Mandeville Center
RENTAL INFORMATION

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

All rates current as of: September 3, 2025
Rates subject to change without notice.
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

*Event Services fee includes Technical Director and facility services.

Professional Technicians	$36.00 per hour
Stage Manager	
Light Board Operator	
Sound Board Op./Audio Engineer [A1]	
Audio Technician [A2]	
Video Technician [V1]	
Stagehands *(3 person minimum)*	$25.00 per hour

THEATRICAL EQUIPMENT RATES
Audio Services	per unit, per day
Microphone, wired	$10.00
Microphone, wireless	$35.00
Speaker/Audio Monitor	$25.00
A/V Computer	$25.00
Sound board/mixer	$75.00
Meyer Sound System	$150.00

Projection Services	per day
Video projector	$150.00
25x38 screen	$25.00
25x60 screen / cyc	$50.00

Lighting Services	
Follow Spot	$25.00

Acoustical Shell	$40.00

Piano, Steinway Concert D, rental	$200.00
Tuning, per service *(one required)*	$180.00

EQUIPMENT/SUPPLIES SERVICES RATES
Inventory Includes:	per unit, per day
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
Dance Floor	$100.00

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:
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) I Email: 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://tap.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.

EXTERNAL RENTERS MUST PROVIDE:
With signed agreement:
• Deposit, per agreement ($1,200)
• Written proof of current liability insurance covering the event and all related activities
• 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.

Please note: Cumulative rates are factored as
DAY USE + LABOR + EQUIPMENT = Event Rental Fees