virginia G. Piper Theater and Stage 2

**Police:** \$60–\$80/hour

**Environmental Services:** \$25/hour

## Technical Labor

**Stage Manager:** \$30/hour

**Lighting Engineer:** \$35/hour

**Audio-Visual Engineer:** \$35/hour

**Stagehand:** \$25/hour

- All labor requires a four-hour minimum.
- A minimum of four technicians must be present for events in the Virginia G. Piper Theater and two technicians in Stage 2.
- Security staff is required for events held before or after normal business hours.
- Actual cost will be determined in the final post-event invoice.



## Event Ticketing Services

- Public events are required to use Scottsdale Center for the Performing Arts' Guest Services (box office).
- All ticketed events are subject to:  
6-percent commission on gross ticket sales  
5-percent commission on credit card transactions

**General Admission:** \$125 Set-up fee

**Reserved Seating:** \$250 Set-up fee

## Merchandise and Concessions

- All event-related merchandise is subject to a 20-percent commission
- from gross sales and 25 percent if Scottsdale Arts staff sells the merchandise. The renter is responsible for all sales tax.
- When using the Dayton Fowler Grafman Atrium for a trade show event, 10 percent of each non-food vendor's registration fee shall be paid to Scottsdale Arts by the renter.
- For outdoor events only, the renter is subject to a commission of \$15 per hour for each hour of operation for each food vendor.

## Equipment Rates

Black Orchestra Chairs	\$1.6/each
Black Stackable Chairs	\$0.85/each
Dance Marley	\$195
Easel	\$8/each
Event Cans	\$17/each
Event Fencing	\$825
Follow Spot	\$105/each/day
Hazer (fog machine)	\$55
Internet Connection	\$358
Lectern	\$28–\$55/each
Lighting and Audio System - VGP Theater	\$1,100
Lighting & Audio System - VGP Theater (Non-profit)	\$880

Live Streaming Equipment	\$880*
Monitor System - VGP Theater	\$550
Music Stands	\$2.5/each
Piano—Steinway Grand	\$220/day
Piano - Upright	\$110/day
Piano Tuning	\$200
Pipe & Drape - Banjo	\$4.5/foot
Pipe & Drape - Velour	\$8.5/foot
Platform Risers - Atrium	\$38/each
Platform Risers - Stage	\$28/each
Portable DVD Player	\$28/each
Portable PA system (2 speakers)	\$165
Portable PA system (4 speakers)	\$275/each
Portable Television	\$110/each
Projector & Screen - Portable	\$165
Projector & Screen - VGP	\$880
Stanchions - Chrome	\$22/each
Stanchions - White	\$11/each
Table w/ Linens	\$28/each
Video Switching Station	\$330
Wireless Microphone	\$82
SMoCA Lounge AV System	\$165
SMoCA Lounge Audio only	\$110
Outdoor Audio System	\$825
Rear Projector & Screen—VGP	\$1,850*
Rear Projector & Screen—VGP (Non- profit)	\$1,480*
Moving Lights Upgrade—VGP	\$500*
Moving Lights Upgrade—VGP (Non-profit)	\$300*

\* may require additional technical labor

# Preferred Caterers



All food served at events must be provided by one of the caterers on the Scottsdale Arts' Preferred Caterers List.



[ArizonaCatering.com](http://ArizonaCatering.com)



[AtlastaCatering.com](http://AtlastaCatering.com)



[StraightToThePlate.com](http://StraightToThePlate.com)

All alcoholic beverage services must be provided and served by our exclusive alcohol manager.

For these services, please contact Director of Events  
Jamie Prins at 480-874-4697 or [JPrins@ScottsdaleArts.org](mailto:JPrins@ScottsdaleArts.org).

All information is subject to change.

## Bar and Beverage Packages

### Spirits

Basic Cocktail	\$10/drink
Premium Cocktail	\$12+/drink

### Beer

Domestic Beer	\$6/bottle
Micro Brew	\$7/bottle
Imported Beer	\$7/bottle
Seltzer	\$8/bottle

### Wines:

Premium	\$12/glass
House	\$9/glass

### Non-Alcoholic Beverages

Bottled Water	\$2/bottle
Soda	\$3/glass

- All hosted and cash bars require one (1) bartender per 75 guests.
- For large events, bartender and bar needs will be assessed based on the event's parameters and setup.
- Bartending services are billed at \$25 per hour per bartender, with a four-hour minimum.
- A minimum guarantee of \$350 per bar set-up is required for hosted or cash bar service.

## Additional Beverage Service Options

### Tableside Wine Service

House wine can be offered to the table starting at \$8 per glass (plus service charge and tax) and will be billed based on consumption. Upgraded wine selections are available at a per-case price. Please ask for our reserve wine list or make a special request.

Your selected caterer will be required to pour wine tableside with dinner and will charge accordingly for an appropriate number of staff. Usually one additional server per every 50 guests is recommended.

### Passed Champagne Toast

- House champagne can be passed to your guests at \$9 per glass (plus service charge and tax) and will be billed based on consumption.
- Your selected caterer will provide and charge for staff to pass champagne.
- If catering is not required, wait staff can be provided at \$25 per hour per person.

### Terms and Conditions

- In order to reserve bar services for your event, a 50-percent deposit is required at the time the order is placed.
- For hosted bar service, the deposit is based on total estimated charges. For "on consumption" bars, estimated charges are based on two (2) alcoholic drinks per person. Final invoice will be based on actual consumption.
- A credit card must be obtained for all orders and will be held on file to guarantee payment for all outstanding balances.
- The final amount due will be charged to the credit card at the conclusion of the event.
- A customary 20-percent service charge will be added to all hosted beverage services.
- The final guest count must be confirmed 10 business days prior to the event to allow time for ordering product and scheduling staff.
- The guaranteed number or the actual attendance, whichever is greater, will be charged.
- Refund of deposits for hosted bars is subject to the cancellation policy outlined in terms and conditions.
- Charges will be based on the guaranteed attendance or the actual attendance, whichever is greater.

# Event Insurance

Liability insurance is required for all rental events and must meet the following qualifications:

- Single-limit public liability insurance coverage.
- Minimum of \$1 million for indoor events and \$2 million for outdoor events.
- Insurance must cover bodily injury, death, property damage and medical payment insurance in the amount of \$5,000.
- The insurance certificate must name Scottsdale Arts and the City of Scottsdale as additionally insured.
- Renter's insurance policy shall be effective from the beginning of the first load-in time until the last load-out time as indicated in the agreement.
- Renter shall provide a copy of the certificate of insurance as proof to Scottsdale Arts no later than 14 business days before the event.

The insurance certificate must name the Scottsdale Cultural Council and the City of Scottsdale as additionally insured.

Renter's insurance policy shall be effective from the beginning of the first load-in time until the last load-out time as indicated in the agreement.

Renter shall provide a copy of the certificate of insurance as proof to the **Scottsdale Cultural Council** no later than 14 business days before the event.



Dayton Fowler Grafman Atrium



Dayton Fowler Grafman Atrium



Dayton Fowler Grafman Atrium





# Weddings

Perfect for everything from intimate ceremonies to elaborate receptions, Scottsdale Civic Center features beautifully landscaped outdoor location, and unique indoor locations at Scottsdale Center for the Performing Arts and Scottsdale Museum of Contemporary Art (SMoCA).

For additional information, please visit [ScottsdalePerformingArts.org/venues/](http://ScottsdalePerformingArts.org/venues/) or contact the rentals manager at 480-874-4604.

# Contact

## Event Staff

### Facility Rentals Manager

Annie Parker  
AnneP@ScottsdaleArts.org  
480-874-4604

### Director of Operations

Martin Dickey  
MartinD@ScottsdaleArts.org  
480-874-4603

### Facilities & Events Operations Manager

Scotty MacKeigan  
SMacKeigan@ScottsdaleArts.org  
480-874-4683

### Director of Events

Jamie Prins  
JPrins@ScottsdaleArts.org  
480-874-4697

### Guest Services Manager

Sarina Lacina  
Sarinal@ScottsdaleArts.org  
480-874-469

### Production Manager

Dorann Matson  
DMatson@ScottsdaleArts.org  
480-874-462

## Phone and Web

### Administration

480-874-4610

### Fax

480-874-4699

### Box Office

480-499-TKTS (8587)

### Web

ScottsdaleArts.org

## Locations

### Scottsdale Center for the Performing Arts

7380 E. Second St.

### Scottsdale Museum of Contemporary Art

7374 E. Second St.

### Scottsdale Civic Center

3939 N. Drinkwater Blvd.

### Mailing Address for All Venues

7380 E. Second St.  
Scottsdale, AZ 85251

## Business Hours

Scottsdale Center for the Performing Arts

Monday: Closed

Tuesday–Saturday: 11 a.m.–6 p.m.

Sunday: Noon – 5 p.m.

Scottsdale Museum of Contemporary Art

Monday & Tuesday: Closed

Wednesday: 11 a.m.–5 p.m.

Thursday: 11 a.m. – 7 p.m.

Friday- Sunday: 11 a.m. – 5 p.m.

Museum hours are subject to change throughout the season. Please check SMOCA.org for current information.

