

4TH STREET THEATRE PERFORMANCE RENTAL RATES – Ticketed Events

The Capitol Theatre Provides:

Premises

Rehearsals and Stage Work: Stage, dressing rooms

Performances/Public Events: Above plus lobbies and public rest rooms

Ticketing

Upon request, The Capitol Theatre can provide the use of the ticket office, staff and event tickets.

Stage and House Personnel

All stage crew, ushers and security personnel are supervised and paid by the Theatre. The Director of Operations is responsible for all stage production activities, and is required whenever the theatre stage or technical systems are used (only theatre employees are authorized to handle technical equipment).

Event Settlement

Ticket sales proceeds will be retained by CTC until after the holding of each event at which time CTC shall submit to the Renter an itemized and detailed account of ticket sales and shall remit to Renter such proceeds after deduction of all fees and expenses.

Performance (ticketed events)

	COMMERCIAL	LOCAL NON-PROFIT
Performance & Load-in (Evening)	\$1,100 or 10%*	\$750 or 10%*
Performance & Load-in (Daytime)	\$1,000 or 10%*	\$650 or 10%*
2nd Performance (Same Day)	\$775 or 10%*	\$250 or 10%*
Load-in or Non-performance event	\$500	\$250
Deposit (due on signing)	\$1,100	\$750
Patron User Fee (PUF)	\$1.00 per ticket <u>sold</u> (single & subscription)	
Credit Card Fee	4% of gross sales through the Box Office	
Box Office Fee	3% of gross sales through the Box Office	
Additional Tickets (<i>series, comps, etc.</i>)	.10 per ticket	
Merchandise Commission	20%	
Stage & House Labor (<i>non-union</i>)	Hourly + 20% (<i>taxes & bookkeeping</i>)	

*Whichever is greater

HOLDS

The Capitol Theatre will hold any date without a signed Rental Agreement or deposit for up to 30 days. At that time, all dates must be contracted or forfeited. If the theatre is offered a contract for a held date, you will be notified and have two working days to sign a Rental Agreement and pay deposits, or forfeit the date. A signed agreement, deposit and proof of insurance are required prior to tickets going on sale or the event being publicized. The Capitol Theatre retains first priority on all dates for its own season presentations. Holds are taken on a first come, first serve basis--subject to CTC programming.

REHEARSALS

Week day rehearsals or non-performance events may be bumped with 1 month advance notice. If this happens, The Capitol Theatre will do its best to provide an alternative day or location.

For more details and information, contact Gay Parker at gay@capitoltheatre.org or (509) 853-8000.