

GUIDE TO RENTING AT THE RESER

01

SUBMIT A RENTAL INQUIRY FORM

Kickstart your rental journey by completing our Rental Inquiry Form ([link here](#)). Our dedicated team at The Reser will carefully review your submission and aim to respond within one week.

02

RESER PLACES HOLD ON DATE

If the requested date aligns with our availability, we'll reserve it for you and send a Theater Production Advance along with an introduction to our Production team.

03

CLIENT SUBMITS THEATER PRODUCTION ADVANCE

Within one week of receiving the completed Theater Production Advance, a cost estimate is created and sent to the client.

04

CLIENT APPROVAL OF COST ESTIMATE

The client has one week to approve the cost estimate so the date can continue being held. Once the estimate is approved, the deposit is paid in one week.*

05

PLACING TICKETS ON SALE

Client will receive Ticketing/Audience Services & Marketing Advances to fill out and submit in order to list your event on our website and place tickets on sale.

06

CONTRACT COMPLETED

The contract, which includes the cost estimate, is reviewed and signed by the Client and The Reser. A certificate of insurance is submitted to The Reser no less than 30 days before the event.

07

FINAL PREPARATION FOR YOUR EVENT

Client works with Production & Audience Services on final details. Production will confirm the run of show no less than 30 days before the event.