



WRIGHT STATE

UNIVERSITY

NUTTER CENTER



Wright State University's Nutter Center
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-3498
www.nuttercenter.com

GENERAL INFORMATION

WSU NUTTER CENTER LOCATION

Located on the campus of Wright State University
3640 Colonel Glenn Highway, Dayton, OH 45435-0001

TELEPHONE/FAX

Administration	(937) 775-3498
Administration Fax	(937) 775-2060
Box Office	(937) 775-4789
Box Office Fax	(937) 775-4788
Box Office Manager	(937) 775-4786
Berry Room Coordinator	(937) 775-3670
WSU Hospitality Services	(937) 775-3183
Catering Manager	(937) 775-4668

VENUE DESCRIPTION

Multipurpose entertainment and sports complex: 1,000 – 11,200 seats

MANAGEMENT STAFF

Main Administration number	(937) 775-3498
Jim Brown, CFE, Executive Director	(937) 775-4670
Jacquelynn Heath, Assistant to Executive Director	(937) 775-4726
John Cox, Assistant Director/Operations	(937) 775-4672
Becky Sparks, Business Manager	(937) 775-4785
Misty Cox, Marketing Manager	(937) 775-4674
Kiley Fleming, Box Office Manager	(937) 775-4786
Nate Studebaker, Asst. Box Office Manager	(937) 775-4777
Joe Dick, Event Services Manager	(937) 775-4743
Jason Stormer, Operations	(937) 775-4733
Dan Myers, Operations	(937) 775-4733
Lee Guild, Berry Room Coordinator	(937) 775-3670
Valerie Clark, Account Clerk	(937) 775-4784

BOOKING PROCEDURES

To book an event at Wright State University's Nutter Center, please contact Jim Brown, Executive Director, at (937) 775-4670.

RENTAL EXPENSES

Rental structure is based on established rental rates and determined by the type of event and space used. For further information, please refer to "Rental Rates and Charges."

CONTRACT EXECUTION

All arrangements are considered tentative until a contract has been fully executed and returned.

A copy of the contract will be emailed prior to the event. Please return a signed copy for the lessor's file at which time a non-refundable deposit is due. Additionally, a Certificate of Liability Insurance will be required with the contract listing Wright State University Nutter Center as the additionally insured.

Additional rental deposits may be required by management to cover the following expenses: balance of minimum rental fee, advertising expenses, estimated staffing, equipment, and technical services.

Upon execution of a rental agreement, the event will be advanced by John Cox, Assistant Director of Operations, who is responsible for all operational details of the event from move-in to event performance and move-out. He is the lessee's liaison with arena staff and will provide all necessary information and coordination.

After meeting with the lessee, our Business Manager will prepare an itemized statement of reimbursable expenses for which the lessee is financially responsible at the time of settlement. A copy of the expenses is provided to the lessee and is considered an addendum to the contract.

CHALLENGE POLICY

If a date is already on hold by another party, the following process is enacted:

The prospective event promoter must forward to management a written request challenging the first-hold promoter.

Management notifies first-hold promoter of challenge. First-hold promoter is given the opportunity to secure the date. If the first-hold promoter releases the date, negotiation commences with the prospective promoter.

Hold Policy – Holds are reserved for 30 days. Hold dates may be released unless reconfirmed by promoter.

FINANCIAL SETTLEMENT

At the conclusion of the event, lessee is responsible for settling all outstanding facility expenses. The settlement takes place in the administrative offices at the WSU Nutter Center.

In the settlement the lessee is presented with available documented facility expenses including, but not limited to, rent balance and all other applicable expenditures. The event settlement will be paid by Wright State University via wire transfer.

If, at the sole discretion of the WSU Nutter Center, ticket sale proceeds are not sufficient to cover facility expenses, lessee may be required to make additional deposits prior to the event. If such deposits are not made within a designated time frame, the event may be canceled resulting in forfeiture of the lessee's deposit.

In the event ticket proceeds do not equal expenses due, the lessee shall be responsible to pay amount due in full at this time.

Any unresolved or outstanding expenses from the event are to be settled within 30 days.

Any questions regarding financial settlement should be directed to Becky Sparks, Business Manager, at (937) 775-4785.

RENTAL RATES AND CHARGES

FULL ARENA RENTAL PACKAGE

Rental for a full arena setup is \$25,000* plus all reimbursable expenses. Reimbursable expenses include, but are not limited to: stagehands, catering, equipment rental, advertising, additional security, etc. These expenses will be listed on Schedule A of your contract.

HALF-HOUSE ARENA RENTAL PACKAGE

Rental for a half-house arena setup is \$14,000* plus all reimbursable expenses. Reimbursable expenses include, but are not limited to: stagehands, catering, equipment rental, advertising, additional security, etc. These expenses will be listed on Schedule A of your contract.

*The ability to adjust the rental rate will be at the discretion of Jim Brown, Executive Director.

BOX OFFICE

Full service is offered through Ticketmaster.

LABOR RATES (Personnel)

Rates effective July 1, 2016 and are subject to change.

Parking	\$12.75	Tech Crew	\$14.75
Ushers	\$11.25	Electrician	\$34.00
Housekeeping	\$15.00	Maintenance	\$34.00
Ticket Takers	\$11.25	Audio Engineer	\$34.00
Box Office	\$14.75	Security	\$19.25
Scoreboard Operator	\$11.75	Security Supervisors	\$20.25
W.S.U. Police	\$63.00	Fairborn Police Officers	\$72.00
Fire/Medic	\$68.00		

STAGEHAND LABOR RATES

Stagehand services are subcontracted to IATSE Stage Employees Local #66.

Below are the per hour labor rates for stagehand personnel (as of July 1, 2016).

Steward/Electrician/ Pyro technician/Truss Spotlight Operator/Truckloader - \$26.35

Stagehand/Forklift Operator/House Spotlight Operator - \$25.42

Riggers - \$35.00

Hands Just In & Out - \$22.95 (5 hour minimum in; 4 hour minimum out)

The above rates are in effect seven days a week. There is no premium charge for weekends. Premium charges apply to holidays. Rates are subject to annual change.

IATSE LABOR DURING MOVE-IN PERIOD

1. During the move-in, there is a five hour minimum call for everyone except riggers and loaders. There is a six hour minimum call for riggers and loaders.
2. Stagehands are paid straight time until eight hours. After eight hours, hours are computed at time-and-a-half rate.
3. A meal break must be given after five hours of work otherwise a penalty rate will prevail after the fifth hour until a meal break is given.
4. Anyone called in before 7 A.M. is paid time-and-a-half.
5. Local #66 will provide qualified forklift operators.

IATSE LABOR DURING SHOW PERIOD

1. During the show period, there is a three hour minimum call – on duty 30 minutes before show time.
2. Stagehands are paid straight time for three hours up to five hours. After five hours, additional hours are computed at time-and-a-half rate.
3. Anyone called to work the “performance only” is paid for a minimum of four hours.

IATSE LABOR DURING MOVE-OUT PERIOD

1. During the move-out, there is a three hour minimum call.
2. Stagehands are paid straight time unless the stagehand has worked the “in” and the “show” periods. For those hands, time-and-a-half pay will take effect for the entire “out” period.
3. Riggers and truck loaders receive six hours minimum straight time and are excluded from this time-and-a-half pay situation.
4. After three hours, stagehand wages are computed at the time-and-a-half rate.
5. Any employee called in to work the move-out period only is paid four hours minimum.

IATSE OVERTIME

All overtime shall be computed at the time-and-a-half prevailing hourly rate.

IATSE HOLIDAYS

The following holidays are computed as time-and-a-half:

Easter	Christmas Eve (after 6 p.m.)
Memorial Day	Christmas Day
Independence Day	New Year’s Eve (after 6 p.m.)
Labor Day	New Year’s Day
Thanksgiving	

TECHNICAL INFORMATION

ELECTRICAL CAPABILITIES

2 - 600 amp 3 phase 3 wire Location – upstage

1 - 400 amp 3 phase 3 wire Location – upstage

1 - 200 amp 3 phase 3 wire Location – upstage

1 - 400 amp 480 volt Location – upstage

Shore power is available for five buses – 50 amp single phase 4 wire.

Theater B power is approximately 104 feet from the stage.

LOAD-IN AREA

One 16' x 16' ground level door

2 separate loading docks with a 10% angle down to dock plate

Flat 100' roll to stage

Covered dock doors for weather protection

PRODUCTION

Office location: upstage left, floor level. Other rooms may be available upon request.

DRESSING ROOMS

Two Star Dressing Rooms Location: upstage left, floor level

Four Team Dressing Rooms Location: upstage left

Minimal dressing room furniture is available thru the venue. Local furniture rental can be arranged. Pipe and drape is obtainable upon request.

PARKING

Backstage, floor level: capacity 20 trucks and/or buses

CATERING

All backstage catering is provided in-house by WSU Hospitality Services. Please contact the Catering Manager at (937) 775-4668 to coordinate your food and beverage requests.

FLOOR

Floor type: Concrete/ice floor

Floor load: No load restrictions

Floor dimensions (bleachers retracted): 120'w x 245'

Floor dimensions (with dashers in): 84'w x 200'

ICE SYSTEM

Our ice system meets all National Hockey League regulations. Our ice surface measures 200' x 84' and has high-end surface temperature controls.

The ice system enables the WSU Nutter Center to remain versatile. A portion of or the entire ice can be covered by a Stage Right polar floor cover to accommodate ice shows or concerts. In addition, our top-of-the-line Zamboni is operated by a crew of experienced drivers.

EQUIPMENT

Forklifts: Two with 5 ft. fork extensions (powered by propane fuel)
Maximum for height: 12'
Weight capacity: 6,000 lbs.
Barricade: Freestanding (Stage Right)
Staging: Stage Right 60' W x 40'D x 4' – 7'H; 2 – 12' x 24' sound wings
Stage ramping: ADA approved – floor to stage
Riser stock: Variable – 12" – 32" in height
Basketball floor: Model – Connor
Volleyball capacity: Yes
Spotlights: 8 Lycian 1290 XLT, 2K
House sound system: Center cluster unit

HOUSE CURTAIN

A house curtain is available. The curtain is 70' high and runs the width of the building. Curtain placement is flexible to the needs of the user.

MISCELLANEOUS

Height to highest seat: 42' from floor
Backstage crew restrooms are available for men and women.

RIGGING GUIDELINES

Floor to high steel is 96'.
Floor to low steel is 76'.
Point load capacity:
Center house – 3,500 lbs. per point
End stage – 5,000 lbs. per point

Rigging schematics are available upon request by emailing John Cox at john.cox@wright.edu.

FIRE SAFETY REQUIREMENTS

PERMITS

Permits are required by the NFPA and can be obtained by contacting John Cox, Assistant Director of Operations, at (937) 775-4672.

PYROTECHNICS AND OPEN FLAME DEVICES

A pyro technician must have an Ohio Shooter for Fireworks License to discharge any pyrotechnics (ORC 3743.54) or open flame. The permit fee is \$150 per show, and the permit must be issued at least twenty-four hours prior to show time. The Fairborn Fire Department may require a demonstration of any pyrotechnic or open flame device prior to the event. The demonstration should be conducted during normal business hours. A pyro technician must be obtained through the local IATSE.

TEMPORARY MERCHANDISE AND FOOD STANDS

Temporary merchandise stands must be approved by the Fairborn Fire Department. A floor plan must be submitted for approval no less than 48 hours prior to the beginning of an event. An Ohio State Fire Marshal flame retardant certificate is required for any questionable materials. All packaging materials shall be removed periodically to prevent a fire hazard. Novelty products are not to be stored on the concourse. Temporary food permits must be obtained through the Greene County Combined Health District at (937) 374-5600.

ELECTRICAL WIRING

Electrical wiring must be grounded and UL listed. Temporary extension cords may be used provided they are plugged directly into an outlet or an approved power strip. Extension cords may not be plugged into another extension cord. Cords shall be taped down and covered to prevent them from becoming a safety hazard.

TRAILERS

Trailers used for temporary offices may not be located inside the arena.

STANDBY INSPECTOR

When deemed necessary by the Fire Marshal, standby personnel may be required. The cost for such personnel will be invoiced to the promoter by WSU Nutter Center management.

TENT PERMIT/PROCEDURES

Structural and electrical permits are required by the State of Ohio for all tents placed on the grounds. Inspections will be conducted by a City of Fairborn Fire Chief. Permit information can be obtained by contacting Event Services at (937) 775-4743.

SEARCH PROCEDURES

For purposes of public safety and effective crowd management, WSU Nutter Center management, at its discretion, will conduct a search of patrons attending the event. The magnitude and intensity of the search will depend on the type of event and the nature of the crowd attending the event.

STAFFING

When a search is necessary for an event, the promoter of the event may be required to pay for the additional staffing required. The exact number of staff used for such purposes, as well as the costs, will be communicated by WSU Nutter Center management.

VISUAL SEARCH

If, in management's opinion, the possibility exists that certain items might be brought into an event, but the volatility of the crowd is low, a visual search will be done at each entrance in the following manner:

1. Visual scan of each patron as they walk by single file.
2. The patron will be asked to open his/her coat. The patron will be asked to open any purses or handbags to display contents.
3. When an inappropriate item is found, the patron will be given the opportunity to dispose of the item before entry or take it back to his/her vehicle.

This type of search will be done as quickly and effectively as possible. Unless the patron is asked to open a handbag or coat, the majority of patrons do not realize they have been searched. Inappropriate items include, but are not limited to: weapons, coolers, video cameras, food, and beverages.

FULL SEARCH

When the potential for inappropriate and illegal items being brought into the building is high, a full search will be implemented which will include a series of checkpoints that:

1. Act as a crowd management tool while patrons enter the event.
2. Direct the patrons through a series of visual points.
3. Search every patron by either physical pat-down (voluntary) or metal detection device for items not permitted in the facility, i.e., weapons, illegal drugs, alcohol, etc.

This search is required for the safety of the patrons, the entertainer(s), and the facility and its staff. When an item is found on a patron during the search, Nutter Center management determines if entry to the event is granted. When illegal items are confiscated, Wright State Police officers will investigate the matter.

EVICTION POLICY

The following are causes for eviction from the WSU Nutter Center:

1. Offensive or profane language: language threatening to other guests
2. Possession of any unauthorized banners or signs
3. Possession of glass bottles, cans, squirt bottles, or other containers not permitted in the arena
4. Possession of fireworks, knives with or without a sheath, horns, air horns, whistles (or other irregular sound devices), clubs, poles over 20" in length, slingshots, fishnets or other net material, beach balls, Frisbees, skateboards, roller skates, live pets including all animals or reptiles except Seeing-Eye or hearing-assistance dogs, or any object which may obstruct the vision of adjacent guests
5. Failure to wear shoes, thongs, sandals, or other protective foot covering
6. Refusing to move from an unauthorized area, wrong seat, or opposite-gender restroom
7. Throwing of objects, spitting, or dropping anything on any seating areas: throwing objects from the concourse onto the arena floor including all staging areas and/or surfaces; discarding objects outside the arena including the plaza and parking areas
8. Public intoxication
9. Possession of stolen tickets
10. Fighting or threatening to fight
11. Smoking in unauthorized areas

NOTE: Eviction will be determined and enforced by the Wright State Police Department and other law enforcement officials.

PARKING INFORMATION

GUEST PARKING

Wright State University's Nutter Center has nine parking lots for parking convenience. Eight of the lots are on-site and one is located near the facility. The lots are designated by numbers 1-20. Handicap parking is available in main lots 1, 2, and 9. Parking capacity for each lot is:

Main Lot 1	560
Main Lot 2	470
Main Lot 3	90
Main Lot 4	70
Main Lot 5	160
Main Lot 6	135
Main Lot 7	900
Main Lot 8	1,000
Main Lot 9	235
Main Lot 20	<u>850</u>
Total Spaces	4,470

LIMOUSINE/RV/BUS PARKING

WSU's Nutter Center has parking areas available for limousines, recreational vehicles, and buses. For more information, please contact Event Services at (937) 775-4743.

PARKING LOT POLICIES

1. No in/out parking privileges unless authorized in advance by management.
2. No overnight parking is allowed unless related to event activities and approved in advance by management.
3. No solicitation activities allowed in the parking lots, e.g., distribution of flyers, sale of products, etc.
4. No consumption of alcoholic beverages in parked vehicles.
5. No tailgate parties, gatherings or similar activities allowed.
6. No free-event parking allowed unless proper parking credentials are displayed and/or pre-authorized by management.

PARKING CHARGES*

The WSU Nutter Center is responsible for all parking lot operations and revenues collected. The following charges apply:

Cars/Trucks/SUVs \$5.00/space or \$3.00/ticket when included in the ticket*
Limousines No charge (must be attended by driver at all times)

*Parking fees subject to change

MISCELLANEOUS INFORMATION AND SERVICES

ANIMAL CONTROL

Shows that have animal acts are required to secure appropriate permits from the Greene County Combined Health District. Please contact John Cox, Assistant Director of Operations, for details.

TICKETING SERVICES

The WSU Nutter Center provides ticketing services through Ticketmaster on an exclusive basis for all events scheduled in the facility. For further information on ticketing services and related charges, please contact Kiley Fleming, the Box Office Manager.

WSU HOSPITALITY SERVICES

WSU Hospitality Services provide all on-site food and beverage services on an exclusive basis for all events and activities scheduled in the WSU Nutter Center. For more information, please contact the Catering Manager at (937) 775-4668.

MERCHANDISE

There are four permanent merchandise stands located on the concourse level at Gates 1, 3, 6, and 8. The WSU Nutter Center provides for the operation and sale of event merchandise, i.e., programs, novelties, souvenirs, etc. Please call (937) 775-4670 for more information.

EVENT STAFFING

The WSU Nutter Center provides all ushering, in-house event security, ticket takers, door guards, and parking services on an exclusive basis for all events and activities held at the facility.

ADVERTISING/PROMOTIONS

The WSU Nutter Center Marketing Department will provide a comprehensive advertising campaign at a competitive rate. For more information, please contact Misty Cox, Marketing Manager, at (937) 775-4674.

BERRY ROOM

Wright State University's Nutter Center provides extensive banquet facilities with a full-service catering operation on the premises. The Berry Room is ideal for seminars, conferences, proms, weddings, and banquets. Lee Guild, the Berry Room Coordinator, will assist in coordinating your event. Additionally, any audio-visual needs you may have can also be accommodated. The Berry Room has 5,280 square feet of banquet space and can be divided into three separate rooms. For more information, please call Lee Guild at (937) 775-3670.