

LOWELL MEMORIAL AUDITORIUM

FEE STRUCTURE **DANCE COMPETITION**

Rental Fees \$9,500.00 per day

Lowell Memorial Auditorium requires a 33% non-refundable deposit within ten (10) days of Signed Contract.

PERSONNEL & EQUIPMENT CHARGES PER PERFORMANCE (As required)

Production Staff (2 leads)	\$ 2,500 per day
Building Operations/Personnel	\$ 45.00 per Person, per Hour, as required
House Staff	\$ 35.00 per Person, per Hour, as required
Security	\$ 25.00 per Person, per Hour, as required
Stage Hands	\$ 45.00 per Person, per Hour, as required
Custodial	\$ 1,250.00 per Event
Set-Up	\$1,500.00 as required – LMA is a Theater Style set-up, any other seating arrangements will incur this set-up fee.
Lighting Package	Cost to be determined upon receipt of lighting package plan. Costs will be forwarded to tenant at a later date.
Follow Spots	\$ 250.00 each, as required
House Sound System	Included in rent
Equipment Charges	Outside equipment rentals - additional

\$1,000,000.00 Liability Insurance Policy naming Lowell Management Group & the City of Lowell as additional insured, is required prior to any event.

Last update: Winter 2025

LOWELL MEMORIAL AUDITORIUM

FEE STRUCTURE

DANCE RECITAL

Rental Fees

Rehearsal Day	\$3,500.00 per day
Recital Day	\$9,500.00 per day

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Building Operations/Personnel	\$ 45.00 per Person, per Hour, as required
House Staff	\$ 35.00 per Person, per Hour, as required
Security	\$ 25.00 per Person, per Hour, as required
Stage Hands	\$ 45.00 per Person, per Hour, as required
Custodial	\$ 1,250.00 per Event
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FEE STRUCTURE - CONFERENCE ROOMS

FIRST FLOOR VETERANS ROOM (1VI)

Our first floor veterans' wing consists of two meeting rooms approximately 680 square feet each & is adjacent to the kitchen/preparation room. Each room can be divided into two smaller rooms & is equipped with projection screens.

Rental Fee	\$500.00* per room
Capacity	60
Classroom Style	24

*Set-up charges not included.

Outside rentals additional

Projection equipment rental rates are available upon request.

THIRD FLOOR VETERANS ROOM (3VI)

Our third floor veterans' wing is comprised of a function room approximately 2,172 square feet. This room is equipped with a projection screen & is the perfect size for a corporate meeting, bridal shower/baby shower, etc.

Rental Fee	\$1500.00* per room
<u>CAPACITY</u>	
Lecture Style	250
Classroom Style	130
Round tables of ten (10)	100

*Set-up & cleaning charges not included

Outside rentals additional

Projection equipment rental rates are available upon request.

HALL OF FLAGS

Upon entering the main entrance of the *venue*, lies our historic Hall of Flags. The approximate size is 2,117 square feet & is used for corporate meetings, engagement parties, reunions, ceremonies, etc.

Rental Fee	\$1500.00* per room
<u>CAPACITY</u>	
Standing Reception	250
Classroom Style	150
Round tables of ten (10)	100

*Set-up & cleaning charges not included

Outside rentals additional

LMGP CONCESSIONS: Catering services can be provided by Lowell Management Group Presents. All alcohol must be provided by Lowell Management Group. Outside caterers must advance a \$200.00 cleaning deposit. Also, 15% of final sales from all outside caterers made payable to LMG/LMA. \$1,000,000.00 Liability Insurance Policy is required.

LOWELL MEMORIAL AUDITORIUM

FEE STRUCTURE - FOR PROFIT

Rental Fee (Thu-Sun)	\$9,500.00 vs 12.5% of Gross Sales
Rental Fee (Mon-Wed)	\$6,500.00 vs 12.5% of Gross Sales

Lowell Memorial Auditorium requires a 33% non-refundable deposit within ten (10) days of Signed Contract.

PERSONNEL & EQUIPMENT CHARGES PER PERFORMANCE (As required)

Base production staff	\$ 1,550.00 for 2 leads for 10 hours, additional billed hour
Event Manager	\$ 45.00 per person per hour
House Staff	\$ 35.00 per person per hour
Security	\$ 25.00 per Person, per Hour, as required
Stage Hands	\$ 45.00 per Person, per Hour as required
Police	\$ 75.00 per Officer, per Hour (billed in 4 hour block)
Fire Marshall	\$ 100.00 per Officer, per Hour (billed in 4 hour block)
Cleaning	\$ 1,200.00
Set-Up	\$1,500.00 as required – LMA is a Theater Style set-up, any other seating arrangements will incur this set-up fee.
House Lighting	Included in rent
Follow Spots	\$ 250.00 each, as required
House Sound System	Included in rent
FOH Truss Lighting	\$ 2,500.00
Outside equipment rentals are additional	

BOX OFFICE

Box Office Fees	\$ 750.00
Ticket Printing	\$.15 per ticket
Credit Card Charges	4.1%
Facility Charge	\$ 2.00 per ticket for restoration fee

\$1,000,000.00 Liability Insurance Policy naming Lowell Management Group & the City of Lowell as additional insured, is required prior to any event.

LOWELL MEMORIAL AUDITORIUM

FEE STRUCTURE – LOCAL NON-PROFIT

TICKETED EVENTS

Rental Fee (Thu-Sun)	\$6,500.00 vs 12.5% of Gross Sales
Rental Fee (Mon-Wed)	\$4,500.00 vs 12.5% of Gross Sales

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Base production staff	\$ 1,550.00 for 2 leads for 10 hours, additional billed hour
Event Manager	\$ 45.00 per person per hour
House Staff	\$ 35.00 per person per hour
Security	\$ 25.00 per Person, per Hour, as required
Stage Hands	\$ 45.00 per Person, per Hour as required
Police	\$ 75.00 per Officer, per Hour (billed in 4 hour block)
Fire Marshall	\$ 100.00 per Officer, per Hour (billed in 4 hour block)
Cleaning	\$ 1,200.00
Set-Up	\$1,500.00 as required – LMA is a Theater Style set-up, any other seating arrangements will incur this set-up fee.
House Lighting	Included in rent
Follow Spots	\$ 250.00 each, as required
House Sound System	Included in rent
FOH Truss Lighting	\$ 2,500.00
Outside equipment rentals are additional	

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Box Office Fees	\$ 750.00
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Credit Card Charges	4.1%
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PERSONNEL & EQUIPMENT CHARGES PER PERFORMANCE (As required)

Base production staff	\$ 1,550.00 for 2 leads for 10 hours, additional billed hour
Event Manager	\$ 45.00 per person per hour
House Staff	\$ 35.00 per person per hour
Security	\$ 25.00 per Person, per Hour, as required
Bartenders	\$ 100 per bartender, minimum two (2)
Stage Hands	\$ 45.00 per Person, per Hour as required
Police	\$ 75.00 per Officer, per Hour (billed in 4 hour block)
Fire Marshall	\$ 100.00 per Officer, per Hour (billed in 4 hour block)
Cleaning	\$ 1,200.00
Set-Up	\$1,500.00 as required – LMA is a Theater Style set-up, any other seating arrangements will incur this set-up fee.
House Lighting	Included in rent
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House Sound System	Included in rent
FOH Truss Lighting	\$ 2,500.00
Outside equipment rentals are additional	

BOX OFFICE

Box Office Fees	\$ 750.00
Ticket Printing	\$.15 per ticket
Credit Card Charges	4.1%
Facility Charge	\$ 2.00 per ticket for restoration fee

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