

THEATER

ROOM REQUEST FORM



Please read the following pages to review the types of rooms, equipment, and services we provide.

PLEASE NOTE: We will discuss this with you before a contract is started in order to determine whether we can meet the needs of your event.

CONTACT INFORMATION

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

EVENT INFORMATION

Name of Event: _____

Description of Event: _____

Date(s) of Event: _____

Number Expected to Attend Event: _____

Approximate Age Group of People Attending: _____

A minimum of 1 chaperone to 10 minors is required. The ACA defines minor age as 17 years old and under.

If room is reserved for minors, how many chaperones will attend: _____

Your time of reservation MUST include your set up and clean up time. Your set up before and clean up after must take place within your rental time.

Time of day you will begin to occupy the space: _____

Published Beginning Time of Event: _____

Published Ending Time of Event: _____

Time of day you will exit the space: _____

LIST OF SERVICES FOR PURCHASE | Packages & Add On's

PACKAGES

These rates are for the Emma Kelly Theater. The Whitaker Black Box Theater rates are half of these prices.

<input type="radio"/> 4-Hour Package	Commercial Rate:	\$600	4 HOURS TOTAL
	Non-Profit Rate:	\$550	

This package includes:
Use of theater
Access to restrooms
House Lights for Audience
Lectern
House PA System
1 Corded Microphone
1 Microphone Stand
Technical Director
House Manager

Note: This package is for three (3) hours rental of the facility for a performance or event. It also includes (1) hour of set up/rehearsal time prior to the presentation for a total of four (4) hours use of the Facility. The time is from unlocking until locking of the facility and/or premises. This is for a non-ticketed free public event. You can add ticket services by selecting that in the add on section.

<input type="radio"/> 6-Hour Package	Commercial Rate:	\$850	6 HOURS TOTAL
	Non-Profit Rate:	\$775	

Includes services listed in 4-Hour Package plus:
Dressing Rooms

Note: This package is for a four (4) hour rental of the facility for a performance or event. It also includes a two (2) hour setup/rehearsal time prior to the presentation for a total of six (6) hours use of the facility. The time is from unlocking until locking of the facility and/or premises. This is for a non-ticketed free public event. You can add ticket services by selecting that in the add on section.

<input type="radio"/> 11-Hour Package	Commercial Rate:	\$1500	11 HOURS TOTAL
	Non-Profit Rate:	\$1370	

Includes services listed in 4-Hour & 6-Hour Packages plus:
Use of Green Room
Full theatrical lighting with technician
Full theatrical sound with technician

Note: This package is for five (5) hours rental of the Facility for a performance or event. It also includes a six (6) hour setup/dress rehearsal time on the night prior to the performance or event (from 5 p.m.-11 p.m.) or on the day of the performance or event (from noon until 6 p.m.) for a total of eleven (11) hours use of the Facility. The Facility will be available two hours before the performance for use of the cast and crew. The time is from unlocking until locking of the Facility or Premises.

ADD-ONS

Additional Items available for rental:

One set of general admission tickets 50 cents each printed for lessee if lessee sells all of their tickets_____

Box Office Personnel \$75 per show & \$1 per ticket sold_____

Extra Corded Microphone \$25 each per day (if available)_____

Extra Cordless Microphone \$50 each per day (if available)_____

Stage Screen (20' diagonal) \$50 per day (if available)_____

Projector \$100 per day (if available)_____

Grand Piano \$75 per day (if available)_____

Lighting Design Services \$100 – 1,000 per show run (based on a sliding scale)_____

Set Design Services \$100 – 1,000 per show run (based on a sliding scale)_____

Spot Light & Spot Light Operator \$100 per day_____

Other Rooms as extra Dressing Room Space \$50 per room per day_____

Extra personnel \$50 per person (will call attendant, ticket taker, ushers) per day_____

Marquee (Front) \$25 per day (if available)_____

Marquee (Side facing H&R Block) \$10 per day (if available)_____

Marquee (Side facing courthouse) \$10 per day (if available)_____

Event in Brochure \$100 per brochure_____

Other items upon request_____

Total of Services _____