
THOMAS & MACK CENTER VENUE INFORMATION: PRIVATE (NON-TICKETED) EVENT

LICENSE FEE	Flat Venue Use Fee Additional Rental Day charge(s) for load-in day(s) may apply. <i>All Staffing and expenses are additional costs. In addition to the License Fee, Licensee may be responsible for the following fees:</i>
VENUE EQUIPMENT USE FEE	\$2,500.00 (A One-Time Charge). Equipment includes house stage, house curtain, ceiling grid, available forklifts, available spotlights, available pipe and drape. (Phone line charge: First 3 phone lines at \$50/line; additional phone lines at \$150/line. Additional charge for Internet drops.)
POST-EVENT CLEAN-UP FEE	\$2,150.00 (A One-Time Charge)
CONVERSION FEE	\$3,500.00 Includes Set-up and Strike of Stage, Curtains, Courtside and Floor Seating. Also includes Pipe and Drape necessary to prepare the arena for the Set-up/Strike of the show. (Stagehand labor <u>not</u> included.)
DEPOSITS	First-time venue users are required to forward a non-refundable deposit of \$15,000 within Seven (7) working days of placing a tentative date on the Venue's Booking Calendar. This deposit will be applied to the event expenses at event settlement. Venue reserves the right to request other deposits for the event. Deposits are to be made by check payable to "UNLV Board of Regents"
BOOKING APPLICATION	First-time venue users to complete the Booking Application. No dates will be placed on the Venue's Booking Calendar without the Booking Application. Venue may request user to provide letters of reference from three past event site locations and/or business references.
INSURANCE	Promoter must provide, from a company with an AM-BEST rating of at least "A-", a minimum \$2,000,000 commercial general liability policy. The following is to be listed as additional insured: "Board of Regents, Nevada System of High Education, on behalf of the University of Nevada Las Vegas and the Thomas & Mack Center". Please review the contract for full requirements and deadline information.
STAFFING	Venue will schedule and Promoter to pay for all staff including security, police and stagehands. We are a non-union building.
MERCHANDISE	(If sold) Venue to vend all novelty merchandise. After deducting Nevada Sales Tax, Venue to retain 35% of net novelty sales.
CATERING CONTACT	Cheryl Sgovio, CPCE, Director of Catering & Convention Sales, Office: 702-895-1028. FAX: 702-895-1814. Email: Cheryl.sgovio@unlv.edu
VENUE CONTACT	Booking Department @ 702-895-3725; Fax: 702-895-1814, E-mail: BookingDept@thomasandmack.com
WEB-SITE	www.thomasandmack.com <i>All rates subject to change.</i>