

FOUNTAIN SQUARE

Addendum: Fountain Square Services Menu

Stage Rental: \$100 per hour

Fountain Square boasts a new 36'x24' stage that is covered and has an LED lighting system.

Built-In Sound System Rental: \$50 per hour

The built-in sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer with four (4) inputs and up to two (2) wired mics with stands. If you prefer a wireless mic, please specify wireless. If recorded music is to be played, client will provide music on CD or .mp3 player (such as an iPod). If multiple tracks are to be played, client will provide a written run of show with track numbers clearly marked.

Full PA Rental: \$100 per hour

The PA is used for performances by live musical acts. You are not required to use our PA, but a third-party PA may not be flown from the truss.

Sound Engineer: See hourly rates below:

4-hour event (minimum):	\$375
5-hour event:	\$450
6-8 hour event:	\$525
Over 8 hours:	\$525 + \$85 per hour over 8

If you use our PA, you must use our sound engineer. Sound engineer arrives two hours before show start. Earlier call times are billed at \$85 per hour.

Live Camera Projection on the Video Board: \$100 per hour

The video board adds a unique dimension to any event. With the video board, your event can have live camera projected onto the LED board to amplify the action on the square.

- If good close-ups are important, we recommend adding our handheld camera for an additional **\$25 per hour**.
- For more complex events that require third parties to 'plug in', or professional recording please contact us for a quote.

Delivery: Client will deliver a written program schedule of what live camera content should be covered to Fountain Square Management at least **14 days** prior to your event.

A/V Tech: \$60 per hour (two hour minimum)

The number of A/V techs and the hours they work will be determined by the services ordered (e.g., stage, PA, video, etc.), load-in time, event duration, and load-out time. (Additional Audio tech required per additional band).

Alcohol Package: Please contact for a quote

Camera riser: \$150

10' x 10' Pop-up Tents (includes weight bags. no sidewalls): \$75 each

Sandbags/weights: \$5 each

Pop-up tents must be weighted. Customers may supply their own weights or rent from us.

Pop-up tent sidewall (10'x10' section): \$5 each

8' by 30" tables: \$15 each

Includes setup. You are advised to supply your own table cloths or covers.

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Folding chairs: \$1 each

Cable mats: \$10 each

Cords & cables that cross pedestrian paths must be covered. Customers may bring their own or rent from us.

Extension cord and/or power strip: \$10 each

Drip mats (required under any vehicle on plaza): \$10 each

Ice (22 lb. bag): \$5 each

Barricades (7'): \$5 each

Trash receptacles: \$5 each

Plaza Setup, Breakdown & Cleaning

Most events require some labor. Contact us for a quote at 513-977-8057.

Security

Please contact us for a quote at 513-977-8057.

Parking/Storage

We do not provide free or discounted parking for events or on-site storage.

Ice & Beverages

Fountain Square has 22lb bags of ice available for \$5 per bag. Fountain Square has an exclusive agreement with Coca Cola that all vendors must abide by. A vendor can sell this product when Fountain Square Management is not but must place an order with Andi Schultes (501-472-5324) no later than 14 days prior to event date.

Labor

Depending on the scale of your event a Site Manager and/or Labor fees for rental set-up may be required.

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2015 Fountain Square Services Order Form (Please fill out as thoroughly as possible)

Name of Event _____ Date _____ Load-in time _____ AM/PM

Event hours _____ AM/PM - _____ AM/PM Load-out Complete _____ AM/PM

- Stage*: \$100 x _____ hours = _____
- Live Video Board*: \$100 x _____ hours = _____ (For live projection only. No pre-recorded content)
 - Video Tech/Switcher : \$60 x _____ # of Video Techs x _____ hours = _____
 - Handheld camera: \$25 x _____ hours = _____
 - Camera riser*: \$150 _____
 - Personal 5 minute message: \$100 _____ AM/PM - _____ AM/PM
- Built-in sound system (No live music/performances) *: \$50 x _____ hours = _____
 - Audio Tech (4hr minimum) : \$60 x _____ # of Audio Techs x _____ hours = _____
- Full PA*: \$100 x _____ hours = _____
 - Sound Engineer (4 hour minimum) : hours = _____ x 1 SE = _____
 - Audio Tech (4hr minimum) : \$60 x _____ # of Audio Techs x _____ hours = _____
- Alcohol Package: (requires estimate quote): \$ _____

Rentals

- 10'x10' pop-up tent*: \$75 x _____ quantity = _____
 - Pop-up tent sidewall (10'x10' section)*: \$5 x _____ quantity = _____
 - Sandbags/weights*: \$5 x _____ quantity = _____
- 8' by 30" tables*: \$15 x _____ quantity = _____
- Folding chairs*: \$1 x _____ quantity = _____
- Cable mat, extension cord, power strip, or drip mat*: \$10 x _____ quantity = _____
- 22lb Bag of ice*: \$5 x _____ quantity = _____
- Barricades*: \$5 x _____ quantity = _____
- Trash receptacles*: \$5 x _____ quantity = _____
- Labor: Event setup, breakdown & cleaning (requires estimate quote): _____
- Site Manager (requires estimate quote): \$25 x _____ AM/PM - _____ AM/PM = _____
- Security (CPD) # of CPD _____ x _____ hours = _____
- 7% Tax (charged on all items indicated with an asterisk) _____
- Coordination Fee (15% of all services): _____ = Total: _____



Payment for Services

Circle card type: **Visa** **MasterCard** **American Express**

Credit Card Number: _____

Expiration Date: _____

Security Code*: _____ (3-digit code on back of MC/Visa or 4-digit code on front of AmEx)

Name on Card: _____

Billing Address: _____

Billing City, State and Zip: _____

You must provide a credit card number to reserve services. If payment is not received by check 14 business days prior to the event, estimated charges will be put on your credit card. If your card is declined, services will be cancelled.

Check

Made payable to Fountain Square Management

Once you have completed this form, you may:

- Fax it to 513.621.5900
- Mail it to 3CDC, 1203 Walnut St 4th Fl, Cincinnati, OH 45202
- Hand deliver it to 1203 Walnut St 4th Fl, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)

Payment for services must be made in full at least 14 business days prior to the event.

Changes

- Changes to services within three business days of an event are subject to a change fee.

Cancellation of Services

- Cancellation of services must be received at least 24 hours prior to the start of the event to qualify for a full refund of service fees.
- If cancellation occurs less than 24 and more than 4 hours prior to the start of the event, 50% of service fees will be refunded, less any actual costs already incurred by FSQ
- If cancellation occurs less than 4 hours prior to the start of the event, service fees will not be refunded.
- To cancel, the event organizer should directly contact a representative of Washington Park Management Group either by live phone call (not a voice mail) or by email or text that is received and acknowledged.