

Packages

A typical deposit of 50% the total rental cost will be due at the signing of your Rental Contract in order to secure your date on The Averitt Center calendar.

1 Day Performance Package (8 Hour Rental) \$1,756.00

The Averitt Center for the Arts will provide the following services for the program:

- The auditorium, lobbies and the stage on the day of the program.
- Full lighting equipment package.*
- Full audio equipment package.*
- Theater Technician (8 hours, minimum)
- Box Office Manager (4 hours, minimum)
- House Manager (8 hours, minimum)
- 4 Ushers (4 hours each, minimum)

* (limited on the basis of what equipment is in working order and available at the time of the rental)

2 Day Performance Package (12 Hour Rental) \$2,500.00

The Averitt Center for the Arts will provide the following services for the program:

- Allows for the possibility of a 4 hour rehearsal period on a day separate from the event day.
- The auditorium, lobbies and the stage on the day of the program.
- Full lighting equipment package.*
- Full audio equipment package.*
- Theater Technician (12 hours, minimum)
- Box Office Manager (4 hours, minimum)
- House Manager (8 hours, minimum)
- 4 Ushers (4 hours each, minimum)

* (limited on the basis of what equipment is in working order and available at the time of the rental)

Ticket Policy

- All tickets are printed as reserved seating and sold by The Averitt Center for the Arts Box Office. **No outside tickets are permitted.**
- A 3% credit card charge fee will be deducted from the Box Office gross revenue for all credit card purchases.
- A \$1.00 per ticket printing charge will be applied. In the event that the Lessee cancels their rental this charge is non-refundable.
- A \$2.00 convenience charge is added to all tickets sold online.
- The Averitt Center for the Arts will receive 10% of the Box Office gross revenue.
- Tickets can be purchased at the Averitt Center for the Arts Box Office Monday-Friday from 10:00am- 4:00pm as well as one hour prior to the start of the event the day of.
- In the space below please write in what you would like the ticket to say.

Presents

- I would like my ticket price(s) to be set at _____

Advertising

Marquee (front face only, price per day) \$75

- In the space below please write in what you would like the marquee to say (limited to 15 characters per line)

- Dates that the Lessee would like the marquee advertisement to run from _____ to _____

Advertising Total _____

Additional Costs

If required for more hours then are included in the rental package.

Please check which additional services are needed.

Facility Fee

- Emma Kelly Theater (per hour, occupied), \$136.00**
(Includes 2 private dressing rooms and small green room)
Number of extra hours requested _____

- *3rd Floor Multipurpose Room (per day), \$100.00**
Number of days requested _____

- *3rd Floor Youth Gallery (per day), \$50.00**
Number of days requested _____

- *2nd Floor Classroom (per day), \$50.00**
Number of days requested _____

- *2nd Floor Conference Room (per day), \$50.00**
Number of days requested _____

**Rooms are limited based on their availability on the date of the event.*

Facility Fee Subtotal _____

Labor:

- Technical Director (per hour), \$50.00**
Number of additional hours needed _____

- Box Office Manger (per hour), \$15.00**
Number of additional hours needed _____

- House Manager (per hour), \$10.00**
Number of additional hours needed _____

- Usher (per hour), \$8.00**
If additional Ushers are needed, how many _____
Number of additional hours needed _____

- Additional Crew Member, Prevailing Wage**
Number of additional Ushers needed _____

Labor Fee Subtotal _____

Miscellaneous Extras:

- Piano Tuning, \$150.00**
- Forest Backdrop, \$75.00**
- Gaffers Tape (per roll), \$15.00**
Number of rolls needed _____

Miscellaneous Extra Subtotal _____

Additional Fees Total _____