

# Lake City Playhouse Theater Rental Sheet

Rental Item/Service	Price
<b>Theater Rental per Day</b> <ul style="list-style-type: none"> <li>• Usage of the theater and the preset lights</li> <li>• Access to dressing rooms</li> <li>• Access to Lobby and Concessions Area</li> <li>• Capacity - 160</li> <li>• Theater Representative</li> </ul>	\$300
<b>Lighting Design</b>	\$300
<b>Light Operator per Hour*</b>	\$20
<b>Set Design</b>	\$300
<b>Set Build per Hour</b>	\$30
<b>Sound Design</b>	\$300
<b>Sound Operator per Hour**</b>	\$20
<b>Costuming per Hour</b>	\$20
<b>Prop Manager per Hour</b>	\$15
<b>10 Wireless Microphone Rental</b>	\$500
<b>Box Office/House Manager per Hour</b>	\$15

\*required for each performance

\*\*required for each performance where microphones and sound is being used.

Unique usage requests will be evaluated and charged on a case by case basis.

## Deposit

50% of the total costs are required as a deposit to secure dates. This deposit is to be paid at a time agreed upon by the Board and the client. Upon payment of deposit, the rental dates are officially booked. Full payment must be made prior to the final performance.

## Check In

When renting the theater, you will be required to check in with a Board Member on the first day that your rental starts. This will allow you to tour the building and go through your needs. Some of the items that will be discussed:

- Thermostat
- Locking up and building safety
- Injury reports
- Cleaning
- Box Office
- Concession Area
- Back Office and Dressing Rooms

- Parking
- Performances
- Sound and Light Booths

## **Check Out**

On the last day of your rental (or a day negotiated by the Board and the client), you will be required to check out with a Board Member.

The theater needs to be in good condition:

- props
- microphones
- lights
- costumes
- set pieces

Concession area materials needs to be returned to how they were prior to the rental starting. The theater should be clean and organized.

Broken items will need to be replaced, or funds will need to be provided in order to replace those items. The cost to replace broken items will be “current replacement cost.” This means the cost to replace the item in today’s dollars.

## **Refunds**

If a rental is cancelled one week prior to the first day of the booked rental, a full refund of the rental payment deposit will be delivered.

If a rental is cancelled within one week from the first day of the booked rental, the deposit shall be nonrefundable.

All charges for services (board operators, set building, costuming, design, etc.) are non-refundable.

## **Quote**

The Client will submit, in writing, the desired services and rentals requested from the Lake City Playhouse (LCP). After evaluation of the written request, a Rental Quote will be delivered, in writing, to the Client. Upon signing, the Quote becomes a legal contractual agreement between the Client and LCP.