



**SALEM CIVIC CENTER**  
**Taliaferro Complex**

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# **TENANT MANUAL**

## **SALEM CIVIC CENTER**

1001 Boulevard • PO Box 886

Salem, Virginia 24153-0886

Phone: 540-375-3004

Fax: 540-375-4011

## **ASSIGNMENTS OF DATES AND DEPOSITS**

Tenants desiring information regarding availability of dates should contact the Director or the Assistant Director of Civic Facilities at 540-375-3004. Our standard rental agreement will then be forwarded to you and should be signed and returned to the Director of Civic Facilities. A temporary "hold" will be placed on the date with reference to the time desired and room assignment. Attached to this agreement should be the required deposit, preferably in the form of a certified check made payable to the Salem Civic Center Complex. If a copy of the signed agreement and deposit are not received by the Director of Civic Facilities within fourteen (14) days from the date the initial "hold" is placed, the date(s) will be released without notice. "Holds" may be challenged by other parties desiring the same date, and the tenant may be asked to produce the signed agreement and deposit within twenty-four (24) hours of the challenge. Deposits are not refundable for canceled events.

## **DATE PROTECTION POLICY**

When comparable events request the same dates, preference on dates is given in order of requests. The Civic Center will attempt to provide protection before and after events to competitive shows.

## **INSURANCE**

Thirty (30) days prior to event, the tenant must supply the Director of Civic Facilities with a certificate of insurance naming the Salem Civic Center Complex and the City of Salem, Virginia as additional insured on the face of the policy. The limits of this insurance will not be less than \$2,000,000.00 Combined Single Limit, unless a larger amount is requested. Tenants who fail to provide the required insurance coverage may be insured by the City of Salem with a premium deducted from show settlement. In many instances, the Civic Center can secure the required insurance coverage and backcharge this to the event.

## **HOUSE STAFFING SERVICES**

The Salem Civic Center provides the services of all staff normally required to stage an event. This personnel includes box office services, ticket sellers, ticket takers, ushers, stagehands, security, lighting technicians, sound and audio-visual personnel, custodians, forklift operators, and the like. Inasmuch as the Civic Center is rented on a "four walls" basis, charges for staffing are the sole responsibility of the tenant and, and rates are listed on the following pages. The number of event services personnel and technicians are determined by the Director of Civic Facilities in consultation with the tenant and are based on expected attendance and like factors.

## **FLOOR PLANS**

All exhibit shows are required to submit a copy of the proposed floor plan to the Director of Civic Facilities at least fifteen (15) days prior to the event. This plan must be approved by the City of Salem Fire Department and the Director of Civic Facilities. Tenants are instructed not to assume that the floor plans are acceptable until they receive a copy of the plan showing the necessary approval of the Civic Center Complex.

## **COPYRIGHTED MATERIAL**

The artist and promoter warrant that all copyrighted material to be performed in the Salem Civic Center has been duly licensed or authorized by the copyright owners or their representatives and agree to indemnify and hold harmless the Salem Civic Center Complex and the City of Salem, Virginia from any and all claims, losses, or expenses incurred with regard thereto. BMI/ASCAP fees will normally not be withheld by the Salem Civic Center Complex.

## **FREIGHT DELIVERIES – CRATE STORAGE**

The Salem Civic Center will accept in advance freight shipments for tenants or exhibitors, subject to building limitations. Freight invoices should state the show name and will not be accepted with monies due (no C.O.D.). There is a charge for items received prior to setup day.

## **BASIC RENTAL SERVICES**

The Salem Civic Center Complex shall provide at no additional cost to the tenant general room lighting, ventilation, and air-conditioning or heat during the hours the premises are open to the public; use of lobbies/vestibules, hallways, box office, and other public rooms, facilities appropriate to the use of that space described above on the dates and during hours listed. Limited office space is available for use of event management, if requested, at no charge.

## **PHYSICAL ARRANGEMENTS**

All physical arrangements and setup information must be presented to the Director of Civic Facilities at least five (5) working days prior to the event. Precise preliminary planning will allow the Civic Center to provide your event with the best possible service.

## **BOX OFFICE**

The Civic Center operates its own box office utilizing the computerized TicketMaster ticketing system. This assures our customers of the maximum number of outlets in the area for the sale of their tickets. List of outlets at the current time may be obtained from the Box Office Supervisor. The charge for box office services is three percent (3%) of gross ticket sales after applicable taxes plus credit card service fees. A mutually agreed and negotiable upper stop limit may be placed on this charge. All tickets for admission to events scheduled for presentation at the Salem Civic Center arena must be sold through the Civic Center box office and outlets. The consignment of tickets to tenants must be approved in advance by the Director of Civic Facilities or the Box Office Supervisor.

## **PROGRAMS – NOVELTIES – SOUVENIRS**

The sale of all programs, novelties, and souvenirs is subject to a minimum twenty percent (20%) commission fee payable to the Salem Civic Center at the completion of the performance. A flat fee may be negotiated between the tenant and the Director of Civic Facilities when it is in the best interest of the City of Salem to do so. Virginia state sales tax (5.3%) is also collected by the Civic Center and remitted to the Department of Taxation. Sales tax is non-negotiable and is collected before any other commissions are paid.

## **FOOD AND BEVERAGE ITEMS**

Food and beverage items may not be sold by the tenant or by exhibitors, or their representative at any time. Samples of food or beverage may not be distributed by the tenant, exhibitors, or their representative without the permission of the Director of Civic Facilities. Tenants renting the Salem Civic Center Complex for food and beverage functions must utilize the services of our in-house catering department (Salem Catering). It is suggested that any tenant planning such a function contact Salem Catering & Concessions at 540-375-0956 for menus and pricing.

## **SECURITY**

Tenants are responsible for complete security within the portion of the Civic Center rented. All security arrangements are subject to the approval of the Director of Civic Facilities. For Civic Center arena events, the tenant must provide all doormen, guards, police, ticket takers, ushers, ticket sellers, and stagehands to properly staff event. The tenant should provide badges or passes for all personnel, exhibitors, service contractors, and subcontractors.

**AIR CONDITIONING AND LIGHTING POLICY  
FOR MOVE IN & MOVE OUT**

Air conditioning and full lighting are in operation only during the contractual show hours of an event. Air condition will not be in operation during set up or tear down of an event, unless the temperature conditions might create excessive discomfort for those participating in these activities as deemed by the Director of Civic Facilities.

**TELEPHONE CONTACTS**

The Salem Civic Center Complex administrative office telephone number is 540-375-3004, and the facsimile number is 540-375-4011. Personnel are as follow:

Director of Civic Facilities	Wendy Delano
Assistant Director of Civic Facilities	Hank Luton
Civic Facilities Events Manager	Brian Horsley
Events & Production Manager	Chris Fischer
Box Office Supervisor	Stephanie Sowder
Public Relations Associate	Debra Hite
Marketing & Sales Representative	Corrie Prater
Booking Coordinator	Jefferson Lee
Accounting Technician (Billing)	Debby Huffman
Salem Catering & Concessions	Sam Terry Food & Beverage Manager 540-375-0956 540-375-4011 fax
Director of Tourism	Carey Harveycutter

## **RENTAL RATES AND CHARGES**

### **Arena**

*Concerts, Sporting Events, Trade Shows, Large Meals, etc.*

<i>Arena</i> – single event rental – ticketed	\$2,850.00 minimum per day or ten percent (10%) of gross tickets sales, whichever is greater
<i>Arena</i> – single event rental – non-ticketed and ticketed event with ticket price less than \$10.00	\$2,850.00 flat fee
<i>Arena</i> – move-in & set-up day	\$1,425.00 flat fee
Box Office Charge	Three percent (3%) of gross ticket sales
Facility Fee	Any ticketed event will have a facility fee that will be passed through to the ticket purchaser.
Admissions Tax	Seven percent (7%) of gross ticket sales

  

Annex Rental	\$500.00 only within a 30 day window if Arena is not in use.
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### **Stadium and Parking Lots**

*Football, Soccer, Sporting Events, Driving Classes, Car Shows, etc.*

Football Stadium	\$2,500.00 per day For ticketed events at the Football Stadium, Box Office, Admissions Tax, and Credit Card Fees would apply, as well as staffing, clean-up, and security.
Parking Lot	\$500.00 per day

## RENTAL RATES AND CHARGES

### Community Room and Parlors

*Meetings, Seminars, Meals, etc.*

#### **Parlors A-B-C**

Full Day	7:00 am - 11:00 pm	\$125.00
Discount Period	7:00 am - 2:00 pm	\$100.00

#### **Community Room Sections 1-2-3**

##### **Entire Room**

Full Day or Evening (Sun-Fri)	7:00 am - 11:00 pm	\$900.00
Discount Period	7:00 am - 2:00 pm	\$700.00
Saturday Rate		\$1,200.00

##### **Individual Sections** (no individual sections rented on Saturdays)

Full Day or Evening	7:00 am - 11:00 pm	\$400.00
Discount Period	7:00 am - 2:00 pm	\$300.00

#### **Dances**

In addition to the required space rental, it will be the responsibility of the tenant to pay for a minimum of two security guards, and one Civic Center employee at the prevailing rate beginning one hour prior to the scheduled start time of the dance and ending when the last person, including the band or DJ and all guests have vacated the space. Tenant must purchase setups from Salem Catering at the prevailing rate per person plus service charge and tax.

#### **Banquets**

For banquets there is no separate space charge assessed, provided a minimum of 20 persons is served a hot plated meal from Salem Catering in parlors; and a minimum number depending upon the space requested in the community room.

## SPECIAL SERVICES AND EQUIPMENT

Stage	\$500.00
Stage Backdrop – 8' in height	\$125.00
Riser Platforms – 4' x 8' sections	\$10.00 per section
Bike Rack Barricade	\$10.00 per section
Stage Barricade	\$500.00
Spotlight Rental	\$150.00 per spotlight
Basketball Floor – Collegiate	\$1,200.00
Arena False Ceiling – Silver Streamers	\$500.00
Tables - Plain	\$5.00 per table/per day (\$10 cap)
Tables - Clothed & Skirted	\$30.00 per table
Chairs	\$1.00 per chair
Pipe and Drape Booth	\$3.00 per running foot \$35.00 per booth
Flip Chart & Easel	\$15.00 per chart
Piano	\$100.00
Baby Grand Piano	At rental cost, plus \$50 handling
Portable Radios	\$25.00 per radio/per day
Extension Cords	\$20.00 per cord
Gaffers Tape	\$20.00 per roll
Audio-visual Equipment	
Portable PA System	\$125.00 per day
Portable Sound System w/2 Speakers	\$200.00 per day
DVD Player	\$50.00 per day
Overhead Projector	\$50.00 per day
Screen	\$50.00 per day
Microphone – Corded	\$25.00 per day
Microphone - Lapel Mic	\$35.00 per day
Microphone – Cordless	\$35.00 per day

Hard Wired Internet	\$40.00 per meeting room, with advance notice only
Wireless Internet	\$40.00 per meeting room \$250.00 per arena event
Electrical Outlets (inside)*	\$35.00 per 110 volt \$75.00 per 208/220 volt
Electrical Outlets (outside, as available)*	\$40.00 per 110 volt \$100.00 per 208/220 volt
	*Fees for electrical outlets will increase by \$10 per outlet for day-of-event notification
Camping Spaces	\$40.00 per day, tax included
Excessive Refuse Removal	\$100.00 per dumpster

*NOTE: All rental items are plus applicable taxes.*

**EVENT PERSONNEL**

Usher	\$12.00 per hour, minimum three (3) hour call
Security Guard	\$15.00 or prevailing rate per hour, minimum three (3) hour call
Ticket Taker	\$12.50 per hour, minimum three (3) hour call
Staff Employee	\$14.00 or prevailing rate per hour, minimum three (3) hour call
City of Salem Police Officer	\$40.00 per hour, minimum three (3) hour call

**TECHNICAL PERSONNEL**

House Electrician	\$300.00 per day
Fork Lift & Operator	\$300.00 per day
Stagehands, IATSE #55	See prevailing rates on following page

**CLEANING**

Custodian	\$14.00 per hour, minimum three (3) hour call
Arena Event Clean-Up	\$1,000.00
Community Room Clean-Up	\$500.00
Parlor Room Clean-Up	\$100.00



I.A.T.S.E. Local 55  
 P.O. Box 12424  
 Roanoke, VA 24025

## 2018 - PREVAILING WAGE RATE SHEET

18.81

Load-In & Load-Out Rates						
Monday - Sunday			Holiday			(2) & (2) Outs
1	4	4+ to 8	1	4	4+ to 8	2 + 2

Performance Rates			
Monday - Sunday		Holiday	
4	4+ to 8	4	4+ to 8

**Call Hours >>**

**All Department Rates Listed**

**Below:**

Stagehand	\$ 18.81	\$ 75.24	\$ 18.81	\$ 28.22	\$ 103.28	\$ 28.22	\$ 94.05
Sound/Audio							
Flyman							
Electrics/Stage							
Variable Lights							
Video/Projection							
House Lights							
Follow Spot							
Cable Payer							
Wardrobe/Hair							

\$ 75.24	\$ 18.81	\$ 103.28	\$ 25.82

*Includes: Props, Carpenters, Electrics Non Department Heads, per show specific job titles.*

**Job Steward & Department Heads**

Steward	\$ 23.92	\$ 95.68	\$ 23.92	\$ 35.88	\$ 143.52	\$ 35.88	\$ 119.60
Department Head	\$ 22.75	\$ 91.00	\$ 22.75	\$ 34.13	\$ 136.50	\$ 34.13	\$ 113.75

\$ 95.68	\$ 23.92	\$ 131.34	\$ 32.84
\$ 91.00	\$ 22.75	\$ 124.92	\$ 31.23

*Includes: Steward/Stewards, Stagehands, Props, Carpenters, Electrics, House Lights, Audio, Electricians, Video/Cable Payer, and Variable Lights that may carry a Department Head job title, per show specific job titles.*

Electricians/Cable Payer	\$ 25.90	\$ 103.60	\$ 25.90	\$ 38.85	\$ 155.40	\$ 38.85	\$ 129.50
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\$ 103.60	\$ 25.90	\$ 142.26	\$ 35.57
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*Truck Loader Rates & Fees. A \$10.00 gratuity fee shall be added for each loader, per each truck over the amount of 2 semis for Load-in & Load-outs*

Loader & Unloader	\$ 22.75	\$ 91.00	\$ 22.75	\$ 34.13	\$ 136.50	\$ 34.13	\$ 113.75
Fork Truck	\$ 22.75	\$ 91.00	\$ 22.75	\$ 34.13	\$ 136.50	\$ 34.13	\$ 113.75

\$ 83.28	\$ 19.63	\$ 124.92	\$ 31.23
\$ 83.28	\$ 20.82	\$ 124.92	\$ 31.23

Head Rigger	\$ 36.17	\$ 144.68	\$ 36.17	\$ 54.26	\$ 217.02	\$ 54.26	\$ 180.85
Riggers	\$ 31.74	\$ 126.96	\$ 31.74	\$ 47.61	\$ 190.44	\$ 47.61	\$ 158.70
Truss Light or Light Focus	\$ 31.74	\$ 126.96	\$ 31.74	\$ 47.61	\$ 190.44	\$ 47.61	\$ 158.70

\$ 132.40	\$ 33.10	\$ 198.60	\$ 49.65
\$ 116.20	\$ 29.05	\$ 174.30	\$ 43.58
\$ 116.20	\$ 29.05	\$ 174.32	\$ 43.58

Rehearsals	\$ 18.71	\$ 74.84	\$ 18.71	\$ 28.07	\$ 112.26	\$ 28.07
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\$ 74.84	\$ 18.71	\$ 103.28	\$ 25.82
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**Local 55 Prevailing Regulations, and Qualifications**

Basic rates are as stated above, unless noted otherwise in a Local 55 estimate. **Rates are as follows:** Monday thru Sunday 8:00 A.M. to 12:00 A.M. shall apply as standard rates. All calls are to be (4) hour minimum calls up to 8 hours for Load-In, Load-Out, and Show Calls; then time and 1/2 rates shall go into effect. Any call that starts or ends between the hours of 12:00 A.M. to 8:00 A.M. (Monday-Sunday), shall be time and 1/2 rates. Holidays shall be time and 1/2 rates for Load-In, Load-Out, and Show-Calls. All Load-Out calls ending in a time past 12:00 A.M. (Monday-Sunday), will be charged as (2) hours straight time, and (2) hours time and 1/2. Holidays shall be time and 1/2 rates for Load-Out (4) hour minimum. Double time shall apply after sixteen (16) consecutive work hours.

Holidays (Federal or State), are as follows: Martin Luther King Day, President's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, Christmas Day, and New Year's Day shall apply as time and 1/2 rates.

Basic fee for Truck Loaders includes (2) semi tractor trailers or equivalent. Each additional trailer or straight truck, shall be \$10.00 per loader per truck

A Union Steward shall be added to any call with (8) or more workers on the call. Work calls and overtime, shall be at the discretion of the Business Agent.

Minimum Call for stagehands in the Auditorium shall be (3) stagehands (Stage, Lights, Audio). Minimum rigging numbers are optional. Maximum (10) points per up rigger.

Any part of an hour worked after (5) consecutive hours without breakfast, lunch or dinner of no less than (30) minutes, shall be charged as penalty time until such a break is taken. All calls (4) minimum, a (15 minute) break shall be given to the crew after 2 and 1/2 hours.

A (30) minute break is only taken when the promoter provides a meal on the premises. If the crew must go out and provide a meal on their own, then a (1) hour break shall be taken.

Penalty time will continue for all time worked consecutively, until a break is taken.

Fifteen (15) minutes after the hour constitutes an additional hour worked.

Note: If the crew and or Business Agent elects to work rather than take an offered break (after (5) consecutive hours, then he/she disqualifies for penalty time remittance.

Local 55 includes a **22% administrative fee**. This fee includes the following: Workers Compensation and Liability Insurance, Social Security, Medicare, State Unemployment, Federal Unemployment, and fixed overhead expenses. (Local 55 reserves the right to increase these fees at the discretion of I.A.T.S.E. Local 55, and Double Nickel, Inc. operating expenses.

These rates are provided for convenience only. The above stated rates, and or information is provided for planning event cost, and is to be used as a guideline only. All rates and information provided here-in is subject to change without notice. Any estimates provided per these rates, per show specific information, shall be a guideline only.

## **PRODUCTION INFORMATION**

### **Arena Seating Capacity**

6,820 concert with 40' x 60' stage.

### **Adjustable Risers**

8" and 16" available. Twelve 4' x 8' sections.

### **Annex/Exhibit Area (10,000 sq. ft.)**

Secured load-in area for concerts at the rear of the arena connected by a 12'W x 14'H roll-up door. Shore power (50 amp each) for up to six buses (maximum fit) with additional outside doors. No trouble with semi-trailers or buses in entering or leaving via two 24'W x 17'H roll-up doors.

### **Floor**

Concrete – unlimited load.

### **Ceiling Height**

42' to light beams (rigging point).

### **Rigging Information**

41' from floor to beams for rigging. Rigging is situated by dead hang or bridal of main support beams of building on 30' centers. Beams run parallel with upstage/downstage edge.

### **Stage (SICO)**

Portable.

Variable height: 48"-72" in 4" increments.

Maximum size: 40' x 80'.

Maximum width is 80' due to fire laws.

Optimal depth is 40.'

Decking is Tuff Deck by Sico (4' x 8' sections).

### **Electric**

One 600 amp service located in the Annex behind Arena on down stage side (hard wire).

One 400 amp service located stage right (cam locks).

One 200 amp service located stage right (cam locks).

One 200 amp service located stage left (cam locks).

### **Overhead Electric**

Mixed system.

Mercury vapor.

Incandescent.

### **Spots**

4 Zenons in house. Located front of house, twenty feet up center.

### **Fork Lifts**

One 14' lift 5000# capacity.

One 9' lift 4000# capacity.

### **Dressing Rooms**

Seven total dressing rooms. Large dressing rooms have showers. Small dressing rooms do not have showers. All have toilets and other standard amenities.

- One large dressing room – stage right.
- One small dressing room – stage right (no shower).
- One large dressing room – stage left.
- One small dressing room – stage left (no shower).
- One large dressing room – front of house, accessed through backstage catering, no public access.
- One large dressing room – front of house, accessed through public area.
- One small dressing room – front of house, accessed through public area.

### **Production Office**

Stage left - phone numbers 540-389-6739 and 540-389-0685.

No long distance - \$125.00 fee per phone.

Able to split into two offices.

### **Promoter's Office**

Accessed stage left or front of house.

Landline phone available, television, restroom and shower facilities.

### **Backstage Catering**

Accessed from stage left.

Able to accommodate 200 with round tables and chairs. Seating 8 per table.

Food and beverages provided through Salem Catering at 540-375-0956.

### **IATSE Contact**

Jim Nelson – 540-353-1013.

Includes car loaders-riggers and stagehands.

### **Event Information**

*Civic Center Box Office* – 540-375-3004

(10am-6pm Monday through Friday and 10am-2pm on Saturday)

Cash, Checks, VISA, Mastercard, American Express and Discover

*TicketMaster:*

Toll Free Sales Number – 800-745-3000

National Express Number – 800-448-7849

Customer Service – 800-653-8000



# SALEM CIVIC CENTER

## Taliaferro Complex

1001 Boulevard  
PO Box 886  
Salem, VA 24153  
540-375-3004  
540-375-4011 fax

<http://www.salemciviccenter.com>

ROOM	SIZE	SQUARE FEET	THEATER	CLASS ROOM	CONF	BANQUET SEATED	BANQUET BUFFET	ROUND TABLES	U SHAPED	I SHAPED	E SHAPED	
Community Room		90x56x14	5,040	600	200	112	500	450	400	96	96	148
	Two Sections	60x56x14	3,360	400	120	80	300	250	168	60	64	108
	Individual Section	30x56x14	1,680	200	60	56	112	100	75	44	60	84
Meeting Rooms												
	Parlor A	31x34x12	1,054	100	50	40	80	60	60	32	40	40
	Parlor B	28x31x12	868	70	30	26	40	20	40	20	20	30
	Parlor C	30x31x12	930	80	40	36	60	40	60	30	30	36
Arena	220x95	20,900	8,000	1,200	*	2,000	1,800	2,000	*	*	*	
Annex	104x95	9,880	900	600	*	800	600	800	*	*	*	

### RENTAL RATES AND CHARGES

#### Community Room and Parlors

Meetings, Seminars, Meals, etc.

#### Parlors A-B-C

Full Day 7:00am - 11:00pm \$125.00  
Discount Period 7:00am - 2:00pm \$100.00

#### Community Room Sections 1-2-3

#### Entire Room

Full Day or Evening 7:00am - 11:00pm \$900.00\*  
Discount Period 7:00am - 2:00pm \$700.00

\*Saturday evening premium rate \$1,200.00

#### Individual Sections (no individual sections rented on Saturdays)

Full Day or Evening 7:00am - 11:00pm \$400.00  
Discount Period 7:00am - 2:00pm \$300.00

Chris Fischer  
Booking Coordinator  
Salem Civic Center  
1001 Boulevard  
Salem, VA 24153  
[cfischer@salemva.gov](mailto:cfischer@salemva.gov)  
Phone: 540.375.3004  
Fax: 540.375.4011

For Arena rentals:  
Wendy Delano  
Director of Civic Facilities  
Hank Luton  
Assistant Director

