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How to reserve a venue:

1. For all External Events, a minimum of six weeks advanced reservation notice is required.
2. Call, email or fill out our External Events Inquiry form. Please note that filling out the request form does not automatically reserve a space.
3. The renter will receive an email or phone call within 2-3 business days of the request, with notification of the status of the reservation - approved, denied, or more information is needed.
4. The renter will be contacted to review technical needs and rental fees. A rental agreement and estimate will be generated to outline details of the services to be provided.
5. The renter will receive an electronic version of the rental agreement for them to review and sign. A 50% deposit is required at the time of signing.
6. Upon receiving the completed paperwork and payment, the event is entered into a master calendar and officially booked. The renter must be approved, contracted and a deposit must be received before any advertisements can be distributed.
7. One month prior to the first scheduled use day, a certificate for \$1,000,000 General Liability insurance listing Wingate University as "Additional Insured" is due to the University.
8. Within 15 days of completion of the event, the University will submit a reconciliation of the event, which will either invoice the renter for balance of rental and technical fees plus any additional charges, damage fees or refunds as determined by the University. All fees are due and payable to Wingate University within 30 days of the event.

Event scheduling policies:

1. The University reserves the right to adjust or deny any event request. An event may be relocated, rescheduled, or canceled at the discretion of the University.
2. Our venues are not available when the campus is closed for University-designated holidays or inclement weather.
3. Requests for venue space will not be accepted from an organization which has outstanding past-due invoices.
4. Classroom space will be made available only after the class schedule has been finalized for the given semester.
5. The renter will have access to the venue only during the scheduled times in the approved Rental Agreement. Requests to change that time need to be made in advance to the University.
6. Events held in any Wingate University campus venue should not disrupt any University business. Please be aware that there will be students using nearby spaces and any community users should behave accordingly.
7. Delivery and pickup of event related equipment, set, props, and/or costumes should be scheduled during the rental period with strike and load-out occurring after the performance. Any property left after a period of 48 hours will be considered abandoned and will become property of the University to be disposed of or utilized at the University's discretion

Payment Schedule

For External Events a payment of 50% of the estimated fee is due at contract signing. The remaining 50% is due two weeks prior to the event. Checks should be made out to Wingate University/Events with the name of the event in the subject line. To pay by credit or debit card, let your event planner know, and arrangements will be made.

Refund policy

- If canceled 30 days or greater from the start of your event, a full refund will be granted.
- If canceled 14 to 29 days from the start of your event, a 50% refund will be granted.
- If canceled fewer than 14 days from the start of your event, no refund is granted. Full payment is required.

*Wingate University issues refunds only for housing and facility charges.

Canceling your events

Renters who need to cancel an event should contact the University at least 72 hours prior to the event. Renters are also responsible for canceling food service items ordered and any additional outside vendors.

Staffing policies

1. A staff member or representative from the sponsoring/renting organization must be present at all times the facility is open to users or the public.
2. All backstage positions utilizing University equipment will be staffed by The University's crew, including electricians, sound persons, lighting, and rigging staff. Upon reviewing event requirements, the University will determine the minimum number of personnel required in each area, call times and duties assigned.
3. The renter may need to provide front of house ushers to assist with seating patrons.
4. Any staff provided by the renter must be deemed competent by the University in the area of production in which they will be working.
5. In order to protect the University and its facilities, the University shall have the authority to veto or modify any order or direction issued by the renter, its employees, or its contractors

Catering

All External renters that host events requiring catering services must use Wingate's in-house caterer, Carved and Crafted.

Equipment requests

The University can help you determine what you will need for your event. A finalized layout and list of equipment must be submitted prior to signing the rental agreement. Any changes to the equipment request must be submitted 7 days prior to the event.

General production policies

Requests for technical needs and artist riders are due at the contract signing, a minimum of 6 weeks prior to the event.

1. The stage setup must allow for the full deployment of the fire curtain and must be approved by the University.
2. Any items or units to be flown and all rigging must be approved by the University. The University reserves the right to refuse to hang or fly anything deemed unstable or unsafe.
3. Only gaffer's tape may be used on the stage floor or to tape down cables. Duct tape is not allowed.
4. When not in use, the loading dock garage door should remain closed and locked.
5. No gum, food or drinks on stage other than bottled water or as necessary for performance.
6. Items cannot be pinned, hooked, taped, or stitched to the curtains.
7. The renter shall provide a list of the props or set pieces that will need to be powered, if and how they will be attached to the stage floor, and whether they will be moved during the show. Pieces that are to be affixed to the stage floor should be done using only carpentry screws or gaffer's tape.
8. Items cannot be placed on the lid of the grand piano.
9. Tap shoes cannot be used on the Recital Hall stage.

Setup Times & Crew Calls

Remember that load-in, set-up, sound checks and load-out time must be considered in addition to your actual performance times. For each production, the University must set stage curtains, run sound cable, hang lights, set props, create lighting and sound cues, coordinate actors' exits/entrances, etc. The stage crew cannot work more than six (6) hours without a meal break. We prefer a meal break after a 4 or 5-hour work period. In conjunction with the renter's Technical Representative, the University's Technical Director will set the size of the crew and call times. The minimum crew size is three backstage technicians.

Camera Crews/Video and Audio Recording

The Technical Director must be notified in advance of any equipment placed in the theatre, such as video or sound equipment, as this may necessitate the roping off of seating. Equipment must be safely set up in an approved position before the house opens for seating (30 min. prior to showtime).

Projection

Front and rear projection capabilities exist in the McGee Theatre. Only front projection is available in Austin and the Recital Hall. The renter must send a link to video media in advance to the Technical Director so the video can be vetted to ensure that it is compatible with our system and that the event will go smoothly. Use of Apple products require the renter to provide the adapter to plug into our projector and advance discussion with the Technical Director.

Sound

The Renter must provide the sound prepared for playback on a first-generation CD or mp3 player. All mixing, dubbing, or editing is to be prepared by The Renter at another facility prior to the event. The University reserves the right to control all sound levels involved with any rental or production. All sound levels will be monitored with Db meters as required by OSHA.

Stage Lighting

Our standard house plot in Austin and McGee allows for one no-color stage wash for a 25-foot wide performing area. Cost-conscious renters should keep in mind that large light plots mean higher staff costs. A lighting plot with all pertinent information must be submitted 30 days prior to the event. Special lighting effects must be discussed when the lighting plot is submitted.

Scenery

List and describe any scenery, drops or objects to be used in The Renter's presentation. If curtains need to be transferred or removed, additional time and crew will be required. The University requires all scenery to be stage ready.

Additional Information

1. Use of tape or other adhesives on walls, seats, doors, or fixtures of facilities is prohibited.
2. Use of glitter is prohibited.
3. Any activity that blocks or obstructs access aisles or any doorway (in the theatre or backstage) violates fire laws, places patrons at risk and is prohibited.
4. No smoking, candles, open flame, flashpots, hazers, foggers or pyrotechnics may be used anywhere in these facilities.
5. The University retains the right to cause the interruption or termination of any performance in the interests of public safety or due to violation of the terms of the agreement.
6. No animals except for service animals are permitted inside the facilities.
7. No firearms or tobacco products are permitted anywhere on campus.
8. No outside doors are to be propped open at any time.

PERFORMANCE FACILITIES

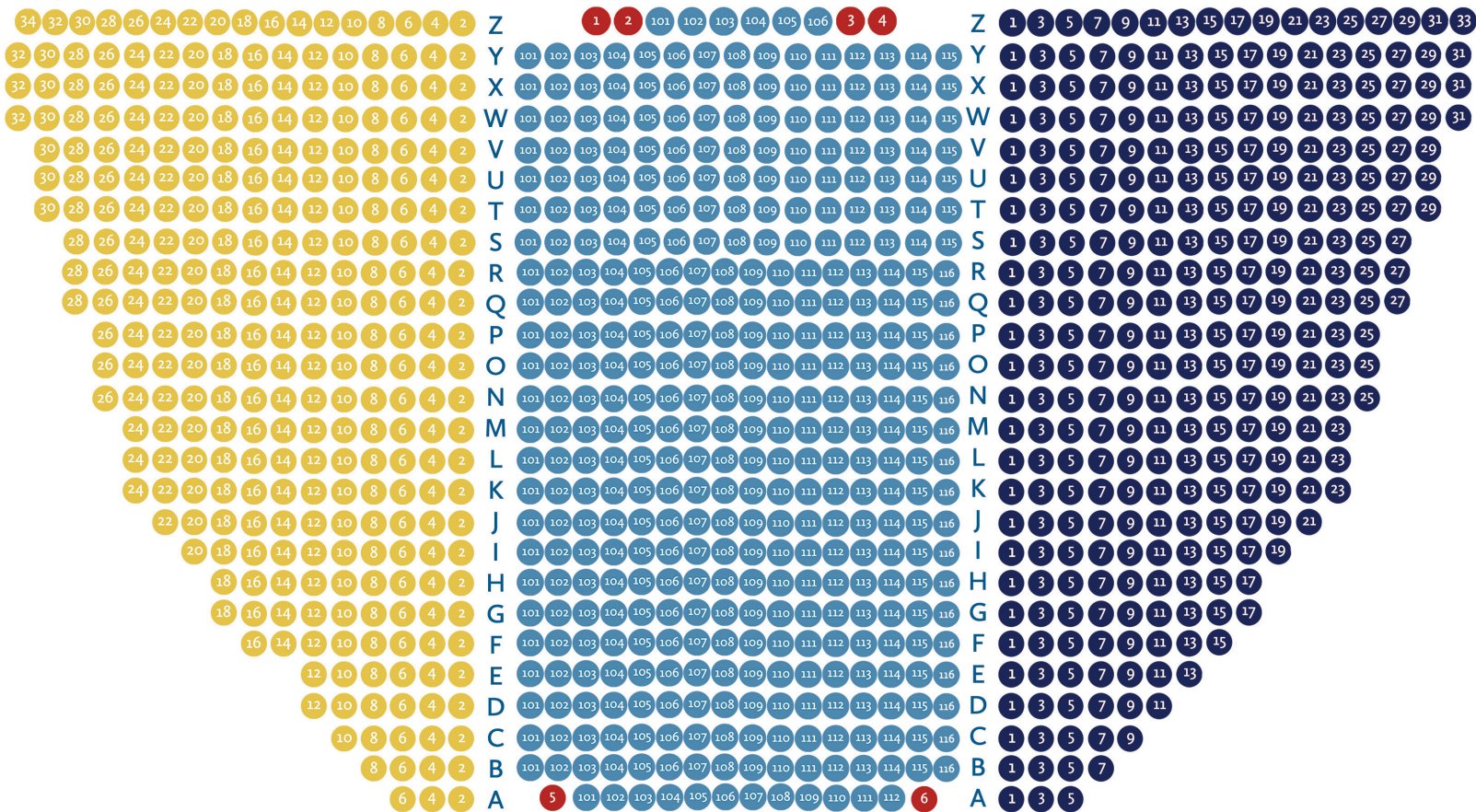
Facility	Dinner Seats	Reception Space	Theatre Seats
McGee Theatre	-	-	554
Rotunda	120	250	-
Recital Hall	-	-	174
Recital Hall Lobby	32	40	-
Helms Art Gallery	64	120	-
Payne Vocal Hall	80	160	99
Austin Auditorium	-	-	999
Austin Lobby	40	120	-

RECEPTION FACILITIES

Facility	Dinner Seats	Reception Space
Helms Art Gallery	-	120
LaVerne A	40	48
LaVerne B	96	115
LaVerne C	96	115
LaVerne D	40	48
LaVerne A, B, C & D	256	327
LaVerne A & B	136	163
LaVerne A & D	80	96
LaVerne B & C	192	230

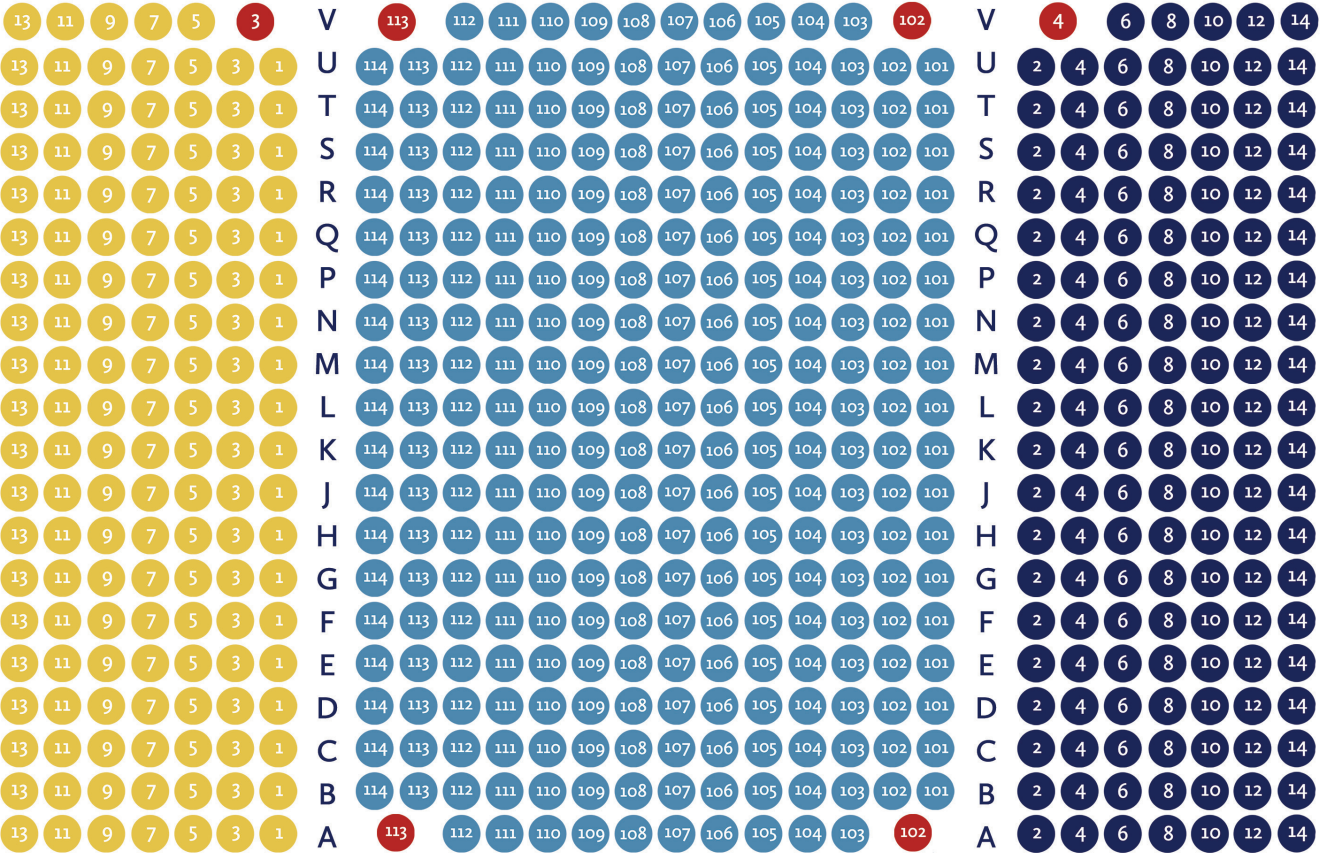
Center Capacity: 395
Wheelchair Space: 6
Total Capacity: 999

House Left Capacity: 299



STAGE

HANNAH COVINGTON MCGEE THEATRE



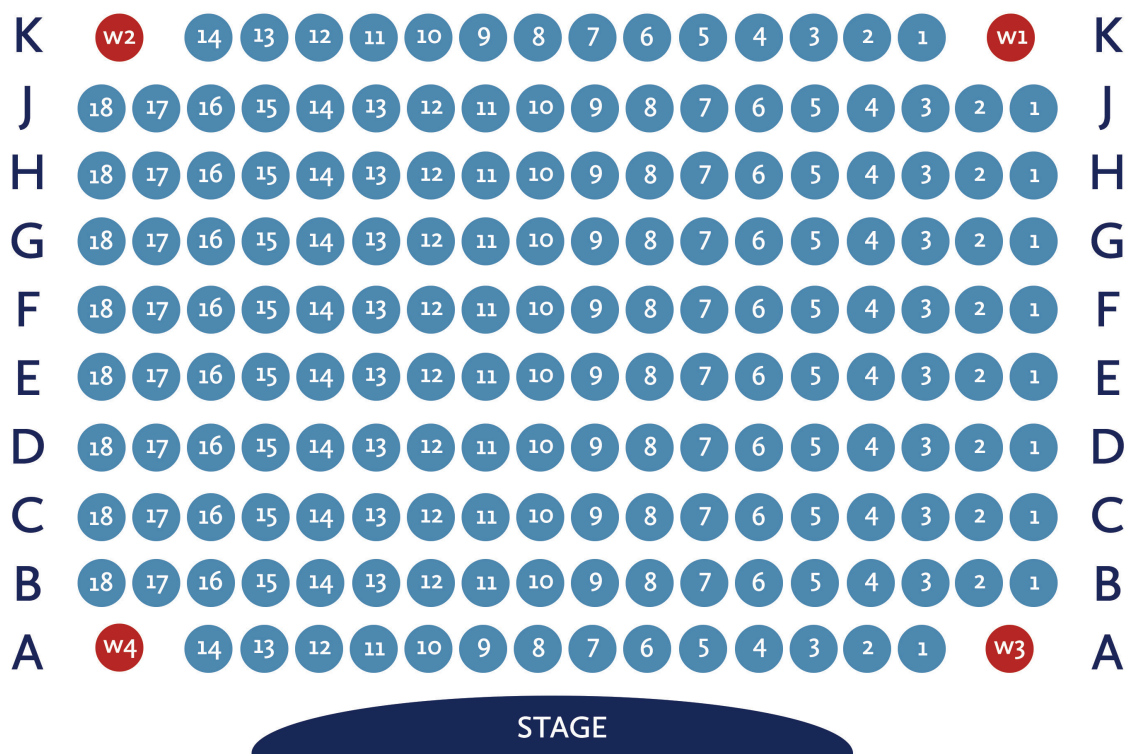
House Right Capacity: 138

Center Capacity: 272
Wheelchair Space: 6
Total Capacity: 554

House Left Capacity: 138



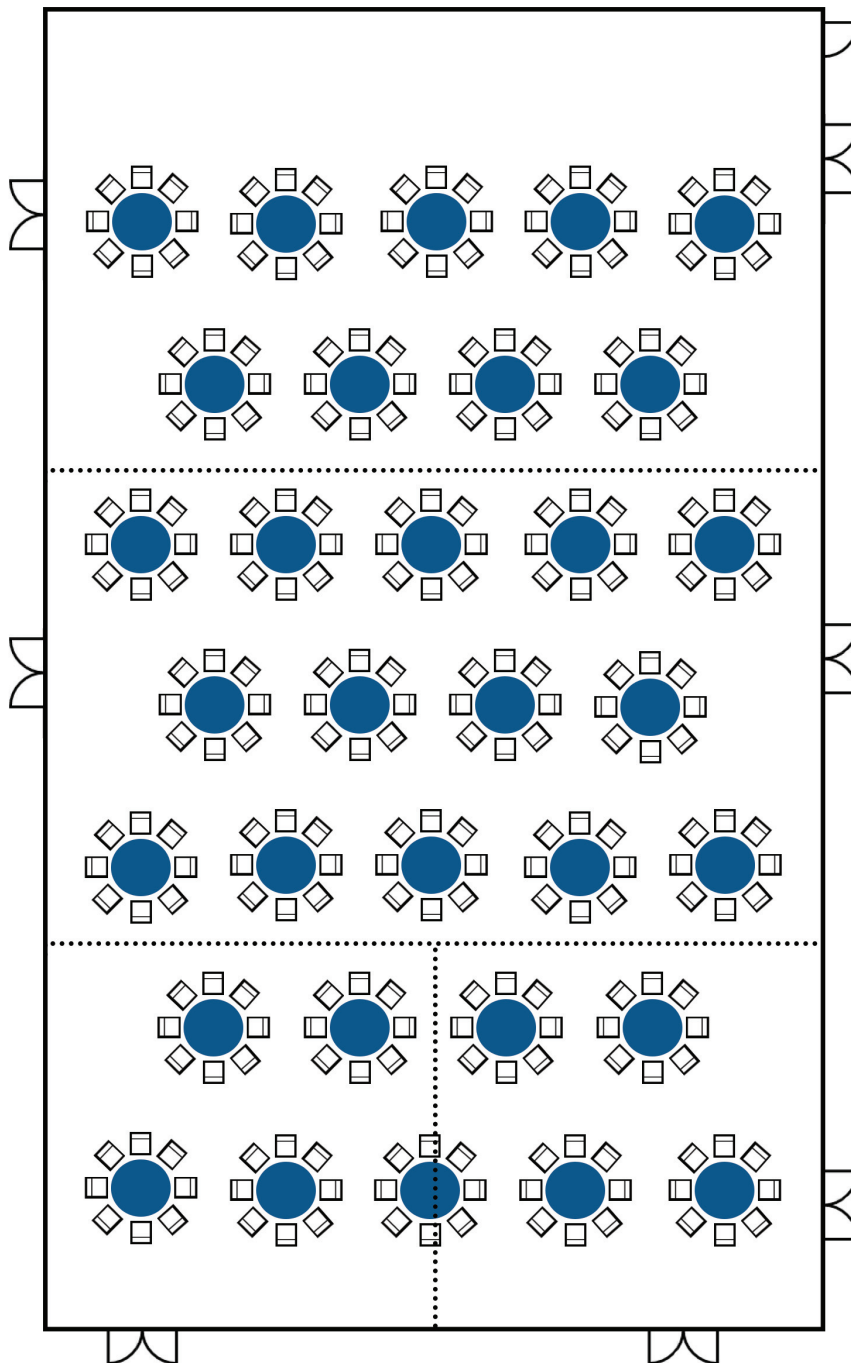
- Center Capacity: 172
- Wheelchair Space: 4
- Total Capacity: 176



LAVERNE BANQUET HALL

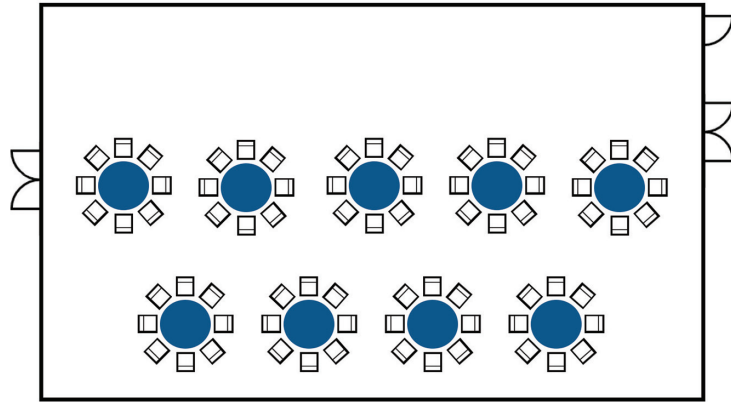
32 60" Round tables

32 Total Tables, 256 total chairs



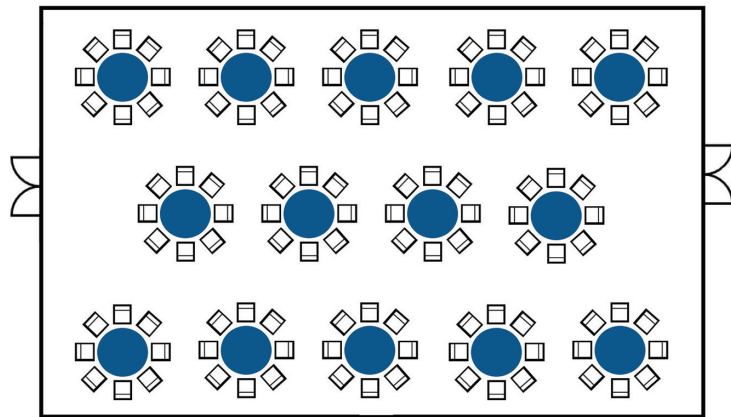
**LAVERNE BANQUET
HALL - C**

10 60" Round tables
10 total tables
80 total chairs



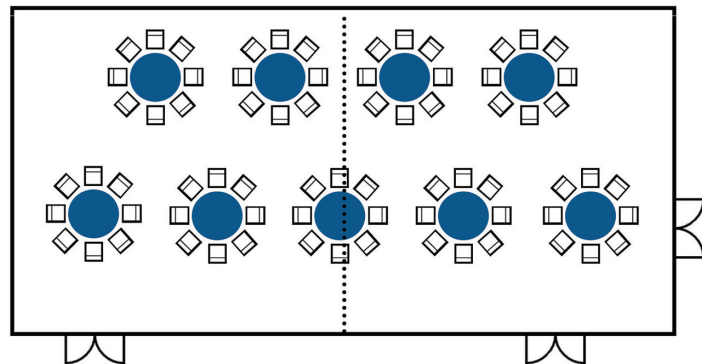
**LAVERNE BANQUET
HALL - B**

12 60" Round tables
12 total tables
96 total chairs



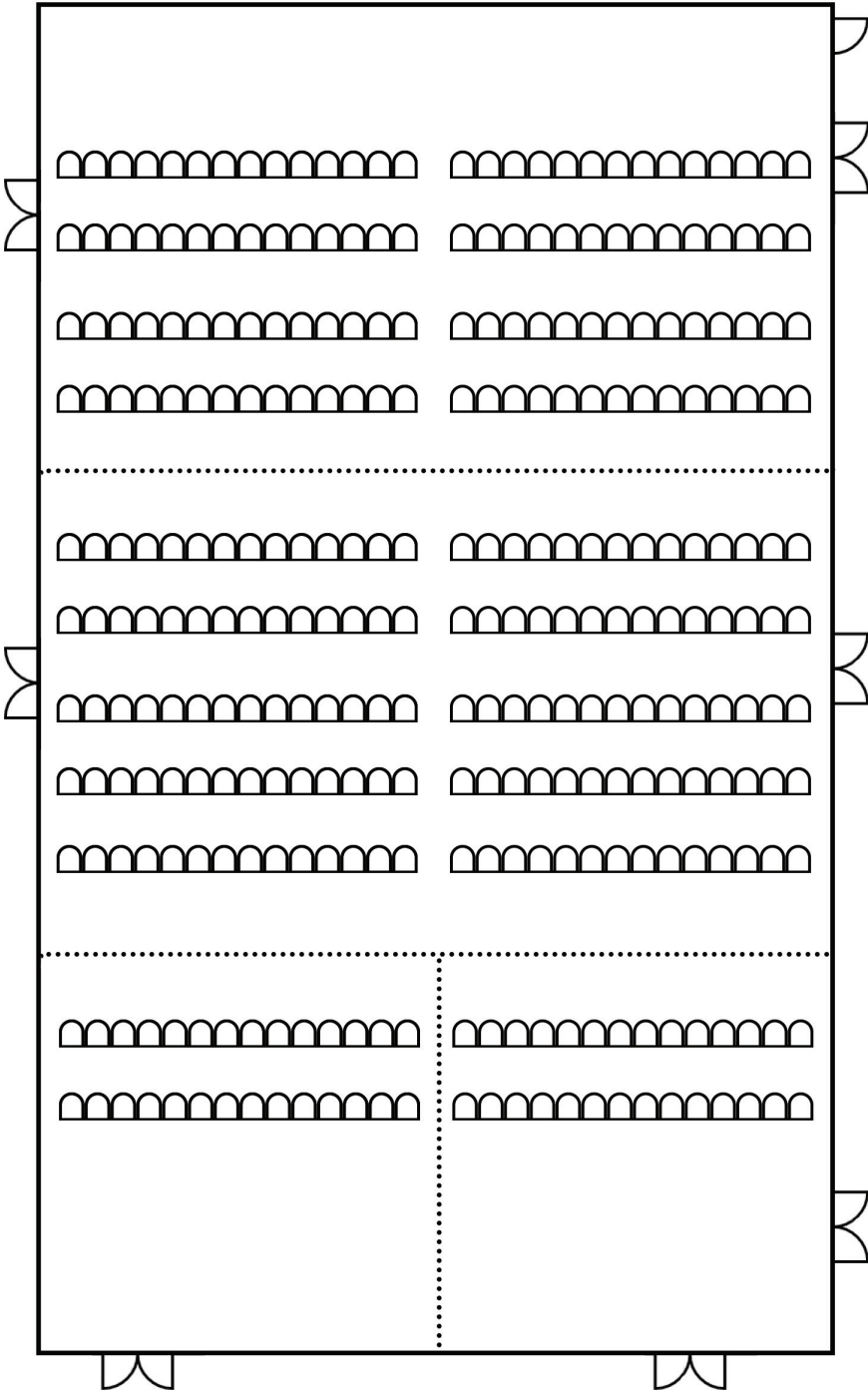
**LAVERNE BANQUET
HALL - A/D**

12 60" Round tables
12 total tables
96 total chairs

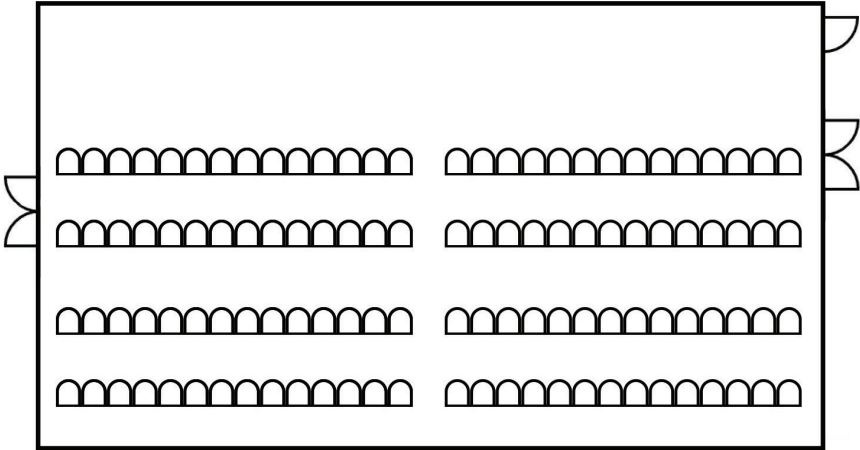


LAVERNE BANQUET HALL

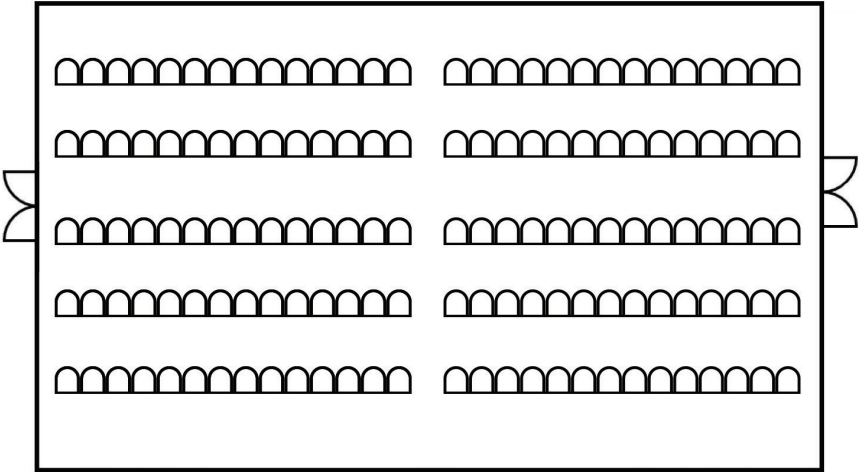
308 total chairs



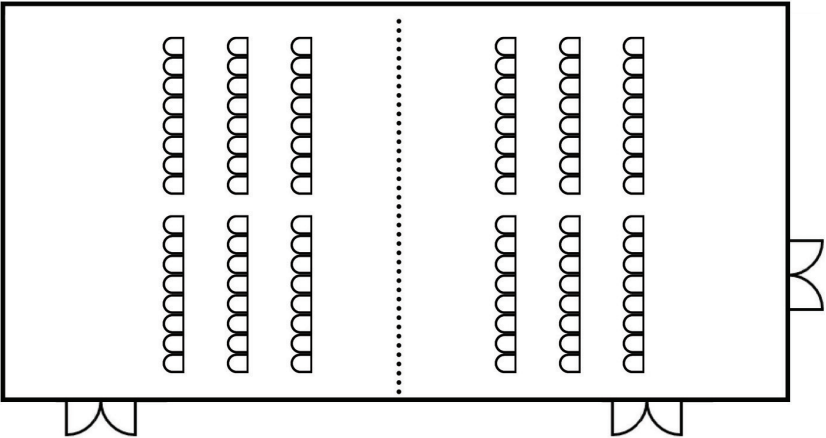
**LAVERNE BANQUET
HALL - C**
112 total chairs



**LAVERNE BANQUET
HALL - B**
120 total chairs

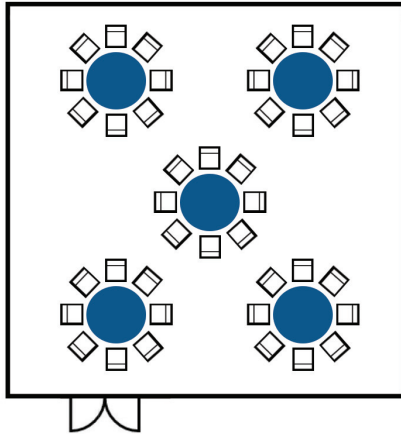


**LAVERNE BANQUET
HALL - A/D**
96 total chairs



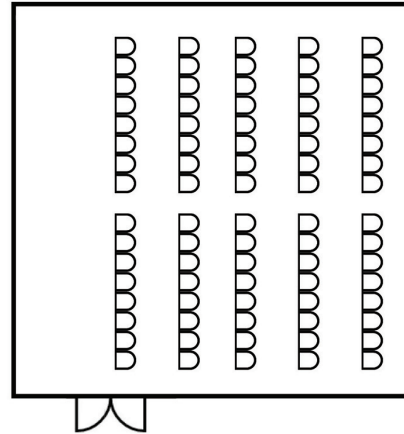
LAVERNE BANQUET HALL - A

5 60" Round tables
5 Total Tables, 40 total chairs



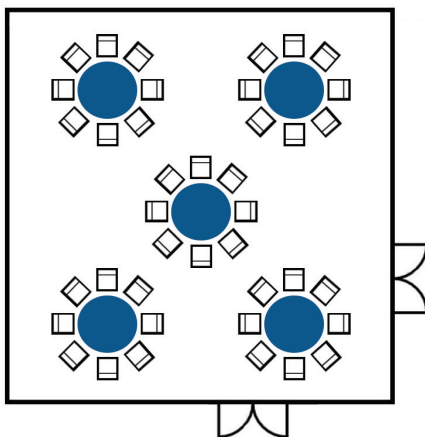
LAVERNE BANQUET HALL - A

80 Chairs



LAVERNE BANQUET HALL - D

5 60" Round tables
5 Total Tables, 40 total chairs



LAVERNE BANQUET HALL - D

80 Chairs

