



# Theater Production Package

## Services & Rates

Co-Presentations are billed at a flat rate of \$1500. This rate includes:

1. Two (2) days in the Theater, plus use of the Small Studio as a green room/dressing room.
2. Three (3) evenings of tech/dress rehearsals in the Theater.
3. \*\*Writing and sending of a press release.
4. \*\*Program design and printing.
5. Box office and house manager staff on show nights.
6. Reservation services.
7. Limited storage space is available upon request.

\*\*Please see Additional Fees. Artist must pay 50% of printing and postage costs.

## Before You Book

Potential artists must complete a Production Services Application so that we may best assess your needs.

Rental dates are subject to availability and feasibility of your project at the Theater.

All times booked for technical and dress rehearsals and performances must be approved by the Theater Artistic Director.

## Scheduling

### Technical and dress rehearsals:

Monday-Wednesday between 4-8pm or  
Tuesday-Thursday between 4-8pm.

**Performances:** Friday and Saturday with a 7:30pm curtain call.

Both the Theater and Small Studio are reserved at 5:30pm. Artist should be out no later than 9:30pm.

## Optional Services

- Additional Thursday night performance: \$300.
- Piano rental: \$200.
- Video projector: TBA

## Additional Fees

- Half of printing and postage costs for press release and program: Approx. \$60.
- Lighting designer: Approx. \$800.
- Overtime past prescribed rehearsal and performance schedule: \$50/hour

Note: Artists may use one of the Theater's recommended Lighting Designers or hire their own professional Lighting Designer.

## Payment and Cancellation Policy

The Theater is reserved when a NON-REFUNDABLE deposit of half the contracted amount is received upon signage of the contract.

The final balance is due no later 6 (six) weeks prior to the performance.

Cancellations made less than two (2) months in advance will result in loss of entire payment.