



the **reser**

PATRICIA RESER
CENTER FOR THE ARTS

RENTAL RATES – Mainstage Theater

Stunning, modern, warm, and intimate, the Mainstage Theater accommodates up to 550 seated guests on two levels for performances and speaking events. Features world-class lighting, L’Acoustics sound system, high-definition projection, theatrical rigging system, curtain package, and a sizable stage. Rental of the Mainstage Theater includes backstage spaces composed of a green room, and five dressing rooms. Coordination with our expert technical staff ensures a polished and professional event.

Rates for Public Events*

	Event Day	Rehearsals/Tech/Load-In
Standard Rate	\$1,800 for 1 event up to 12 continuous hours in one day. \$800 for each additional public event on the same day.	\$700 for up to 6 hours of continuous use in one day. \$1,000 after 6 hours for up to 12 hours in one day. Must be related to an upcoming event.
Non-profit Rate	“Rise Together” Program: \$2.00 per seat utilized, for up to 12 continuous hours in one day. Each public event will incur a separate per-seat rental fee, with a \$500 minimum.	\$500 for up to 6 hours of continuous use in one day. \$800 after 6 hours for up to 12 hours in one day. Must be related to an upcoming event.

Rates for Private Events**

	Event Day	Rehearsals/Tech/Load-In
Standard Rate	\$3,500 for up to 6 continuous hours in one day.	N/A
Community Rate***	\$1,975 for up to 12 continuous hours in one day. Usage of up to 350 seats on Orchestra Level (first floor).	\$500 for up to 6 hours of continuous use in one day. \$800 after 6 hours for up to 12 hours in one day. Must be related to an upcoming event.
Non-profit Rate	\$3,025 for up to 12 continuous hours in one day.	

All facility rentals are subject to availability.

Usage must occur between the hours of 8:00 AM – 11:00 PM. Hourly rental charges will apply outside of those hours, and/or after 12 hours of usage. All usage time needs to include load-in, set up and break down.

All tickets for public events must be sold through The Reser box office.

A non-refundable facility fee of \$4.00 will be added to the price of every ticket, including consignment and complimentary tickets. This fee per attendee is required for free events. The facility fees will be retained by The Reser to fund facility repairs, maintenance, and upgrades.

Additional charges also apply, including house management staff, technical supervisors, and stagehands, as well as equipment rental.

Definitions:

*A public event is defined as an event open and promoted to the public, where any member of the public may attend. Each attendee at a public event will require a ticket to gain entry.

**A private event is defined as an event promoted to a select group of attendees, or to an invited list of attendees. Attendees of private events do not require tickets

A Non-profit organization is one which holds an IRS 501(c)(3) designation. Government entities and public agencies may receive the benefit of non-profit rates.

***Community member (Community Rate) – Defined as any member of the public who rents as an individual, not as a nonprofit organization or for-profit entity (LLC, S-Corp, or Sole-proprietor).

Rates subject to change without notice.

STANDARD RATES – Ancillary Spaces

Space	Time Period	Rental Fee Per Hour	Minimum Rental Period	Day Rate	Late fee for runover of contracted hours.
The Lobby- (+/- 2500 SF)	Included: Room and tables and chairs. AV equipment and set-up not included.				
	Monday-Friday 8:00a-6:00p	\$300	2 hours	\$2500	\$80 for every 15 minutes
	Weekdays after 6:00p Weekends	\$300	4 hours	\$2500	\$80 for every 15 minutes
The Lab - (1725 SF)	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday - Friday 8:00a - 6:00p	\$250	2 hours	\$1,800	\$65 for every 15 minutes
	Weekdays after 6:00p Weekends	\$300	2 hours	\$2,000	\$80 for every 15 minutes
The Pavilion (800 SF)	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday - Friday 8:00a - 6:00p	\$110	1 hour	\$550	\$30 for every 15 minutes
	Weekdays after 6:00p Weekends	\$135	1 hour	\$607	\$40 for every 15 minutes

NONPROFIT RATES – Ancillary Spaces

Space	Time Period	Rental Fee Per Hour	Minimum Rental Period	Day Rate	Late fee for runover
The Lobby- (+/- 2500 SF)	Included: Space, tables, and chairs. A/V equipment and set-up not included.				
	Monday-Friday 8:00a-6:00p	\$250	2 hours	\$1,500	\$70 for every 15 minutes
	Weekdays after 6:00p and Weekends	\$300	4 hours	\$1,500	\$70 for every 15 minutes
The Lab (1725 SF)	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday – Friday 8:00a – 6:00p	\$100	2 hours	\$720	\$30 for every 15 minutes
	Weekdays after 6:00p Weekends	\$125	2 hours	\$800	\$35 for every 15 minutes
The Pavilion (800 SF)	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday – Friday 8:00a – 6:00p	\$45	1 hour	\$360	\$15 for every 15 minutes
	Weekdays after 6:00p Weekends	\$55	1 hour	\$440	\$20 for every 15 minutes

Basic Rental Policies:

- All facility rentals are subject to schedule availability, which will depend on The Reser’s programming, available staff, and prior commitments.
- All times must include load-in, setup, break down, and load-out.
- Full Day Rate is for eight hours of use. Hourly charges will apply outside of these hours.
- All public events must be ticketed. All ticketed performances must be sold through The Reser’s box office.
- Additional charges also apply, including house management, box office, technical staff, stage labor, and equipment rental. Any event that anticipates more than 70 attendees, will need to arrange for set-up through the preferred caterers.
- Organizations must hold a current IRS 501(c)(3) designation to be eligible for nonprofit rates.
- Rates are subject to change.
- All policies set forth in this document are incorporated by reference in The Reser’s User Agreement.
- Insurance requirements will be stipulated in The User Agreement

INCLUDED IN YOUR RENTAL

Manager on Duty: On-site event coordination during your time on-site to be provided by a member of the PRCA (Patricia Reser Center for the Arts) management staff.

House Sound System Package; Counterweight Rigging System; Standard Lighting Plot; Backstage Dressing Rooms.

NOT INCLUDED IN YOUR RENTAL

Additional Staff described below in STAFFING section

Board Operators (Lighting & Sound); Stagehands; Stage Manager; Follow Spot Operator; Labor to hang and focus any changes to the standard lighting plot.

Additional equipment rentals as required

STAFFING YOUR EVENT

PRCA staff is required at all functions and must be on-site to supervise through load-in, setup, event, strike, and clean up. Standard staffing charges are listed in an addendum to the Rental agreement and will be clearly detailed in the *Event Cost Estimate*.

Additional Staffing Requirements:

House Manager: For all public events and any events in the Mainstage Theater, a House Manager must be present throughout the time the public is in the facility, as well as for at least one hour before and after. For events that will also use the Balcony Level, two House Managers may be required.

Ushers: Trained volunteer ushers will be provided at no cost if available on the day of the event. If not, a minimum of one paid usher per theater entry door will be required.

Box Office: A minimum of one manager and one ticket office associate will be required for all ticketed events, for two hours prior and until the conclusion of the event. Manager may be required for two hours following the event for same-day reconciliation and settlement at client's request.

Production Labor: Two (2) house production personnel are required for a minimum of 4 hours for each event utilizing the stage during the load-in and load-out. Two (2) house production personnel are required for a minimum of two hours each for each event that utilizes the entire building, excluding the stage. One (1) house production person is required for a minimum of 1 hour for each event that utilizes the lab, pavilion room, courtyard, or lobby to assist with set-ups if required. If additional labor is required, Guest Presenter Employees such as Lighting Designer and/or FOH Audio Engineers if they are experienced with the Yamaha QL5 and ETC ION XE. Clients can utilize The Reser stage employees to supplement labor; or utilize the CBA with IATSE Local 28.

Additional Labor requirements: Labor for any special set-ups for stage, seating areas, rehearsals, lobbies, special custodial services, additional security necessary (as solely determined by The Reser's staff), or extra labor required to restore the facility to the basic conditions needed to resume regular program activity. Every effort will be made to anticipate additional labor requirements in the *Event Cost Estimate*, but The Reser reserves the right to provide for unanticipated needs at client's expense if it determines that the safety of the public or the post- event condition of the facility so require.

Ticket Sales:

- Tickets are required for all public events in the Mainstage Theater.
- All tickets must be sold by and through The Reser Box Office.
- A non-refundable facility fee of \$4.00 will be added to the price of every ticket, including consignments, comps, and group orders. The facility fees are not part of event revenue and will be retained by PRCA to fund facility repairs, maintenance, and upgrades.
- The Reser will list all public events on its website and tickets will be available for purchase in person, online, or by phone. All client advertising about its events should include ticket prices and fees, and direct potential purchasers to The Reser's website and list the phone number of

The Reser's Box Office. All advertised pricing for client events shall include either the full price of the transaction, including the facility fee, or the following language: "a facility fee of \$4.00 per ticket applies to all sales."

Catering Policies:

The Reser requires catered events to utilize a caterer from the below preferred caterer list. Culturally specific caterers utilizing a licensed commercial kitchen are also welcome and will be considered on a case-by-case basis depending on the needs of the event. Any events utilizing caterers outside of the list below are subject to set-up, cleaning, and waste collection fees.

Artemis Foods: <https://artemisfoods.com/>

ChefStable: <https://www.chefstable-catering.com/>

Vibrant Table: <https://vibranttable.com/>

The Reser can provide bars and bartending services through our concession/bar operations partner Lionheart Coffee, or through our catering partners.

- The Reser holds a liquor license for beer and wine. Our catering partners hold a liquor license for cocktails.
- No outside alcohol is permitted.
- The Reser will schedule bars for events at their discretion.
- All bars must close no later than one half-hour prior to the scheduled end of the event.
- All donated liquor must follow the guidelines set forth by Oregon State liquor laws.
- All cash bar proceeds will remain with The Reser
- Catering: All food and alcohol service plans must be approved in advance by The Reser and must conform to The Reser's catering policy.
- Cooking stations are not permitted inside the facility at any time.

Parking and Access

Public parking for patrons, performers, and client event staff is available in the adjacent, paid, parking structures, although we encourage carpooling to reduce carbon emissions and congestion. Performers and event staff may not park along SW Crescent Street adjacent to The Reser. Access to the loading dock must be coordinated and approved in advance and it may not be used to park private autos at any time. Backstage access for performers and crew is available through the stage door at the southwest corner of the building adjacent to the garage.

Public Health Policies

The health and safety of our patrons, clients, staff, and volunteers is our priority. The Patricia Reser Center for the Arts is committed to ensuring that our clients and their patrons and supporters enjoy an exceptional event experience by enforcing policies, protocols, and procedures designed to create a safe environment for all. The recent Covid 19 pandemic has reinforced the need for strict adherence to public health advisories. Please refer to the *Public Health Policies Addendum* to your rental contract for complete information.

Please contact Rentals@thereser.org.