

# RENTAL RATES & POLICIES



## CONTACTS:

Rental Events — rentals@thereser.org, 971-501-7762 ext 217

Box Office — 971-501-7722

## ***BASIC RENTAL POLICIES***

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All facility rentals are subject to schedule availability, which will depend on The Reser's programming, available staff, and prior commitments.

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All times must include load-in, setup, break down, and load-out.

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Full Day Rate is for twelve hours of use.

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All public events must be ticketed. All tickets must be sold through The Reser's box office.

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Additional charges also apply, including house management, box office, technical staff, stage labor, and equipment rental. Any catered event that anticipates more than 70 attendees will need to arrange for set-up through the preferred caterers.

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Organizations must hold a current IRS 501(c)(3) designation to be eligible for nonprofit rates.

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Rates are subject to change.

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Liability Insurance requirements:

- General Liability Insurance: Licensee shall maintain limits of \$1,000,000 for each occurrence and in the aggregate.
  - Additional Insureds: For General Liability, the Licensee's insurer shall name "Patricia Reser Center for the Arts, its appointed and elected officials, officers, agents, contractors, volunteers, and employees" as an Additional Insured.
  - Waiver of Subrogation: For all coverages, the Licensee's insurer shall waive subrogation rights against The Reser.
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Please note the following labor parameters:

- Regular Time: Up to eight (8) working hours (a 30-to-60-minute break is required when scheduled for six (6) or more hours).
  - Extended Hours Fee: One and one half the regular labor fees. All contracted and unscheduled time worked after eight (8) hours and before fourteen (14) hours or any time after six (6) hours without providing a 30-to-60-minute break.
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### **INCLUDED IN YOUR RENTAL**

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Manager on Duty: On-site event coordination during your time on-site to be provided by a member of The Reser management staff. Please note that Manager on Duty is not able to act as your event producer or stage manager.

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House Sound System Package; Counter-weight Rigging System; Standard Lighting Plot; Backstage Dressing Rooms.

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### **NOT INCLUDED IN YOUR RENTAL**

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Additional Staff

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

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Additional equipment rentals as required

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## ***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 lobby and backstage spaces composed of a green room, and five dressing rooms. Coordination with our expert technical staff ensures a polished and professional event. Does not include ancillary spaces (The Lab or the Pavilion Room).

### **RATES FOR PUBLIC EVENTS IN THE THEATER**

	<b>Event Day</b>	<b>Rehearsals/Tech/Load-In</b>
<b>Standard Rate</b>	\$2,200 for 1 event up to 12 continuous hours in one day. \$1,000 for each additional public event on the same day.	\$840 for up to 6 hours of continuous use in one day. \$1,200 after 6 hours for up to 12 hours in one day. Must be related to an upcoming event.
<b>Non-Profit Rate</b>	"Rise Together" Program: \$2.40 per seat utilized, per event/performance, for up to 12 continuous hours in one day, with a 250 seat or \$600 minimum.	\$600 for up to 6 hours of continuous use in one day. \$960 after 6 hours for up to 12 hours in one day. Must be related to an upcoming event.

### **RATES FOR PRIVATE EVENTS IN THE THEATER**

	<b>Event Day</b>	<b>Rehearsals/Tech/Load-In</b>
<b>Standard Rate</b>	\$3,850 for up to 6 continuous hours in one day.	N/A
<b>Community Rate</b>	\$2,400 for up to 12 continuous hours in one day. Usage of up to 350 seats on Orchestra Level (first floor).	\$600 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.
<b>Non-Profit Rate</b>	\$3,350 for up to 12 continuous hours in one day.	N/A

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's box office.

A non-refundable facility fee of \$4.50 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.

***STANDARD RATES /***  
**ANCILLARY SPACES**

Space	Time Period	Rental Fee Per Hour	Minimum Rental Period	Day Rate	Late fee for run over of contracted hours
<b>The Lobby*</b>	Included: Room and tables and chairs. AV equipment and set-up not included.				
	Monday-Friday 8:00a-6:00p	\$330	2 hours	\$1,980	\$80 for every 15 minutes
	Weekdays after 6:00p / Weekends	\$330	4 hours	\$1,980	\$80 for every 15 minutes
<b>The Lab*</b>	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday - Friday 8:00a - 6:00p	\$200	2 hours	\$1,200	\$65 for every 15 minutes
	Weekdays after 6:00p / Weekends	\$250	2 hours	\$1,500	\$80 for every 15 minutes
<b>The Pavilion*</b>	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday - Friday 8:00a - 6:00p	\$120	1 hour	\$720	\$30 for every 15 minutes
	Weekdays after 6:00p / Weekends	\$145	1 hour	\$870	\$40 for every 15 minutes

***NONPROFIT RATES /***  
**ANCILLARY SPACES**

Space	Time Period	Rental Fee Per Hour	Minimum Rental Period	Day Rate	Late fee for run over of contracted hours
<b>The Lobby*</b>	Included: Room and tables and chairs. AV 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
<b>The Lab*</b>	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday - Friday 8:00a - 6:00p	\$100	2 hours	\$600	\$30 for every 15 minutes
	Weekdays after 6:00p / Weekends	\$125	2 hours	\$750	\$35 for every 15 minutes
<b>The Pavilion*</b>	Included: Room, tables and chairs, A/V equipment. Set-up not included.				
	Monday - Friday 8:00a - 6:00p	\$35	1 hour	\$210	\$15 for every 15 minutes
	Weekdays after 6:00p / Weekends	\$45	1 hour	\$270	\$20 for every 15 minutes

\*The capacity for each area varies based on its configuration.