the mac McANINCH ARTS CENTER AT COLLEGE OF DuPAGE

April 2026

Rental Information Packet

Inspired, memorable, events

We plan literally hundreds of exciting events each season and are ready to help make your next event unique and memorable. Let our talented production team help you create an exceptional experience and put your event center stage in the newly renovated McAninch Arts Center. We have a variety of unique spaces to make your event one of a kind. With a variety of catering options provided by our preferred caterers or by our on-site culinary department, we can create a total event experience that exceeds your expectations.

All our spaces offer a distinctive setting that will make your special event memorable for meetings, competitions, weddings, corporate gatherings and other special events. Inquiries for bookings are now being accepted.

- 782-seat Belushi Performance Hall with state-of-the-art lighting and sound.
- 184-seat Playhouse offering a more intimate experience, with lighting and sound.
- 70-seat black box stage (approximate capacity) with flexible seating set up options.
- 1200 capacity new outdoor Patio Amphitheater Stage, with space available for party tents, seating and view of the lake.
- 150 seated or 300 cocktail/standing Main lobby, with abundant natural light and adjacent Cleve Carney Museum of Art.

Facility Rental

All rates do not include labor.

Special Considerations

- Additional rooms may be available on request for breakout sessions, luncheons, rehearsal space, etc.
- A cost estimate will be provided before the event. The actual cost will be reflected on the invoice sent as soon as possible after the event.
- A $1000 deposit will be required to hold the space; 80% deposit of cost estimate will be required for all rentals 7days prior to the event. See Section N for other details.
- A Certificate of Insurance is required 30 days prior to the event.
- A full day will be charged if event exceeds the half day time frame (over 4 hours).
- In all cases, any fraction of an hour constitutes a full hour of charges.
- Any rental, whether rehearsal or performance, which occurs on a holiday will be billed at one and one-half times the normal rate for all labor charges.
- There is a minimum charge of four hours for any rental.

Belushi Performance Hall (seating capacity 780)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: Line array house sound system, 6 wired microphones, 2 wireless handheld microphones, and 4 stage monitors.
- Standard drapery and cyc
- Intercom system (Clear-com)
- Dressing rooms minimum 2 (based on availability)
- Two tables for the lobby with linens
- Lobby/Public Restrooms

	Standard Rate	*Non-Profit Rate*
Performance/Presentation Rate (up to 8 hours, may include 1 performance)	$2500.00	$1,800.00
Hourly Performance Rate (after 8 hours)	$275.00	$200.00
For 2 or more performances	$600.00	$500.00
Weekend Rehearsal Rate (up to 4 hours)	$1000.00	$750.00
Hourly Weekend Rehearsal Rate (after 4 hours)	$100.00	$50.00
Weekday Load in and Rehearsal Rate (up to 4 hours)	$800.00	$400.00
Hourly Weekday Rehearsal Rate (up to 4 hours)	$50.00	$25.00

Playhouse (seating capacity 184)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: Line array house sound system, 4 wired microphones, and 2 stage monitors.
- Standard drapery (No Fly System)
- Intercom system (Clear-com)
- Dressing rooms - minimum 1 (based on availability)
- Two tables with linens

	Standard Rate	*Non-Profit Rate*
Performance/Presentation Rate (up to 8 hours, may include 1 performance)	$1000.00	$750.00
Hourly Performance Rate (after 8 hours)	$130.00	$110.00
Each Additional Performance	$400.00	$300.00
Rehearsal Rate (up to 4 hours)	$600.00	$450.00
Hourly Rehearsal Rate (after 4 hours)	$50.00	$40.00

Studio Theatre (seating capacity approximately 70)*

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system and 2 wired microphones.
- Standard drapery (No Fly System)
- Intercom system (Clear-com)
- Dressing rooms - minimum 1 (based on availability)
- One table with linens

	Standard Rate	*Non-Profit Rate*
Performance/Presentation Rate (up to 8 hours, may include 1 performance)	$400.00	$300.00
Hourly Performance Rate (after 8 hours)	$100.00	$90.00

* The space configuration and seating capacity varies based on MAC Production calendar.

Special Weekday Lecture Rate

(Belushi Performance Hall/Playhouse Only)

The Facility Rental includes time in the space with the following:

- Basic stage lighting (Warm and Cool Color Stage Wash)
- Basic sound including: House sound system, 6 wired microphones, and 4 stage monitors
- LED Up-lighting for backdrop curtain
- Projector including screen and input device
- Confidence monitor
- Standard drapery (No Fly System in Playhouse)
- Intercom system (Clear-Com)
- Lectern/podium
- Dressing rooms - minimum 1 (based on availability)
- Two tables lobby with linens

	Standard Rate	*Non-Profit Rate*
Lecture Rate (up to 4 hours)	$1200.00	$900.00
Hourly Lecture Rate (after 4 hours)	$100.00	$70.00

Non-Stage Spaces

Most of these spaces are large rooms that can be arranged into various configurations (with the exception of the Lecture Hall MAC153). Lighting is general and sound is limited.

Choral Room (MAC140) or Instrumental Room (MAC138)

	Standard Rates	*Non-Profit Rates*
One Day (up to 8 hours, may include 1 performance)	$275.00	$250.00
½ Day (up to 4 hours)	$175.00	$150.00
Per hour (applies after 8 hours)	$75.00	$50.00

Lecture Hall (MAC153), General Classrooms, and Conference Room

	Standard Rates	*Non-Profit Rates*
One Day (up to 10 hours, may include 1 performance)	$170.00	$127.00
½ Day (up to 4 hours)	$99.00	$74.00
Per hour (applies after 8 hours)	$25.00	$15.00

Lobby

The rate includes time in the space and the use of lobby furniture.

	Standard Rates	*Non-Profit Rates*
Up to 4 hours	$500.00	$450.00
Per hour after 4 hours	$100.00	$75.00

Patio Stage

	Standard Rates	*Non-Profit Rates*
Concert - One Day (up to 10 hours, may include 1 performance)	$2500.00	$1800.00
Party/ Wedding/ Reception	$1800.00	$1200.00

Line array sound system (Nexo Geo S-12), 16 channel digital mixing console (Yamaha QL1), basic concert lighting for under canopy/tiered seating area, and lighting console (ETC Gio) are only included in the rates during the months of July and August *(subject to availability)*. Tents, tables, chairs, linens, and additional sound, lighting, and video are coordinated through the MAC production staff at a per item fee plus labor. MAC technician support is required.

Additional Services

A. Production Support

Production Manager (required)	$35.00/hour (overtime $52.50/hour)
Stage Technicians (minimum 3)	$30.00/hour (overtime $45.00/hour)

- Tech services requests must be made at least 2 weeks prior to event. Requests made less than 2 weeks in advance will incur a late request surcharge of 15%.
- The MAC requires a Production Manager to be present at all times during the rental.
- Labor rates apply for MAC production manager and any stage technicians required for rehearsals, performances, and load-in/load-outs.
- All technical labor will be discussed and mutually agreed upon; however, all final decisions on staffing will be determined by the MAC (minimum 3).
- A work shift constitutes an 8-hour shift. Any workday of 8 hours must include for the MAC staff two paid 15-minutes breaks and one unpaid 60-minute lunch. Overtime fees are incurred after 8 hours.
- All crews are non-union.
- All decisions with regards to space use and safety will be made by MAC staff.
- Labor charges are non-holiday rates. Any labor on holidays will be charged at 1.5 times labor rates.

B. Equipment Rental

The MAC can provide audio, visual and technical equipment beyond what is included in the space to enhance your event. Most equipment will require an additional stage technician to operate. List and prices are at end of packet. All special effects and scenic elements must be approved by the MAC Production Manager.

C. Piano Rental and Tuning

	Internal	External
9' Concert Grand Piano (In Performance Hall only)	$225.00	$375.00
7' Concert Grand	$200.00	$350.00
Upright Piano	$175.00	$325.00
Drum Kit	$800.00	$800.00

- A piano tuning is included in the cost of the rental.
- Other instruments are available upon request. (Pricing based on instrument and availability, $10-$800 per day).

D. Front-of-House Support

All performances and events require a house manager and ushers to maintain patron service standards.

Front of House	$800	Includes 4 hours of up to 10 Ushers and up to two House Managers. $200 each additional hour.

- A House Manager is required for all performances and events. For a house larger than 400, two house managers are required.
- The House Manager will be on site 90 minutes before the announced curtain time and stay until 30 minutes after the end of the event.
- The Ushers will be on site 60 minutes before the announced curtain time and stay until 30 minutes after the end of the event.
- See last page for detailed Front of House detail/information requirements

E. Ticket Office Support

The MAC offers complete ticketing services for any event at the following charges:

Complete Ticketing Service $1000.00

- Complete Ticket Office Service includes:
  - Advance and day of sales
  - Ticket printing
  - Tickets
- House Scaling:
  - Option 1: General Admission
  - Option 2: Price based on patron (Adult, Senior, Youth) – but all seats are treated the same
  - Option 3: A & B prices based on the MAC Touring Show which is

    VIP / Gold Circle - 10 tables, 4 seats each

    A Prices - Orchestra: Rows A – M, Balcony: Boxes & Rows A – C

    B Prices – Orchestra: Rows N & O, Balcony: Rows D & E
- Two Ticket Office Clerks for performance (arrives 2 hours before curtain leaves 15 minutes after start of second act) The need for additional ticket office clerks will be determined by the MAC and is based on expected attendance. (i.e. more than 300 attendees will require another clerk)

Ticket Office Hours

Tuesday-Saturday 12pm to 6pm

Also open two hours prior to show time and closes after intermission.

Please Note: Customer will be charged a service charge for tickets purchased by phone, mail, and internet ticket order. Renters may handle their own tickets and ticket sales. All tickets, whether assigned seats or general admission, must be numbered and <u>cannot</u> exceed the capacity of the theater.

F. Internet and Phone Access

Limited wireless internet service is available in the spaces. For more specific internet and phone needs, please consult with the MAC Production Manager with the event details.

G. Concession and Merchandise

The MAC may provide concession sales for events and performances. The MAC retains all proceeds from concessions.

The sale of non-food merchandise is allowed at the discretion of the MAC. The MAC Concessionaire's Fee is $50 if the MAC provides a seller; otherwise, it is $25 if the renter provides a seller.

H. Table Rental

8' tables, 6' rounds and cocktail tables **with** cloth tablecloth $25/table

- All tables in public spaces <u>must</u> have a cloth tablecloth.
- Renters may provide their own cloth tablecloth and skirting. No paper/plastic tablecloths allowed.
- All tables include chairs as needed.

I. Catering

The MAC can arrange food and beverage service for your event through our College Dining Services. No food or beverage may be brought on campus by the renter or its volunteers. Fees are determined based on menus which can be found at: https://www.cod.edu/student_life/resources/cafeteria/catering_guide.aspx

A 10% surcharge shall be applied to catering services.

Special Considerations

- By contract College of DuPage Dining Services must receive first right of refusal.
- In the event that the College Dining Services is unable to provide services for the event, an outside vendor may be used from a list of our preferred caterers. A College of DuPage food waiver must be obtained and submitted 30 days before the event. The caterer must provide a health permit, certificate of insurance, sanitation certificate and business license.
- Home-made or any nonprofessionally prepared food for attendees or guests is strictly prohibited.

Open Bar/Beverage Service

- Four (4) hour minimum
- Call and Premium liquor/beer/wine

Open Bar per person charge	$48/person
Bar Manager	$35/hour
Bartenders	$20/hour

J. Custodial Services

Standard rental ensures a clean and welcoming environment. Custodial personnel are required for all events open to the public.

Custodial Charge $400 ($100 each additional hour)

- 4 hour minimum
- Arrives 1 hour before published start time of the event
- End time based on spaces used at the MAC for the event
- May not be required for rehearsals or load-ins

K. Audio and Video Recording

College of DuPage Multimedia Services department can provide video and audio recording services for additional charges.

https://www.cod.edu/about/administration/multimedia_services/index.aspx

Renters may also contract with a third-party video/audio recording service for their event. Vendors must work with MAC production personnel at least two weeks prior to the event on suitable location of camera equipment.

L. Security

For special security needs or concerns for the event, an on-duty Police Officer can be arranged.

Police Officers $48/hour (must be arranged two weeks before the event)

M. Parking

Parking at the MAC is free and based on a first-come, first-serve basis. Lots are busiest Monday through Friday from 8am to 9pm when classes are in session. Please see map below.

Produced by mapformation for College of DuPage. Last updated August 2015

College of DuPage

425 Fawell Boulevard
Glen Ellyn, Illinois
60137-6599
(630) 942-2800
www.cod.edu

Buildings

BIC	Rodney K. Berg Instructional Center
CHC	Culinary & Hospitality Center
EC	Early Childhood Center
GH	Greenhouse
HEC	Robert J. Miller Homeland Security Education Center
HSC	Health and Science Center
HTC	Homeland Security Training Center
MAC	Harold D. McAninch Arts Center
PEC	Physical Education and Community Recreation Center
SCC	Seaton Computing Center
SRC	Student Resource Center
SSC	Student Services Center
TEC	Technical Education Center

Parking

- Accessible
- Bus Stop
- Employee
- Guest/30-Minute
- Motorcycle
- Shipping and Receiving
- Electric Car Charging Station

College of DuPage is Tobacco Free
College of DuPage prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes on College of DuPage campus and satellite campuses. In addition to all buildings, it applies to all outside property and grounds and College owned vehicles.

Individuals may smoke inside their own vehicles as long as the doors and windows of the vehicle remain closed.

N. Deposit, Proof of Insurance, Non-Profit Status and Invoice

Deposit

- A $1000 deposit is due with signed contract to hold space on required date.
- An 80% of cost estimate deposit is required 7 days prior to event.
- If the renter cancels the event at least 30 days before the event, 50% of the $1000 deposit will be refunded; no refund is available less than 30 days prior to the event.

Insurance

- A certificate of insurance must be provided, naming the College of DuPage as additional insured and should include an Endorsement Page. The certificate must be provided within 30 days of the event:
    - Coverage must be $1,000,000 combined single limit for bodily injury and Property Damage $2,000,000 general aggregate.

Proof of Non-Profit

- Written proof of Non-Profit Status must be provided 30 days prior to the event. If no written proof is provided, regular rental rates will apply.
- Labor rates are not discounted.

Invoice

- An Invoice will be sent as soon as possible after the event.
- Payment of remaining balance is due upon receipt of invoice.

Marketing Opportunities

The MAC may occasionally provide marketing support for rental clients based on this fee schedule. Approval is based on availability and timing. Such support is reserved for events that do not conflict or compete with the MAC's season programming, resident companies, or established partners.

Items	Cost
Listing in MAC Season Brochure	$1,600

- Timeline – mailed in June, must submit content by April 15
- Quantity mailed: 60K

Listing in Midseason Brochure	$1,200

- Timeline – mailed early January, must submit content by Nov. 1
- Quantity mailed: 50K

Dedicated MAC Eblast	$1,000

- Sent to approx. over 80K names
- Avg. open rate 20-30%
- Sent 2-3 weeks prior to event

Inclusion in Monthly MAC Eblast	$500

- Sent to approx. over 80K names
- Avg. open rate 20-30%

Social Media Post on MAC FB/Insta Page	$250
Slider on Lobby Screen	$200
Website – Event Page	$500

Marketing Services must be approved and negotiated by the MAC Director prior to issuing a contract.

Stage Equipment available for rental (labor additional)

Stage Equipment	
VIP Lecturn	$35.00
4' x 8' Platform (8" , 16" , or 24" heights)	$35.00/Platform
Choral Risers (4 tiers-6 sections)	$20.00/Riser

Video Equipment	
Video Projector* 20K lumens (must be used in Belushi Performance Hall) Includes one input device and screen	$1,000.00
Video Projector* 13K lumens (Playhouse Theatre) Includes one input device and screen	$700.00

Audio Equipment	
Wired Microphone (6 included, charge for each additional after 6)	$15.00 each
Wireless Microphone (2 included, Hand Held or Lavaliere)	$75.00 each
Upgraded Concert Sound System (additional audio stagehand required – labor not included) Includes: 2 Yahama CL5s, Rio stage boxes, access to entire wired microphone (up to 20) and audio monitor inventory, 2 additional wireless microphones	$1,500.00

Lighting Equipment	
Follow Spot (2 each are available in Belushi Performance Hall or Playhouse)*	$40.00
LED Up-Lighting (12 WELL Fit units for non-lecture events)	$120.00 per day
Dance Side Light Package (labor included in rate)	$650.00
Moving Light Package (4 Robe ColorSpot 700eAT, 12 Robe ColorWash 575AT with wide lenses)	$300.00 per day

Special Equipment	
Smoke Machine*	$75.00 per day
Hazer*	$75.00 per day
Snow Drop*	$75.00 per day
Mirror Ball	$75.00 per day
Acoustic Sound Shell (Belushi Performance Hall only – labor included)	$400.00
Acoustic Sound Shell Ceiling Only Belushi Performance Hall only – labor included rate)	$200.00
Marley Dance Floor (Harlequin) (includes labor, tape, supplies)	$550.00

Other equipment is available upon request, but may require a third-party rental.
All rates are ½ price for second day and on.
*** requires a stage technician for operation**
****may require additional stage technicians for set-up**

Performance Hall (780)

Stage Dimensions

Proscenium Opening: Width 49’ Height 25’
Depth: (Curtain to back wall) 37’
Distance from edge of stage to grand curtain: 16’ 5”
Apron: 5’
Orchestra Pit: 11’ 5” (pit can lower to 8’ below the stage)
Stage Floor: Sprung Wood with masonite hardboard cover

Rigging

51 sets of lines; Single Purchase
5 Electrics
All line sets are operated on stage right.
Grid Height: 62’
Motorized movie screen at proscenium: 24’ wide x 20’ high

Curtains

Grand Curtain: Eggplant Manual Guillotine
6 Pair of Black Legs on Adjustable Tracks
5 Black Borders
1 Black Sharkstooth Scrim
1 White Cyclorama Drops

Lighting Equipment

3 Catwalks of 4 Color Front Wash with ETC Source Four 26° ellipsoidal
4 Electrics of 4 Color Top Lighting with 8” Fresnels
1 Electric of 4 Color Wash of Cyc Lights
DMX Control Console: ETC Ion 6k (6,144 Output Addresses/12 Universes)

Sound Equipment

Yamaha Nexo Center Speaker Cluster
Basic Audio Mixing Console: Yamaha QL1 with 1 MY4DA 4-Channel Analog Output Card
(Total Inputs: 16, Total Outputs: 12)

Playhouse (182)

Stage Dimensions

Thrust 30’ x 35’
Height to bottom of catwalk 17’

Curtains

Complete set of black legs and full upstage surround.

Lighting Equipment

Repertory plot in place which includes:
- 11 areas of front wash with 2 ETC ColorSource Spots per area
- 12 areas of top light with 1 ETC ColorSource Spot per area

DMX Lighting Control Console: ETC ION 6k (1,024 Output Addresses)

Sound Equipment

Various speaker and amplifier options included
Soundcraft 16 Channel Mixing Console

Studio Theatre (70 seats)

Stage Dimensions

40’x40’ black box with 50% of the space used for seating.

Curtains

Complete set of black legs and black curtains for full surround.

Lighting Equipment

Lighting plot dependent on current space usage
DMX Lighting Control Console: ETC ION 6k (1,024 Output Addresses)

Sound Equipment

Various speaker and amplifier options included
16 Channel Mixing Console

Thank you for your interest in the McAninch Arts Center. We look forward to hosting your event!

Front of House Operations Details

- Is there an intermission _____
- What time should house open for patrons to enter _____
- How many tickets sold/patrons expected for each performance _____
- If you are selling your own tickets (i.e. not utilizing the MAC Ticketing Services):
  - Is it reserved seating or general admission _____
  - Did you receive a current seating chart _____
  - Do you expect access needs; wheelchairs, walkers, etc _____

    If so, the ONLY ROW in the theatre that does NOT have steps is ROW I. If you are selling your own tickets, it is best not to give away ROW I tickets, unless you think you will have enough room for all access needs. There are NO blocking of aisles and patrons cannot stand/sit/block stairs in the theatre (due to fire codes and safety) during the performance.
  - Would you like/do you need the balcony to be opened _____
  - Will any performers be in the theatre/will they have a ticket _____
- Is the performance being recorded? Where will the camera be located_____
- Are patrons allowed to record – flash, photo, video _____
- Do you want the MAC bar (alcohol)/concessions open _____
- Are food and drink allowed in the theatre during the performance _____
- Are there programs and how will they be distributed _____
- Do you have specific duties to be assigned to the ushers (for example checking tickets, seating patrons, etc

  _____