



# RENTAL INFORMATION

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## EXPLORE THE PERFECT BLEND OF WORLD-CLASS FACILITIES AND ARTISTIC INNOVATION FOR YOUR NEXT EVENT.

Whether you're planning a grand symphony performance, a cozy lecture, or an immersive recording session, the University of Memphis Rudi E. Scheidt School of Music and the Scheidt Family Performing Arts Center can provide a state-of-the-art facilities and inspiring ambiance to make your event truly exceptional.

### SCHEIDT FAMILY PERFORMING ARTS CENTER

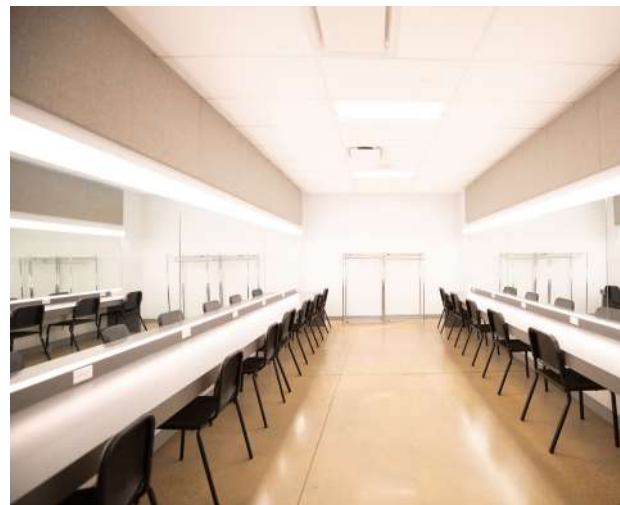
We invite you to experience the Scheidt Family Performing Arts Center, a groundbreaking facility poised to become the region's premier hub for music education and the performing arts. This 82,000-square-foot masterpiece is designed to inspire, educate, and entertain, making it the perfect stage for your next event.

### RUDI E. SCHEIDT SCHOOL OF MUSIC

The University of Memphis Rudi E. Scheidt School of Music offers a music complex filled with performance and event spaces to match your events needs and personality. The School of Music proudly serves as a dynamic stage for the performing arts throughout the community, fostering creativity and enriching the cultural landscape, and hopes to be the host of your upcoming event.

Contact us today to reserve one of our remarkable venue spaces and join us in celebrating the fusion of education and artistic expression at the University of Memphis.

Request a tour or event consultation, visit [memphis.edu/scheidtcenter](https://memphis.edu/scheidtcenter) or email us at [sfpac@memphis.edu](mailto:sfpac@memphis.edu)



P L O U G H F O U N D A T I O N  
P E R F O R M A N C E H A L L

Whether you're planning a cultural extravaganza, corporate meeting, or a night of live music, the Scheidt Family Performing Arts Center Plough Foundation Performance Hall promises an unforgettable experience.

As Memphis' newest performing arts center, guests are treated to a state-of-the-art, acoustically superior venue in the heart of the city.

- **VERSATILE USAGE:** The ability to host a variety of events, including operas, lectures, orchestras, annual meetings, rock bands and more makes the space highly versatile and appealing to a broad audience.
- **SEATING CAPACITY:** With over 800 seats, the performance space can accommodate large audiences, making it suitable for both intimate gatherings and larger-scale productions.
- **ACOUSTICALLY VERSATILE:** The acoustically perfect design ensures that every performance, whether it's music, lectures, or other presentations, will sound its best.
- **THEATRICAL EQUIPMENT:** Top of the line theatrical equipment gives superior visual and acoustical experiences. Main stage has the capability of a flown 42 foot wide by 18 foot tall projection screen.
- **ADVANCED TECHNOLOGY:** A state-of-the-art performance space includes advanced audiovisual and lighting systems, enhancing the overall production quality and ensuring a memorable experience for the audience.
- **INNOVATIVE ORCHESTRA PIT:** Designed to accommodate 85 musicians, the orchestra pit can be extended below, or flush to the stage depending upon the production.
- **GREEN ROOM:** The green room is a valuable amenity for performers to relax and unwind before or after their show. It's a space where they can find refreshments, rest, and prepare mentally.
  - 1156 - dressing table and mirror, clothing hutch, couches and en suite restroom, stage monitor
- **DRESSING ROOMS:** Having five dressing rooms offers a significant advantage for performers. They provide a comfortable and private space for artists to prepare for their performances.
  - 1157 - dressing tables and mirrors, stage monitor
  - 1158 - dressing tables and mirrors, en suite restroom, stage monitor
  - 1159 - dressing tables and mirrors, en suite restroom, stage monitor
  - 1160- dressing tables and mirrors, en suite restroom, stage monitor
  - 1161 - dressing tables and mirrors, en suite restroom, stage monitor
- **ASSISI FOUNDATION LOBBY:** The beautiful lobby space can serve as a welcoming area for guests and audience members. It can also be used for receptions, exhibitions, or as a space for patrons to socialize during intermissions.
- **CENTRAL LOCATION:** Being located in the heart of the city means easy accessibility for attendees and performers alike. Proximity to public transportation and other amenities enhance the overall experience.
- **CONVENIENT PARKING:** The Scheidt Family Performing Arts Center is surrounded by a 1,000+ space parking lot with easy access to major thoroughfares.

# PLOUGH FOUNDATION PERFORMANCE HALL

## S P E C S

Seating capacity: 856  
Orchestra: 397  
Parterre: 250  
Balcony: 209

Performance Hall: 4,125.5 square feet

Loading dock at stage level

Plough Performance Hall is fully compliant with the American with Disabilities Act.

## R A T E S

**Pricing begins at \$3,000 for 12 hours.**

**Basic package includes:**

- Performance shell or theatrical curtains
- Wireless Handheld microphones (2)
- Media projection + house speakers
- Whitewash lighting
- Any combination of 6 tables:
  - 24" cocktail tables
  - 60" round tables
  - 5' rectangle tables
- Box office available upon request





## DINKELSPIEL MAIN STAGE

### SPECS

Seating capacity: 340  
6' round tables  
10 guests per table

Proscenium opening: 60' wide x 40' tall  
Stage left wing: 18' wide x 40' deep  
Stage right wing: 23' wide x 40' deep

### RATES

**Pricing begins at \$300/hour with four hour minimum**

**Rental includes:**

- Chairs
- Music stands
- House lights



## TRAI COFF MUSIC HALL

Traicoff Music Hall is the Scheidt Family Performing Arts Center's state-of-the-art small performance space that's perfect for hosting a variety of intimate events. Nestled within our prestigious venue, Traicoff Hall offers a unique blend of functionality, elegance and acoustic excellence, with flexible seating to make your event flow seamlessly.

- **INTIMATE SETTING:** Traicoff Hall is designed for small gatherings and intimate events. Its cozy ambiance makes it an ideal choice for events where you want to create a close connection with your audience.
- **STAGE AND TRUSSES:** Our stationary platform stage and trusses make this a turn-key performance space for musicians, presenters and speakers.
- **ACOUSTIC VERSATILITY:** Achieve the perfect acoustic environment with our tunable acoustic curtains. Whether you need enhanced sound quality or a quieter atmosphere, we can tailor the acoustics to your specific requirements.
- **FLEXIBLE SEATING:** Traicoff Hall offers comfortable and flexible seating for allowing you to configure the space to suit your event's needs.
- **BABY GRAND PIANO:** Enhance your event with the beautiful tones of our baby grand piano. It's an elegant addition to any performance or gathering.

### S P E C S

Seating capacity:

- Theatre: 97
- Banquet: 48

Traicoff Music Hall: 1,797 square feet

Stage dimensions: 20' wide x 12' deep

Traicoff Music Hall is fully compliant with the American with Disabilities Act.

### R A T E S

**Pricing begins at \$200/hour with four hour minimum**

**Rental includes:**

- Baby grand piano
- Stage
- Chairs
- Any combination of 6 tables:
  - 24" cocktail tables
  - 60" round tables
  - 5' rectangle tables



## ELLA ROSSER REHEARSAL HALL

Ella Rosser Rehearsal Hall is the Scheidt Family Performing Arts Center's large rehearsal space, a versatile venue that can accommodate 100+ attendees. Whether you're planning a rehearsal, banquet, or panel discussion, our spacious and well-equipped facility is the perfect choice.

- **SPACIOUS SEATING:** With room for 100 or more participants, our large rehearsal space offers ample seating in a comfortable and flexible arrangement.
- **ACOUSTIC VERSATILITY:** Tailor the acoustic environment to your specific needs with our adjustable acoustic curtains. Whether you need enhanced sound quality or a quieter atmosphere, we can tailor the acoustics to your specific requirements.
- **FLEXIBLE SEATING:** We provide a selection of music stands, chairs or tables, ensuring that your participants have everything they need for a productive rehearsal or event.
- **GRAND PIANO:** Elevate your rehearsal or performance with the richness and elegance of a grand piano, available for your use.

### S P E C S

Seating capacity:

- Rehearsal: 120
- Theatre: 100
- Classroom: 100
- Banquet: 230  
6' round tables  
10 guests per table

Rosser Rehearsal Hall: 2,896 square feet

### R A T E S

**Pricing begins at \$200/hour with four hour minimum**

**Rental includes:**

- Grand piano
- Chairs
- Music stands



## CHARLOTTE HODGES CHORAL MASTERCLASS ROOM

Charlotte Hodges Choral Masterclass Room is the Scheidt Family Performing Arts Center's state-of-the-art masterclass room is meticulously designed for versatility, making it the ideal venue for conferences, viewings, panels, and performances. Boasting dual projection screens and cutting-edge audio-visual capabilities, the Hodges Masterclass Room ensures a seamless and immersive experience for both presenters and attendees. With permanent risers and tunable acoustic curtains, this sophisticated space offers unparalleled acoustics and customizable seating arrangements for over 100 guests.

- **ADVANCED CONNECTIVITY:** Specifically crafted for seamless virtual connections, this state-of-the-art room ensures crystal-clear communication with speakers, artists, and guest lecturers with the assistance of dual projection screens.
- **PROFESSIONAL ENVIROMENT:** Stationary risers provide a ready-made setup for presenters, performers and speakers, ensuring a seamless and professional environment. Conveniently adjacent to the Hubbert Donor Lounge, this space offers a sophisticated space for guests to relax and network.

### S P E C S

Seating capacity:

- Classroom: 208

Choral Master Classroom: 1,797 square feet

Stage dimensions: 20' wide x 12' deep

Choral Master Classroom is fully compliant with the American with Disabilities Act.

### P R I C I N G

**Pricing begins at \$200/hour with four hour minimum**

**Basic package includes:**

- Baby Grand
- Seated risers
- Chairs with retractable desk



## THE ASSISSI FOUNDATION OF MEMPHIS, INC. LOBBY

The stunning Assisi Foundation of Memphis, Inc. Lobby is a versatile and elegant venue that can accommodate a range of events. Whether you're planning a luncheon, a reception, or a special performance, our beautiful lobby provides the perfect backdrop for memorable occasions.

- **SPACIOUS CAPACITY:** The Assisi Lobby offers standing room for 300+ guests, providing ample space for large gatherings. For a more intimate atmosphere, it comfortably seats 100+ attendees.
- **VERSATILITY:** The lobby's adaptability allows you to customize the space to suit your event's unique needs. Whether you wish to host a standing reception or provide seated comfort, the choice is yours.
- **PERFORMANCE-READY:** Elevate your event by showcasing a performing group within the lobby or the adjacent social stair case. The space is equipped with ceiling speakers, ensuring excellent sound quality for all attendees.
- **BOX OFFICE SERVICES:** For events that require ticketing or box office services, our dedicated team is available upon request to assist with ticket sales and guest inquiries.

### S P E C S

Seating capacity: 90  
6' round tables  
10 guests per table

Lobby: 3,572 square feet

### R A T E S

**Pricing begins at \$1,000/12 hour**

**Rental includes:**

- Belz Family Box Office
- Lounge furniture
- Five 5' tables
- Two 60" round tables
- Audio to lobby



## CHARLES AND MARGARET HUBBERT DONOR LOUNGE

The Charles and Margaret Hubbert Donor Lounge is the perfect versatile multi-purpose space, a dynamic venue designed to cater to a wide array of events and gatherings. From business meetings to luncheons and intimate receptions, our Donor Lounge is equipped with everything you need for a successful event.

- **LARGE SMART SCREEN:** Impress your audience with stunning visuals and dynamic presentations using our state-of-the-art smart screen.
- **COZY SEATING:** Create a welcoming atmosphere with two comfortable couches, providing a relaxing and informal seating arrangement.
- **CONFERENCING TABLES:** Our space is equipped with six conferencing tables and 12 chairs, perfect for meetings, workshops, or collaborative sessions.
- **HIGH TOP TABLES:** Four high top tables offer versatile seating options and can be used for networking, casual discussions, or as a buffet setup.
- **PRIVATE BALCONY:** Enjoy extra space and a change of scenery on our balcony, which overlooks the social stair case and provides a delightful option for breaks or small gatherings.

### S P E C S

**Capacity:** up to 40 based on configuration

**Donor Lounge:** 719 square feet

Vibe Smart Board

### R A T E S

**Pricing begins at \$150/ hour with a two hour minimum**

**Rental includes:**

- Six-piece modular conference table and chairs
- Smart board
- Couches
- Four high-top tables and chairs
- Private interior balcony



## HARRIS CONCERT HALL

Harris Concert Hall offers a truly distinctive event space with a rich history dating back to 1967. An intimate multipurpose performance hall is ideal for ensemble, chamber or recital music performances, movies and dramatic presentations, lectures and presentations. Featuring high-quality acoustics, excellent sight lines for enjoyable viewing and is outfitted with theater lighting.

- **SPACIOUS SEATING:** Our event space comfortably accommodates 300+ attendees. The thoughtful seating configuration ensures that everyone has a great view.
- **DRESSING ROOMS:** We provide two dressing rooms, making it convenient for performers and presenters to prepare and unwind before and after their events.
- **HISTORICAL CHARM:** Our venue has a unique historical charm, offering an atmosphere that blends rich Memphis history and modern convenience for your next gathering.
- **LOBBY ACCESS:** Our two-story lobby featuring ceiling to floor windows adds a touch of drama to your event. It's an ideal space for welcoming guests, networking and receptions.

### S P E C S

Seating capacity: 355  
Orchestra: 263  
Balcony: 92

Performance Hall: 2,015 square feet

Proscenium opening: 41' wide x 21' tall  
Stage dimensions: 41' wide x 33' deep  
Stage right wing: 27' wide x 24' deep  
Stage left wing: 27' wide x 81' deep

### R A T E S

**Pricing begins at \$300/ hour with a two hour minimum**

**Rental includes:**

- Lobby + dressing rooms
- House speakers + projection
- Wireless microphones (2)
- Any combination of 6 tables:
  - 24" cocktail tables
  - 60" round tables
  - 5' rectangle tables



## ADDITIONAL SPACES

### REHEARSAL SPACES

- \$150/ hour
  - Includes: grand piano, chairs, music stands



### CLASSROOMS

- \$25/ day
  - Includes: upright piano, chairs, desks, music stands



# SCHEIDT FAMILY PERFORMING ARTS CENTER FACILITY RATES

Ask about our non-profit and University of Memphis-affiliated rates.

## **PLOUGH PERFORMANCE HALL**

- Full Production Package \$5,520/ 12 hour
  - Includes: SFPAC representative, stage manager, audio technician, lighting technician, advanced A/V package
- Tech Package \$4,400/ 12 hour
  - Includes: SFPAC representative, audio technician, lighting technician, basic A/V package
- Basic Package \$3,000/ 12 hour
  - Includes: SFPAC representative
- Hourly \$300/ hour
  - Includes: SFPAC representative, building support, house lights and hall access

## **TRACOFF MUSIC HALL**

- \$200/ hour, with four hour minimum
  - Includes: grand piano, chairs, music stands, performance stage

## **ELLA ROSSER REHEARSAL HALL**

- \$200/ hour, with four hour minimum
  - Includes: grand piano, chairs, music stands

## **CHARLOTTE HODGES CHORAL MASTER CLASSROOM**

- \$200/ hour, with four hour minimum
  - Includes: grand piano, chairs, permanent choral risers. Access to in-room speaker, projection A/V via HDMI

## **CHARLES AND MARGARET HUBBERT DONOR LOUNGE**

- \$150/ hour, with two hour minimum
  - Includes: six-piece modular conference table, chairs, smart board, couches, four high-top tables, private lobby balcony

## **THE ASSISI FOUNDATION OF MEMPHIS, INC. LOBBY**

- \$1,000/ 12 hour
  - Includes: Belz Family Box Office, lounge furniture, five 5' tables, two 60" Rounds, audio to lobby

## **DINKELSPIEL MAIN STAGE (LOCATED INSIDE THE PLOUGH PERFORMANCE HALL)**

- \$300/ hour, with three hour minimum
  - Includes: chairs, music stands, house lights

## **RUDI E. SCHEIDT SCHOOL OF MUSIC HARRIS CONCERT**

- \$300/ hour up to 8 hours
  - Includes: building support, house lights and hall access
- \$1,600/ 9-12 hour
  - Includes: building support, house lights and hall access

## **RUDI E. SCHEIDT SCHOOL OF MUSIC REHEARSAL SPACE**

- \$150/ hour
  - Includes: grand piano, chairs, music stands

## **RUDI E. SCHEIDT SCHOOL OF MUSIC CLASSROOMS**

- \$25/ day
  - Includes: upright piano, chairs, music stands

# SCHEIDT FAMILY PERFORMING ARTS CENTER COSTS + POLICIES

## STAFFING COSTS:

- Front of House
  - House Manager \$22/ hour
  - Ushers \$20/ hour
- Back Stage
  - Stage Manager \$450/ 12 hours
  - Audio Tech \$450/ 12 hours
  - Audio Tech Assistant \$250/ 12 hours
  - Lighting Tech \$450/ 12 hours
  - Additional Stage/Lighting Crew \$20/ hour, four hour minimum
  - Overtime hours will be billed at 1.5x the hourly rate
- Piano Tuner
  - \$150/ 12 hours initial fee
  - Extra piano tuning, or unconventional tuning is \$100/ event

## PARKING

Parking is available at the Scheidt Family Performing Arts Center and the Rudi E. Scheidt School of Music.

It is against University of Memphis policy for any entity other than the University Parking Services to charge for parking on the University Property.

- Parking lot rental: \$500
- Additional access for production needs may be purchased for \$100 per week

## SECURITY

Security staff are required for all public events and are billed to the renter. Security staffing levels may be set in consultation with the University of Memphis Police Services with consideration for the unique needs of each event.

Hourly security staffing rates are determined by University Public Safety and the private security firms used by the University, and are subject to change.

Third-party security must be licensed by the state of Tennessee and approved by University of Memphis Police Services.

- Security: Security cost is quoted based on duration of event and event density

## CUSTODIAL SERVICE

Custodial staff are required for all events and are billed to the renter. Custodial staffing levels may be set in consultation with the Scheidt Family Performing Arts Center with consideration for the unique needs of each event.

Hourly staffing rates are determined by the University of Memphis and are subject to change.

- Cleaning fee: \$500



# SCHEIDT FAMILY PERFORMING ARTS CENTER

## COSTS + POLICIES

### **FACILITY RESTORATION FEE**

Facility restoration fees will only be charged in extreme circumstances and are assessed on a case-by-case basis.

- A/V Restore: \$500
  - Cost to restore A/V environment to standard settings
- Lighting restore: \$500
  - Cost to rehang, restore, and refocus standard lighting plot
- Stage restore: \$250
  - Cost of Restore Stage, line set, etc to standard set
- Space restore: \$250
  - Cost of restoring rooms to initial setup.

### **TICKETING**

Vivenu provides an enterprise solution to the University of Memphis. They are the official ticket agency for Scheidt Family Performing Arts Center. Please email [sfpac@memphis.edu](mailto:sfpac@memphis.edu) for a service quote.

### **FOOD + BEVERAGE**

Chartwells is the exclusive caterer of the University of Memphis Scheidt Family Performing Arts Center and Rudi E. Scheidt School of Music. They offer a range of options from boxed lunches up to plated meals and custom catering.

Catering menus may be found at [memphiscatering.catertrax.com](http://memphiscatering.catertrax.com)

The University of Memphis is a “dry” campus. An Alcohol Exemption Form will need to be submitted to the University of Memphis. Upon approval, alcohol can be ordered through Chartwells who will provide ABC licensed bartenders for your event.

### **DATE HOLDS**

Dates will be held for 60 business days from the time an event(s) is placed on the Scheidt Family Performing Arts Center or Rudi E. Scheidt School of Music calendar. After that period of time, a signed contract and a deposit (or a signed Reservation agreement and account number for internal UofM rentals) are required to lock the date. All dates will be considered “tentative” until the signed agreements are in place.

### **INSURANCE**

Renter must provide proof of general liability insurance coverage of \$1 million for the event. Renter may be required to provide proof of workers’ compensation insurance.

In the case of minors of compass, additional coverage with a specific sexual abuse/molestation rider is required with limits not less than \$1 million for one occurrence, and \$2 million aggregate.

### **MINORS ON CAMPUS**

Any event involving minors (and person under the age of 18) must complete a Minor on Campus Form during the contract process. This information will be sent as a part of the contract process or can be done prior to the contract. Please allow 4- 6 weeks for processing.

S C H E I D T F A M I L Y P E R F O R M I N G A R T S C E N T E R  
C O S T S + P O L I C I E S

**DEPOSIT POLICY**

- A deposit of equal to 10% of the total hall rental charges is required of all non-University rentals.
- Deposit to be received upon signing the rental agreement.
- Renters with no previous rental experience, inadequate financial underwriting or no local institutional affiliation may be required to provide a deposit equal to the cost of hall rental in advance before booking is confirmed.

**CANCELLATION POLICY**

- If the User cancels the Event or moves the Event to another city or facility, such decision will constitute a breach of its obligation to the Provider, and the Provider would be harmed. An assessment will be charged for cancellations of all or any part of this Agreement including, for example, change of date, reduction in number of participants or reduction in services requested herein. This assessment is determined upon Provider's receipt of advance written notice based on the following schedule. Tax will be paid as required by law.

Cancellation schedule:

<u>Notice of Cancellation Received</u>	<u>Cancellation Fee</u>
90 Days of meeting date	25% of Agreement Value or non-refundable deposit
60 to 89 Days of meeting date	50% of Agreement Value
30 to 59 Days of meeting date	75% of Agreement Value
14 to 29 Days of meeting date	85% of Agreement Value
0 to 13 Days of meeting date	100% of Agreement Value

**PROHIBITED ITEMS**

The use of **confetti and similar small particulate** materials is strictly prohibited within our venues. These materials can pose a danger to the motorized elements within the halls, compromising the functionality and safety of our equipment.

**Helium balloons** are also not allowed within our venues. The presence of helium balloons can interfere with sensitive fire detection systems, potentially leading to false alarms and compromising the safety of our patrons and performers.

S C H E I D T F A M I L Y P E R F O R M I N G A R T S C E N T E R  
C O N T A C T I N F O R M A T I O N

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