

**ADMINISTRATIVE ORDER NO. 57-24-04-F**  
**of the**  
**City Manager of the City of Eugene**

**SETTING SILVA CONCERT HALL, SORENG THEATER AND LOBBY  
FEE SCHEDULE FEES AND SUPERSEDING THE FEE SCHEDULE  
ADOPTED BY ADMINISTRATIVE ORDER NO. 57-23-01-F.**

**The City Manager of the City of Eugene finds as follows:**

**A.** Section 2.020 of the Eugene Code, 1971, authorizes the City Manager to determine and set fees and charges to be imposed by the City for services, goods, use of municipal property, and licenses and permits.

**B.** Pursuant to the above authority, on October 17, 2023, I issued Administrative Order No. 57-23-01-F making the most recent changes to the Silva Concert Hall, Soreng Theater and Lobby fees and adopting an updated Silva Concert Hall, Soreng Theater and Lobby Fee Schedule (“the Fee Schedule”).

**C.** On November 8, 2024, I issued Administrative Order No. 57-24-04, ordering that notice be given of the opportunity to submit written comments on my proposal to set new Silva Concert Hall, Soreng Theater and Lobby fees. The Notice specified that comments on the proposed amendments would be received for 15 days from November 12, the publishing and posting date of the Notice. No comments were received within the time or in the manner described in the Notice.

**D.** Based on my investigation pursuant to the provisions of Section 2.020 of the Eugene Code, 1971, I find that the fees should be set as proposed. (See Exhibit B to this Order)

**E.** The unamended Silva Concert Hall, Soreng Theater and Lobby fees adopted by Administrative Order No. 57-23-01-F are incorporated into the Fee Schedule attached as Exhibit A to this Order.

**On the basis of these findings, I order that:**

**1.** The Silva Concert Hall, Soreng Theater and Lobby Fee Schedule attached as Exhibit A to this Order is the schedule of fees to be charged for the described services as of the effective date of this Order.

**2.** The Fee Schedule attached to Administrative Order No. 57-23-01-F is superseded by the Silva Concert Hall, Soreng Theater and Lobby Fee Schedule attached as Exhibit A to this Order, as of the effective date of this Order.

**Dated and effective this** 01/10/2025 **day of December, 2024.**



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**Sarah Medary**  
**City Manager**

  
JB

**FEE SCHEDULE FOR SILVA CONCERT HALL, SORENG THEATER, AND LOBBY**

(Effective January 10, 2025)

**1. RENTAL RATES:**

	<b><u>Fees</u></b>			
	<b><u>Resident Company</u></b>	<b><u>Local Performing Arts</u></b>	<b><u>Commercial</u></b>	<b><u>Local Promoter/Non-Performing</u></b>
<b><u>Silva Concert Hall</u></b>				
Base Rental Rate	\$2,100 plus 4% of gross sales exceeding \$20,000	\$2,100 plus 4% of gross sales exceeding \$20,000	\$4,400 or 10% of gross sales, whichever is greater	\$4,400 or 10% of gross sales, whichever is greater
Second Performance (same day)	\$1,320 plus 4% of gross sales exceeding \$20,000	\$1,320 plus 4% of gross sales exceeding \$20,000	\$3,200 or 10% of gross sales, whichever is greater	\$3,200 or 10% of gross sales, whichever is greater
Youth Education Rate (through grade 12) <i>*May be eligible for Event Management Fee waiver.</i>	\$1,000	N/A	N/A	N/A
Rehearsal/Load-In/Tech Rate*	\$550 per day	\$2,100	\$4,400	\$4,400
Dark Day Rate	\$550 per day	\$2,100	\$6,000	\$6,000
Audience Attended Dress Rehearsal <i>(Applicable when 100 or more people attend the dress rehearsal)</i>	\$1,020	\$2,100	N/A	\$2,100

**1. RENTAL RATES:**

	<b><u>Fees</u></b>			
	<b><u>Resident Company</u></b>	<b><u>Local Performing Arts</u></b>	<b><u>Commercial</u></b>	<b><u>Local Promoter/Non-Performing</u></b>
Non-Ticketed Event	N/A	N/A	\$6,000	\$6,000
Venue Management Fee (VMF)	\$4 per ticket	\$4 per ticket	\$4 per ticket	\$4 per ticket
Event Cancellation	\$1,000 each performance to a maximum of \$2,100 if cancelled 90 days or less prior to scheduled event; plus 5% of gross ticket sales for making refunds, plus any documented reimbursable actual expenses incurred by the Center and related to the cancelled event in addition to standard contract terms	5% of gross ticket sales for making refunds, plus documented actual expenses incurred by the Center related to the cancelled event, in addition to applicable standard contract terms	5% of gross ticket sales for making refunds, plus documented actual expenses incurred by the Center related to the cancelled event, in addition to applicable standard contract terms	5% of gross ticket sales for making refunds, plus documented actual expenses incurred by the Center related to the cancelled event, in addition to applicable standard contract terms
Origination Fee for Commercial Filming <i>(Applies to renter recording performance for commercial use and not archival purposes)</i>	No charge	No charge	\$5,000 per event	\$5,000 per event
<b><u>Soreng Theater</u></b>				
Base Rental Rate	\$550 per event. Includes basic sound and standard lighting.	\$550 per event	\$1,330	\$1,330

**1. RENTAL RATES:**

	<b><u>Fees</u></b>			
	<b><u>Resident Company</u></b>	<b><u>Local Performing Arts</u></b>	<b><u>Commercial</u></b>	<b><u>Local Promoter/Non-Performing</u></b>
2 <sup>nd</sup> Performance (same day)	\$400 (in which 2 <sup>nd</sup> performance is on the same day)	\$400 (in which 2 <sup>nd</sup> performance is on the same day)	N/A	N/A
Youth Education Rate – (through grade 12) <i>*May be eligible for PUF waiver.</i>	\$215 per performance	\$215 per performance	N/A	N/A
Rehearsal/Load-In/Tech Rate*	\$195 per day	\$195 per day	\$625 per day	\$625 per day
Dark Day Rate	\$195 per day	\$195 per day	\$2,000 per day	\$2,000 per day
Non-Ticketed Event	N/A	\$550	\$2,000	\$2,000
Event Management Fee (EMF)	\$4 per ticket	\$4 per ticket	\$4 per ticket	\$4 per ticket
Event Cancellation	\$545 each performance to a maximum of \$1,330 if cancelled 90 days or less prior to scheduled event; plus 5% of gross sales for making refunds, plus reimbursement of documented actual expenses incurred by the Center and related to the cancelled event in addition to standards contract terms.	5% of gross ticket sales for making refunds, plus documented actual expenses incurred by the Center related to the cancelled event, in addition to applicable standard contract terms.	5% of gross ticket sales for making refunds, plus documented actual expenses incurred by the Center related to the cancelled event, in addition to applicable standard contract terms	5% of gross ticket sales for making refunds, plus documented actual expenses incurred by the Center related to the cancelled event, in addition to applicable standard contract terms

**1. RENTAL RATES:**

**Fees**

	<b><u>Resident Company</u></b>	<b><u>Local Performing Arts</u></b>	<b><u>Commercial</u></b>	<b><u>Local Promoter/Non-Performing</u></b>
Origination Fee for Commercial Filming <i>(Applies to renter recording performance for commercial use and not archival purposes)</i>	No charge	No charge	\$3,000 per event	\$3,000 per event
<b><u>The Studio</u></b>				
Base Rental Rate	No charge	\$535 for the first 6 hours; \$100 per hour thereafter	\$535 for the first 6 hours; \$100 per hour thereafter	\$535 for the first 6 hours; \$100 per hour thereafter
Event Management Fee	No charge	\$250	\$250	\$250
Sound Cart	\$75 per event	\$75 per event	\$150 per event	\$150 per event
<b><u>Maurie Jacobs Community Room</u></b>				
Base Rental Rate	No charge	\$350	\$350	\$350
Event Management Fee	No charge	\$250	\$250	\$250
Sound Cart	\$75 per event	\$75 per event	\$150 per event	\$150 per event

**1. RENTAL RATES:**

	<b><u>Fees</u></b>			
	<b><u>Resident Company</u></b>	<b><u>Local Performing Arts</u></b>	<b><u>Commercial</u></b>	<b><u>Local Promoter/Non-Performing</u></b>
<b><u>Lobby</u></b>				
Ticketed Events and Community Activities	\$2,100 plus 4% of gross sales exceeding \$20,000 (plus actual expenses)*	\$2,100 plus 4% of gross sales exceeding \$20,000 (plus actual expenses)*	\$4,400 or 10% of gross, whichever is greater	\$4,400 or 10% of gross, whichever is greater
Private Events	\$2,000 (plus actual expenses)*	\$2,000 (plus actual expenses)*	\$6,000 (plus actual expenses)*	\$4,000 (plus actual expenses)*
Event Management Fee	\$200	\$250	\$250	\$250
Non-ticketed Activities Ancillary to Contracted Events in Silva Hall or Soreng Theater	Actual Expenses*	Actual Expenses*	Actual Expenses*	Actual Expenses*
Full Center Buy-Out	\$30,000 per day plus actual expenses*	\$30,000 per day plus actual expenses*	\$30,000 per day plus actual expenses*	\$30,000 per day plus actual expenses*
Sound Cart	\$75 per event	\$75 per event	\$150 per event	\$150 per event

*\*Actual Expenses include but are not limited to such costs as: labor for custodians, concessionaires, technicians, building security, and management staff; and any charges for equipment.*

**1. RENTAL RATES:**

	<u>Fees</u>			
	<u>Resident Company</u>	<u>Local Performing Arts</u>	<u>Commercial</u>	<u>Local Promoter/Non-Performing</u>
<u>All Venues</u>				
Resident Company Non-Standard Schedule Fees	Commercial rental fees apply to Resident Company if an event is outside of the Resident Company's standard schedule			

**2. TICKET OFFICE CHARGES:**

	<u>Fees</u>	
	<u>Resident Co. &amp; Local Performing Arts</u>	<u>Commercial &amp; Local Promoter/Non-Performing Arts</u>

*“Event” is defined as one performance within a production.  
 “Production” is defined as a booking containing one or more events.*

All tickets must be printed by the City at a charge of:

Ticket Office Management Fees	Silva: \$200 per production Soreng: \$65 per production Studio: \$35 per production Lobby: \$65 per production Maurie Jacobs Community Room: \$35 per production Streaming per Production (up to 3 events) \$125	Silva: \$600 per production Soreng: \$125 per production Studio: \$35 per production Lobby: \$65 per production Maurie Jacobs Community Room: \$35 per production Streaming per Production (up to 3 performances) \$125
Season Ticket Management Fee	\$200 per season	\$600 per season

**2. TICKET OFFICE CHARGES:**

	<b>Fees</b>	
	<b><u>Resident Co. &amp; Local Performing Arts</u></b>	<b><u>Commercial &amp; Local Promoter/Non-Performing Arts</u></b>
Ticket Transaction Fee	\$0.30 per ticket	\$0.30 per ticket
Order handling fee (renewals, subscriptions, mail orders)	Not to exceed \$10 per order	Not to exceed \$10 per order
Mailing Lists (e-mail files or label sets) – mailing lists sent to mail house only and at the discretion of the Hult Center Director of Marketing	\$50 per thousand	\$50 per thousand
Attendance Data-Post Show (electronic format) – for user groups self-Produced or Presented shows only.	No charge	First request – no charge Additional requests -- \$50 per thousand
Event Tickets to a Source Outside the City’s System	\$2 per ticket	Not to exceed \$5 per ticket
Ticket Sales Charged to Credit Cards (all events)	3.2%	3.2%
Ticketing Services for Events Ticketed at Non-Cultural Services Facilities	5% of gross sales \$50 ticket set-up fee \$0.30 per ticket for Ticket Transaction Fee \$200 Off-site season Ticket Set-up Fee <i>*In the event of a cancellation, 5% of the gross sales will be charged for ticket returns</i>	N/A



## 2. TICKET OFFICE CHARGES:

	<u>Fees</u>	
	<u>Resident Co. &amp; Local Performing Arts</u>	<u>Commercial &amp; Local Promoter/Non-Performing Arts</u>
Extension of Ticket Office Hours	\$175 per hour for hours extended beyond regular ticket office hours for up to 5 hours (includes four ticket sellers and 1 supervisor)	\$175 per hour for hours extended beyond regular ticket office hours for up to 5 hours (includes four ticket sellers and 1 supervisor)
Promoter offered complimentary exchange and/or duplicate tickets for subscribers	<p>\$40 per title for up to 500 subscription tickets sold</p> <p>For each range increase of 500 subscription tickets sold thereafter, the cost per title is increased by \$20</p> <p><i>For example:</i></p> <p><i>\$60 per title for 501 – 1000 subscription tickets sold</i></p> <p><i>\$80 per title for 1001 – 1500 subscription tickets sold</i></p>	<p>\$40 per title for up to 500 subscription tickets sold</p> <p>For each range increase of 500 subscription tickets sold thereafter, the cost per title is increased by \$20</p> <p><i>For example:</i></p> <p><i>\$60 per title for 501 – 1000 subscription tickets sold</i></p> <p><i>\$80 per title for 1001 – 1500 subscription tickets sold</i></p>
Production Seating Change/Swap	\$200	\$500
Per Ticket Phone Order Service Fee	Not to exceed \$5.50 per ticket	Not to exceed \$5.50 per ticket
Per Ticket Web Order Service Fee	Not to exceed 13.2% of the total ticket price	Not to exceed 13.2% of the total ticket price
Donation management and distribution fee	No charge	\$30 per distribution
Platinum Service Fee or VIP Service Fee	Not less than \$200, but not to exceed \$500, negotiated by contract based on the number of Platinum tickets to be sold, and the amount of time involved and level of complexity in pricing selected seats	Sliding scale \$500 - \$1500 based on complexity of ticketing build determined by the Director of Programming
VIP List/Comp List Management Fee	\$100 Flat Fee to fully manage a VIP or Comp ticket list should the list not be sent to the Box Office in the requested or a usable format	\$100 Flat Fee to fully manage a VIP or Comp ticket list should the list not be sent to the Box Office in the requested or a usable format

**2. TICKET OFFICE CHARGES:**

	<b>Fees</b>	
	<b><u>Resident Co. &amp; Local Performing Arts</u></b>	<b><u>Commercial &amp; Local Promoter/Non-Performing Arts</u></b>
VIP Gross Ticket Sales	N/A	Not to exceed 10% of the gross VIP ticket sales that are not included in the Gross ticket sales for the Performance as contracted with the Promoter

**3. PERSONNEL CHARGES:**

	<b>Fees</b>	
	<b><u>Resident Co. &amp; Local Performing Arts</u></b>	<b><u>Commercial &amp; Local Promoter/Non-Performing Arts</u></b>
Ticket Taker/Usher	*City temporary scale plus 34% of total labor charges	*City temporary scale plus 34% of total labor charges
Head Usher	*City temporary scale plus 34% of total labor charges	*City temporary scale plus 34% of total labor charges
Evolv Usher	*City temporary scale plus 34% of total labor charges	*City temporary scale plus 34% of total labor charges
Stagehands (including Department head and grip)	IATSE contract rate plus 34% of total labor charges	IATSE contract rate plus 34% of total labor charges
Event Custodian	*City temporary scale and/or AFSCME scale plus 34% of total labor charges	*City temporary scale and/or AFSCME scale plus 34% of total labor charges
Technical Director or Designee	City scale plus 34% of total labor charges per hour for: a) each hour beyond the first two hours of consultation (**“advance” time). Should additional consultation be required and per hour charges assessed, Licensee will be informed at the time of the initial consultation; plus b) each hour spent on-site and engaged in event-related duties including meetings and settlement.	City scale plus 34% of total labor charges per hour for: a) four hours of consultation (**“advance” time); plus b) actual hours, exclusive of advance time spent on-site engaged in event-related meetings, and stage calls from stage prep through event load-out.

Front of House Manager or Designee	City scale plus 34% of total labor charges per hour for: a) each hour beyond the first two hours of consultation (**“advance” time). Should additional consultation be required and per hour charges assessed, Licensee will be informed at the time of the initial consultation; plus b) each hour spent on-site and engaged in event-related duties including meetings and settlement.	City scale plus 34% of total labor charges per hour for: a) four hours of consultation (**“advance” time); plus b) actual hours, exclusive of advance time spent on-site engaged in event-related meetings, and stage calls from stage prep through event load-out.
Facilities Manager or Designee	City scale plus 34% of total labor charges per hour for each hour spent on-site and engaged in event-related duties including meetings and settlement	City scale plus 34% of total labor charges per hour for each hour spent on-site and engaged in event-related duties including meetings and settlement
House Technical Personnel	City scale plus 34% of total labor charges per hour for: a) each hour beyond the first hour of consultation (**“advance” time). Should additional consultation be required and charges assessed, Licensee will be informed at the time of the initial consultation; plus b) each hour spent on-site and engaged in event-related duties including meetings and settlement.	City scale plus 34% of total labor charges per hour for: a) four hours of consultation (**“advance” time); plus b) actual hours, exclusive of advance time spent on-site engaged in event-related meetings, and stage calls from stage prep through event load-out.
Security	\$34 per show/hour, overtime \$49 per person/hour	\$36 per person/hour; overtime \$51 per person/hour

*\*The City of Eugene temporary employee pay scale in effect at the time the services are provided. A current copy of the pay scale shall be available for review at the Hult Center offices.*

*\*\*“Advance” time is defined as “pre-event advising and consulting, including meeting with technical directors and road managers, and scheduling staff.”*

**4. CONCESSIONS/CATERING:**

**Fees**

Concession buy-out for artists traveling with their own personal caterer

\$300

Event set-up/take down (for Lobby, Studio and Gallery events)

Two-hour minimum at \$25 per person/hour

Towel Fee

\$2 per towel  
*(No charge for Resident Co. and Local Performing Arts)*

Table Linen Fee

\$5 per linen

Responsibility for Concession Charges

Licensee will be responsible for all concession charges

**5. SOUVENIR SALES:**

**Fees**

**Commercial:**

Sale by commercial licensee

25% of gross sales due at close of the production

**Resident and Local Company:**

Sale by licensee

10% of gross sales due at close of the production

**6. MARKETING FEES:**

**Fees**

Promoter-Requested “E-Blasts”	Resident Company/Local Performing Arts: \$500 Commercial/Local Non-Performing Arts: \$1000
Standing Banner in Lobby	\$50 (must be approved by Marketing)
Social Media Campaign	\$500 or 15% of total ad spend (whichever is greater) plus promoter ad budget
Management of Event Postering	\$150 plus \$0.75 per poster
Hult Center Marketing of Outside Promoter’s Performance	15% of promoter marketing budget, plus total promoter marketing budget
Marketing Services Fee	\$500 applied after 10 hours of marketing support
Program Printing	\$100 plus cost of printing
Targeted Email	\$50 per thousand email addresses, limit one email per title, max audience of 8K contacts

**7. EQUIPMENT RENTAL RATES:**

	<b>Fees</b>					
	<b><u>Resident Company</u></b>		<b><u>Local Performing Arts</u></b>		<b><u>Commercial &amp; Local Promoter/Non Performing</u></b>	
	<u>Silva</u>	<u>Soreng</u>	<u>Silva</u>	<u>Soreng</u>	<u>Silva</u>	<u>Soreng</u>
<i>“Event” is defined as one use, e.g. tech rehearsal, dress rehearsal, performance, within a production. “Production” is defined as a booking containing one or more events.</i>						
<b><u>Sound</u></b>						
Full (complete inventory, subject to availability)	\$300 per event	\$100 per event	\$350 per event	\$175 per event	\$700 per event	\$300 per event
Monitor Console	\$300 per event	\$100 per event	\$350 per event	\$100 per event	\$700 per event	\$200 per event
Wireless mics (each)	\$75 per event	\$75 per event	\$75 per event	\$75 per event	\$100 per event	\$100 per event
Stacks and Racks – Meyer Leopard System	\$3,000 per event	N/A	\$4,000 per event	N/A	\$6,000 per event	N/A
<b><u>Lighting</u></b>						
Standard light plot	\$200 per event	Included in rent	\$200 per event	\$125 per event	\$700 per event	\$250 per event
Follow-spots (each)	\$50 per event	\$35 per event	\$75 per event	\$50 per event	\$150 per event	\$100 per event
60 amp shore power per bus	N/A	N/A	\$35 per day	\$35 per day	\$35 per day	\$35 per day

**8. MISCELLANEOUS EQUIPMENT:**

	<b>Fees</b>	
	<b><u>Resident &amp; Local Companies</u></b>	<b><u>Commercial &amp; Local Promoter/Non Performing</u></b>
<b><u>Pianos</u></b>		
Steinway 9'	\$150 per production	\$250 per production
Baldwin 9'	\$100 per production	\$150 per production
Yamaha 7' (in the Lobby)	\$100 per production	\$100 per production
Yamaha 7' (Silva, Soreng, Studio)	\$100 per production plus labor for moving (see Tech Service Rates)	\$100 per production plus labor for moving (see Tech Service Rates)
Upright	\$50 per production	\$75 per production
Tuning (all pianos)	Actual cost	Actual cost
Dance Floor (per production)	Basic Marley – \$100	\$225 per production
Washer & Dryer	\$20 per event	\$40 per event
Basic Internet (included in rent)	Extended capacity \$75 per day	Extended capacity \$75 per day

**8. MISCELLANEOUS EQUIPMENT:**

	<u>Fees</u>	
	<u>Resident &amp; Local Companies</u>	<u>Commercial &amp; Local Promoter/Non Performing</u>
*Pyrotechnic Permit: <i>*For any live flame or pyrotechnic display.</i>	<ul style="list-style-type: none"> <li>•Licensee must secure a permit from the City of Eugene and State of Oregon (Salem, OR) Fire Marshals at the fee in effect at the time of issuance of permit</li> <li>•A fee of not less than \$100, but not to exceed \$250, in addition to the fee charged for a permit from the City of Eugene Fire Marshal, will be charged to recover actual labor and transportation costs if the Hult Center's Tech Services Department processes the permit</li> </ul> <p><i>(More information regarding the permit application process can be obtained from Tech Services.)</i></p>	
Equipment available upon request: <i>(Please check availability prior to finalizing rental agreement).</i>		
Silva orchestra shell (both theaters)	No charge	\$1,000 per move
Soreng orchestra shell (both theaters)	No charge	\$250 per move
Sico Choral risers	No charge on site / \$20 each for off-site use	\$500 per move
Band risers (8", 16" and 24")	No charge on site / \$10 each for off-site use	No charge on site
Orchestra chairs	No charge on site / \$5 each for off-site use	No charge on site
Music stands	No charge on site / \$5 each for off-site use	No charge on site
Music stand lights	No charge on site / \$5 each for off-site use	No charge on site
Easels	No charge	\$15 each



**8. MISCELLANEOUS EQUIPMENT:**

	<b>Fees</b>	
	<b><u>Resident &amp; Local Companies</u></b>	<b><u>Commercial &amp; Local Promoter/Non Performing</u></b>
Stands/Pads/Markers	\$25 per set	\$75 per set
Hazers (not including juice)	\$75 per Hazer per performance	\$100 per Hazer per performance
<b><u>Projection/Video</u></b>		
10x14 rear screen	\$50	\$100
15x30 (16:9) Draper front screen	\$250	\$500
LED Video Wall	\$3,900 (\$65 per panel) per Production	\$7,500 (\$125 per panel) per Event \$10,000 plus expenses/labor for outside Hult usage per Event
Video Switcher Package	\$250	\$600
72-inch digital tv screens	\$50 per screen	\$100 per screen
Eiki LC-HDT 1000 Projector	\$500	\$1,000
Epson G700 Projector	\$250	\$500
Studio Camera	\$100 per camera per performance	\$250 per camera per performance
PTZ "ROBO" Camera	\$50 per camera per performance	\$150 per camera per performance

*\*Rented equipment which will be taken out of the building requires an agreement at least two weeks in advance.*

**9. FEE NEGOTIATIONS.** The Executive Director of the Library, Recreation and Cultural Services Division or the Director's designee may elect to negotiate rates lower than those listed in this fee schedule if it is deemed in the best interest of the City and facilitates the offering of cultural events and programs. This determination will be made in accordance with industry standards and fiscal accountability.

**City Manager's Findings**  
**Proposed Silva Concert Hall, Soreng Theater and Lobby Fee Schedule Amendments**  
**FY25**

Pursuant to Section 2.020(2) of the Eugene Code, 1971, the City Manager has considered the following factors in determining the proposed Silva Concert Hall, Soreng Theater and Lobby fee amendments:

**(a) Applicable policies, enactments and directives of the Council.**

Findings: n/a

**(b) The amount charged by the City in the past.**

Findings:

Youth Education Rate:

*(through grade 12)*

*\*May be eligible for Event Management Fee waiver.*

- In an effort to achieve a simpler approach for our Resident Companies in recognizing their youth education work, the process was changed to include an Event Management Fee waiver. Achieving the same results, this is a streamlined process that avoids the complexity of paperwork for a PUF (now VMF) waiver.

Venue Maintenance Fee (VMF):

- This is a change in vocabulary from the previously used Patron User Fee (PUF) to Venue Maintenance Fee (VMF).
- In the 2023 Admin Order, a change from \$3 to \$4 was implemented in all groups EXCEPT Resident Companies, with the agreement with the Resident Companies that the change in fees would be implemented this year for FY25.
- The last increase occurred in November of 2014 (FY 15) when the \$2 PUF was increased to \$3 (where it's been for the last 9 years).
- The increase is in line with similar sized institutions and helps offset the cost to operate.

VIP Gross Ticket Sales:

- Repeated language removed and clarified for consistency within this document.

Streaming Gross Ticket Sales:

- The Hult doesn't stream ticketed events, fee removed.

Catering commission:

- Past practices included a pool of caterers, but this practice has been unequitable to local caterers. The Hult requires our caterers to be insured, but we no longer keep a restrictive list. Caterers that are used consistently are added to the City of Eugene's qualified pool for catering services to ensure compliance with public contracting rule E-18.

Souvenir Sales by City Staff:

- The Hult does not have City employees selling souvenirs. The note is being removed to be consistent with practice.
- Duplicate entry removed.

Stacks and Racks – Meyer Leopard Sound System:

- Clarity provided on the type of sound system.

Moving Lights:

- Industry standard and the Hult practice for many years has been to not charge for moving lights.

Moving Lights LED Pars each beyond standard house hang:

- Industry standard and the Hult practice for many years has been to not charge for LED Pars hangs

Brombaugh Portative Organ:

- The Hult no longer has this organ as it is owned by the Bach Festival.

Lectern Mic:

- The Hult has never charged for this item so removing this as a listed fee.

**(c) The full costs of providing the service supported by the fee.**

Findings:

Dark Day Rate:

- A dark day rate has been added as the Hult is unable to book a one-day event that lands in the middle of a rehearsal or performance span of two days or more. The fees help to offset lost revenue.

Evolv Usher:

- The position of Evolv Usher was necessary when the Evolv security screening system was incorporated.
- Fees are consistent with other usher positions.

Security:

- \$34 is the current rate being paid by the Resident Companies. There has been an increase in security labor fees of \$2 per hour/ and \$4 per OT hour that the Hult is passing on to Commercial and Local Non-Performing Arts bookers/producers. The Hult is not increasing the fee for our Resident Companies as we understand that this will be a significant adjustment to them, and they have not had time to incorporate this into their budgets or ticket prices for their upcoming season. Discussion will happen in advance for next season.

Marketing Services Fee:

- Fee triggered after 10 hours of support by the Hult Marketing team. This fee has been established to clarify expectations and to prevent the labor costs of unlimited support for every booker.

Program Printing:

- This fee has been established to clarify expectations on the number of programs printed and the labor involved in printing.

Targeted Email:

- This fee has been established to provide clarity on the size of email audience as well as providing the booker/producer the option to determine how many emails they would like to have sent.

**(d) The amounts charged by other comparable providers.**

Findings:

Soreng Theater Base Rental Fee:

- Updated language to reflect practice. The Hult has not collected the “plus 8% of gross sales exceeding \$2,000” as this is outside of industry norms.

Platinum Service Fee or VIP Service Fee:

~~Not less than \$200, but not to exceed \$500, negotiated by contract based on the number of Platinum tickets to be sold, and the amount of time involved and level of complexity in pricing selected seats~~ Sliding scale \$500 - \$1500 based on complexity of ticketing build determined by the Director of Programming

- Factors taken into account by the Director of Programming in determining complexity include:
  - Number of unique pricing zones:
    - 1-3 zones = Standard (lower on the fee scale)
    - 4-8 zones = Moderate
    - 8+ zones (to a max of 12 zones) = Top of the fee scale
    - Number of unique pricing zones to be determined at the time of booking
  - Number of times an additional expense is added to the base ticket price:
    - Price is set, no changes = Standard (low fee)
    - 5-10 pricing adjustments = Moderate
    - Daily or unlimited dynamic pricing = High
    - All request for pricing updates require a minimum of 24 hours to implement
- Language simplified for clarity.

**(e) The revenue needs of the City as determined by the adopted city budget.**

Findings: n/a