

# Mandeville Center

## RENTAL INFORMATION

All rates current as of: August 1, 2023

*Rates subject to change without notice.*

Inquiries: Jessica Flores, Production Manager  
mus-director@cloud.ucsd.edu |tel: 858-822-3725

**Auditorium Maximum Capacity: 752 Seats**

[483 fixed seats, upper section]  
[269 loose seats, lower section]

### RATE INFORMATION:

#### FACILITY USE FEE

Non-UC Base Rate:	\$900.00 per day
UC Affiliate Base Rate:	\$600.00 per day

The Facility Use Fee is the rental rate for the Mandeville Center, only. Mandeville Center rental includes use of: Mandeville Auditorium, Recital Hall (for staging purposes, only), the East Room and all lobbies, the green room and dressing rooms.

Additional costs for equipment and labor (including set-up and restore) will be determined by mutual agreement with the Production Manager and the client, based on the needs and requirements of the event, and include the following:

#### LABOR RATES

Event Services*	\$75.00 per hour
<i>*Event Services fee includes Technical Director and facility services.</i>	
Audio / Professional Technician	\$34.00 per hour
Stagehands (3 person minimum)	\$24.00 per hour

#### THEATRICAL EQUIPMENT RATES

Audio Services	<i>per unit, per day</i>
Microphone, wired	\$10.00
Microphone, wireless	\$35.00
Speaker/Monitor	\$25.00
CD/DVD player	\$25.00
Sound board/mixer	\$25.00
Meyer Sound System	\$150.00
Projection Services	<i>per day</i>
Video projector	\$150.00
10x10 screen	\$25.00
20x20 screen	\$50.00
Lighting Services	
Followspot	\$25.00
Acoustical Shell	\$40.00
Piano, Steinway Concert D, rental	\$200.00
Tuning, per service ( <i>one required</i> )	\$180.00

#### EQUIPMENT/SUPPLIES SERVICES RATES

	<i>per unit, per day</i>
Chairs	\$1.00
Tables	\$10.00
Music Stands	\$1.00
Music Stand Lights	\$1.00
Lectern	\$10.00
Conductor Platform	\$10.00
Riser Units, inc. decks & choral	\$5.00

### EVENT STAFF:

- Mandeville Center production and technical staff must be present when clients are in residence in the building.
- Mandeville Center Staff must be engaged to operate sound, lighting and theatrical equipment.
- Additional labor and equipment requirements will be mutually agreed upon by the client and Production Manager, based on the needs and nature of the event.

### TICKETING SERVICES:

The Mandeville Center does not operate box office services for events. Please refer all box office calls to the event promoter or your ticket agent.

Clients in need of box offices services are encouraged to contact and utilize the UC San Diego Box Office:

<https://boxoffice.ucsd.edu>

Phone: (858) 534-TIXS (8497) | Email: [boxoffice@ucsd.edu](mailto:boxoffice@ucsd.edu)

**All student organization events held on campus that involve entrance fees or ticket sales must use UC San Diego Box Office services and staff, as per Onestop / TAP policies.** <http://onestop.ucsd.edu>

### YOUR RENTAL AGREEMENT INCLUDES:

- Access to the Mandeville Center from 8:00 a.m. to 11:00 p.m. Alternate times are subject to additional labor rates.
- Access to specified loading dock, corridors, dressing rooms, lobby, stage and ancillary audience areas.
- Ability to sell souvenirs, programs, merchandise, in lobby area, with specific written consent and waivers.

### RENTERS MUST PROVIDE:

With signed agreement:

- Deposit
- Written proof of current liability insurance covering the event and all related activities
- Copy of the Cost Estimate, that you have initialed.
- Full schedule of events for your residency.
- Technical Rider

### OTHER INFORMATION:

- There is NO on-stage audience seating, without prior written authorization.
- Renters may record their events with prior notification.
- Renters are required to sign a Change Order Agreement if a requested change in services and/or equipment results in a cost increase of more than 10% of the original estimate.
- Food service, catering and sales must adhere to University policies and procedures.