

# Rental Handbook

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- Weekly Rental Fee is for Tuesday through Sunday.
  - This includes four (4) performances Thursday through Sunday **only**.
  - Theater hours are:
    - Tuesdays through Saturdays from 1:00PM – 11:00PM
    - Sundays from 12:30PM – 10:00PM
    - Please note, the theater is closed on Mondays.
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## Rental Fee Includes:

- Designated performance space
- Minimum of 40 lighting instruments with ETC light board
- Sound equipment – speaker system controlled via Qlab
- Use of projector
- Heating and air conditioning
- Box Office / House Manager Services
  - Advanced reservations at the Box Office (reservations via phone require a credit card)
  - There is a \$3.00 (or 3% of ticket price, whichever is higher) processing charge for all credit card orders (fee paid by customer, not lessee).
  - Box Office hours are 12:00PM – 3:00PM Monday through Friday and two hours before each performance.
  - Box Office services include tallies for unassigned general admission seating.
  - Box Office services begin a minimum of one week prior to move-in.
  - House Manager for all performances.
- *Rental payment by credit card will have a 3% processing fee.*

## Rental Fee **DOES NOT** Include:

- Printing of tickets or programs
  - Designers, Crew, or any other Theater Personnel
    - Names and contact info of publicist, designers, stage managers, and crew are available upon request.
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## Additional Fees & Add-Ons

- Our Lobby and Patio are available for receptions/parties until midnight at the rate of \$75 per night.
- \$350.00 per performance for any additional performances
  - “Additional performances” must be either a second show on Saturday and/or Sunday.
  - This charge covers the cost of Box Office services, House Manager services, electrical costs, etc.
- \$35.00 per hour for additional rehearsal time **OR** \$125.00 for 4 hours **OR** \$200.00 for 8 hours
- \$25.00 per hour if a Staff Member must be brought in to open during off hours