



Rental Rates & Discounts

| | |
|---|---|
| Lerner Theatre <i>Mainstage Theatre, seating 364</i> | \$400/hour |
| Reeve Theatre <i>Black Box Theatre, seating 142</i> | \$275/hour |
| The Main Gallery <i>Large lobby divided in 3 parts.</i> | \$135/hour* <i>*Per 1/3 of Room</i> |
| IStage Alley <i>Outdoor space alongside our building.</i> | \$135/hour |
| Studio 1, Drama Studio <i>Medium classroom studio w/ upright piano</i> | \$105/hour |
| Studio 2, Access Studio <i>Medium classroom studio w/ sink & fridge</i> | \$105/hour |
| Studio 3, Dance Studio <i>Square Dance studio with marley floor</i> | \$105/hour |
| Studio 4, Music Room <i>Medium carpeted room with Baby Grand Piano</i> | \$105/hour |
| Studios 5a & 5b, Ed Labs <i>2 long classrooms with divider wall</i> | \$105/hour |
| Studio 6, Del Ray <i>Rectangle Dance studio with private entrance</i> | \$165/hour |
| Board Room <i>Meeting-style Room</i> | \$75/hour |

Discounts

- Full Day Rental, 7+ hours (20%)
- Multi-Day Rental, 4+ hours each day (15%)
- Friend Circle Donors (5%)
- Non-profit Organizations (20%)
- Board Member (20%)*
- Imagination Stage Contract Labor/Faculty/Actors (25%)**
- Staff members (40% discount)

*Discounts apply to contracts with staff or board member directly. If used for an outside group, contract has to be signed by staff or board member.

**Hourly staff and contract labor discount can apply if the person has worked 6 months before or is scheduled to work within 6 months after rental date.

Mandatory Fees:

Facility Fee - \$50
Covers materials and facility costs.

Theatre Fees:

Projector - \$50
Theatre projectors available upon request (theatre space/set permitting).

On Site Technician - \$30/hr
Required for theatre rentals.
Minimum of 4 hours.

Advanced Lighting - \$100
Includes programming of lighting cues. Requires a technician.

Advanced Audio - \$100
Includes set-up of advanced audio (more than 2 mics).
Requires a technician.

Additional Fees:

Reception - \$20/hr
May be required, based on needs of the rental. Minimum of 4 hours.

Cleaning Crew - \$75/hr
Includes two cleaning staff.
Minimum of 2 hours.

Extra Tables - \$10 each
Each studio includes 2 tables.

Extra Chairs - \$2 each
Each studio includes 20 chairs.

Podium - \$25

Lecturn - \$25

Payment & Cancellation

Rental Payments:

Fifty percent (50%) of the rental cost is due as a deposit when the contract is signed. The balance will be paid 14 days before the event. If an event is booked less than 14 days in advance, the full rental cost is due when the contract is signed.

Rental Cancellations:

- 60 days before the event, the deposit is refunded fully
- 30 days before the event, 50% of the deposit is refunded
- Less than 30 days before the event, there are no refunds

Space Usage

Cleaning:

You are expected to leave the spaces as you found them. If your event includes food and beverage serves, a two hour surcharge of \$150 is included for post-event cleaning.

Furniture and Materials:

Only those items agreed upon at signing are allowed in the space. Specific requests for tables, chairs, podium, AV equipment and additional technicians must be made when booking the event. Materials needed during the rental will be subject to additional fees.

Insurance & Liability

Renter must provide a certificate of insurance showing comprehensive liability insurance with a minimum of \$1,000,000 per occurrence listing Imagination Stage as additionally insured. Without this certification, renter must acknowledge and agree to assume complete responsibility for insurance claims relating to its staff/performers/audience caused by its staff/performers/audience. Renter also accepts full responsibility for any damage caused to the facility's building or property.

FAQs:

Q: How much time do I have in the space before my event starts?

A: We automatically build 30 minutes before and after your event into your contract. If you need more time, we can build it into your contract.

Q: Are candles, confetti, sparklers, or glitter allowed?

A: These items are not permitted on IStage premises.

Q: Does IStage have preferred vendors?

A: Yes, but you are not required to use them.

Q: Is parking available onsite?

A: We are adjacent to a parking garage. Parking is free on Sundays and holidays.