

IMAGINATION STAGE

RENTAL RATES AND DISCOUNTS

Rental Rates (as of April 2022)

Lerner Theatre	\$385/hour
<i>Mainstage Theatre, seating 364</i>	
Reeve Theatre	\$290/hour
<i>Black Box Theatre, seating 142</i>	
Gallery and Lobby	\$230/hour*
<i>Large Main Lobby, *Per 1/3 of Room</i>	
Del Ray Studio	\$150/hour
<i>Large Dance studio with private entrance</i>	
Dance Studio	\$95/hour
<i>Medium Dance studio with marley floor</i>	
Access Studio	\$95/hour
<i>Medium classroom studio w sink & fridge</i>	
Drama Studio	\$95/hour
<i>Medium classroom studio w upright piano</i>	
Music Studio	\$95/hour
<i>Medium carpeted room with Baby Grand Piano</i>	
Education Labs	\$80/hour
<i>2 long classrooms with divider wall</i>	
Board Room	\$65/hour
<i>Meeting-style Room</i>	



Extras/Additional Fees

- **Facility Use Fee:** \$50/day
- **Audio Feed Setup Fee:** \$50
- **Advanced Lightboard Programming:** \$100, includes 2 hours of programming.
- **Advanced Sound Hookup and Programming:** \$100, includes 2 hours of programming.
- **On Site Technician (required for theatre rentals):** \$30/hour at a minimum of 4 hours.
- **Tables:** Each classroom comes with 2 rectangular tables (6' x 2'). Additional tables available upon request for \$10/table.
- **Chairs:** Each classroom comes with 20 chairs. Additional chairs available upon request for \$2/chair.
- **Podium:** Acrylic full length podium available for \$25
- **AV Equipment:** Classroom projector available upon request for \$50/day. Theatre projectors available upon request for \$100/day (theatre space/set permitting). Theatre lighting/sound information available upon request.
- **Ticket Services:** Event tickets advertised and sold through www.imaginationstage.org and printed at Imagination Stage for \$600/event.
- **Clear Plexiglass Lectern:** Available for \$25.
- **Reception:** Included during business hours, \$25/hour outside of regular business hours.

- **Additional Support Staff:** Available for \$15/hour at a minimum of 4 hours

Please Note: *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. You are expected to leave the spaces as you found them. A fee of 50% of final contract will be charged for rooms that require cleaning, moved furniture, etc.*

Payment Policy

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.

Cancellation Policy

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

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.

Available Discounts (as of September 2021)

Discounts are only applicable to room charges. Additional technology or labor charges do not get discounted. Any exceptions to rental rates or discounts have to be approved by Bonnie.

- ★ Partner Level Circle Donor (\$2,500 and up) (Free Birthday party)
- ★ Friend Circle Donors - (\$1,000 and up) (5%)
- ★ Non-profit Organizations (15%)
- ★ Board Member (50%) *
- ★ Imagination Stage Contract Labor/Faculty/Actors (25%) **
- ★ Staff members (50% 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.