

Lumina Theater Rental Fees

As of July 1, 2015

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Organizations wishing to hold an event in Lumina Theater at the Fisher Student Center are assigned a group classification for the purposes of fee pricing. You may determine which group your organization falls under using the criteria below.

First, determine your Group Number:

Group 1: UNCW Registered Student Organizations and Departments.

Group 2: UNCW Student Organizations or Departments charging fees for admission, registration, sponsorships or other monies are exchanging hands OR external groups who have secured sponsorship by University departments in which the department becomes the sole contact and responsible entity for the event.

Group 3: External (off campus) groups and organizations.

Second, determine the length of your event to determine your room rental fees.

When making your reservation, list only the actual event start and event end times. Set up and breakdown times will be added by Campus Life Reservations.

Room Rental Fees:	Group 1		Group 2		Group 3	
	Half < 4 hrs	Full > 4 hrs	Half < 4 hrs	Full > 4 hrs	Half < 4 hrs	Full > 4 hrs
Length of Event: More than 4 hours is a FULL rental. 4 hours or less is a HALF rental.						
Lumina Theater Room Rental Price During Normal Business Hours	\$0	\$0	\$203	\$289	\$449	\$674
Extended Hours Fee added on top of Room Rental Fee When Event begins or ends after Fisher Student Center Closing	\$30 per hour		\$35 per hour		\$45 per hour	

After Hours Fees: If your event takes place when the Fisher Student Center is scheduled to be closed, your group number will be changed

to the next higher classification for billing purposes. To determine the After Hours Fees for Group 3, multiply the regular Group 3 fees by 150%.

Third, determine the equipment you need.

To help you select the right equipment for your event, we have created equipment packages in CRS to help you plan the most common event types for this venue:

Lumina Theater Movie Package:

Table- 6' skirted with two chairs outside of theater for promotional purposes, Lumina Theater Lectern with Microphone, Lumina Theater DVD/Blu-Ray Player, Lumina Theater Digital Projection System

Lumina Theater Panel Discussion Package:

3 Tables- 6' skirted with two chairs (2 tables on stage for panel guests, 1 table outside of theater for promotions), 4 Lumina Theater Microphones-wired (If fewer than 4 mics needed, please specify)

Lumina Theater PPT/Media Presentation Package:

Table- 6' skirted with two chairs outside of theater for promotional purposes, Lumina Theater Lectern with Microphone, Lumina Theater Digital Projection System

Audio-Visual Equipment (charged for every 4 hours of consecutive use):	Group 1		Group 2		Group 3	
	Half < 4 hrs	Full > 4 hrs	Half < 4 hrs	Full > 4 hrs	Half < 4 hrs	Full > 4 hrs
Length of Event: More than 4 hours is a FULL rental. 4 hours or less is a HALF rental.						
Laptop Computer (specify Mac or PC)	40	80	75	150	110	220
Lumina Projection Room Computer (Operated by projectionist). Free with use of Digital Projector. Projectionist will load your PowerPoint or video at no extra charge. You will be provided with an advancer to control the program.	0	0	0	0	0	0
Lumina Theater DVD/Blu-Ray Player	0	0	11	22	25	50
Lumina Theater Digital Projection System (Not compatible with the DCP format)	50	100	81	162	180	360

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Lectern and Microphones (charged for every 4 hours of consecutive use):	Group 1		Group 2		Group 3	
	Half < 4 hrs	Full > 4 hrs	Half < 4 hrs	Full > 4 hrs	Half < 4 hrs	Full > 4 hrs
Length of Event: More than 4 hours is a FULL rental. 4 hours or less is a HALF rental.						
Lumina Theater Lectern with Microphone	\$0	\$0	\$7	\$14	\$15	\$30
Wired Microphone for panel discussions (price per microphone -- recommended limit 4 microphones)	\$5	\$10	\$10	\$20	\$15	\$30
Wireless Handheld Microphone	\$12	\$24	\$25	\$50	\$44	\$88
Wireless Lavalier Microphone	\$12	\$24	\$25	\$50	\$44	\$88
Tables:	Group 1		Group 2		Group 3	
6' skirted with two chairs, unless unskirted is requested. Specify number and whether outside the theater under the stairs in the hallway or on the Lumina stage. If outside of Lumina, tables must remain in the FSC hallway under the stairwell across from Sharky's Box Office.	\$0		\$0		\$0	
Specialty Lighting:	Group 1		Group 2		Group 3	
Lumina Theater Lighting-Small Stage Wash (lights most of stage area with three white spotlights)	\$30	\$60	\$50	\$100	\$75	\$150
Staffing (1 hour of setup and 30 minutes of breakdown is required):	Group 1		Group 2		Group 3	
Projectionist (per projectionist, per hr.) REQUIRED. Complicated events may require more than one Projectionist.	\$15 per hour		\$15 per hour		\$25 per hour	
Events scheduled with less than 7 days notice require a higher price per hour for each Projectionist	\$21 per hour		\$21 per hour		\$37 per hour	

FOOD SERVICE: All food service must be provided by the university contracted food service provider. No outside food is allowed to be brought into university facilities. When you reserve a space, make sure you indicate that you will be serving food. As soon as you have a confirmed space reservation, call Campus Catering at 910-962-3600 to make your food service arrangements.

HOW TO MAKE A RESERVATION FOR LUMINA THEATER:

<https://events.uncw.edu/virtualemscampus/>

The Campus Reservation System is an online, user-friendly system which allows users to browse availability and explore room setups/capacities. You must have a CRS web account to submit a reservation request and tentatively hold your needed space.

New Users: If you are a representative of a UNCW department, you may request a CRS web account by clicking "My Account," "User Log In," and then submit the requested information.

Making a Reservation Request for Lumina Theater or Other Campus Life Facility :

- Go to "My Account" and click on "User Log In."
- After logging in, go to "Reservations" and choose the "Campus Life Space Request" option.
- Follow the prompts provided on the request page to check space availability. Only available spaces will appear. If no spaces are available, try changing your dates, times, and/or setup type if possible.
- After you have selected a specific room(s) during the date/time period you would like, fill in the remaining information, then click on "Submit Reservation." A hold is then placed on that location and your web reservation will be submitted for processing.
- Once your space request has been submitted, you will receive an automatic email stating that the request has been submitted to Campus Life.

Any changes, additions and cancellations to your reservation should be made within the Campus Reservation System.

Please log in to your account and, under the "Reservations" tab, select "View My Requests" to proceed with any reservation edits or additions.