



# RENTAL INFORMATION

All rates effective June 1, 2019  
Subject to change without notice

**Craig Campbell, Booking Manager**  
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*Cygnet Theatre is happy to offer its beautiful 246-seat space on select days throughout our season. We welcome inquiries from all arts groups (non-profit and for-profit), corporate groups and private parties.*

## **RENTAL AVAILABILITY:**

- The theatre is only available when a Cygnet Theatre show is in production.
- Cygnet Theatre productions run Wednesday through Sundays, with two shows on Saturdays and Sundays. This leaves Monday and Tuesday evenings available for rent.
- The space may be rented for weekday daytime events, depending on the Cygnet Theatre schedule.
- Set and lighting will be as is depending on the production.

## **RENTAL AGREEMENT INCLUDES:**

- Access to the stage for your designated time slot.
- A Stage Manager to handle production concerns.
- A House Manager to handle front-of-house concerns.
- If desired, a Concessions Manager to open and sell concessions. (\$100 sales minimum; all proceeds go to Cygnet Theatre)

## **RENTER MUST PROVIDE:**

Signed Agreement along with the following items:

- 50% Non-refundable Deposit to hold the date.
- \$500 damage deposit, to be returned to the renter at the conclusion of the scheduled event, depending on the state of the facility.
- Written proof of current liability insurance that covers the event and all related activities in the amount of \$1,000,000 with Cygnet Theatre as additional insured.
- Full Schedule of Day(s).
- Technical Rider.
- Remaining balance must be paid prior to event date.

## **TICKETING SERVICES:**

- Cygnet Theatre does not provide ticketing services.
- The Box Office is strictly for Cygnet Theatre productions and will maintain its regular business hours throughout your rental period.

## **RATES**

**Venue Fee (per day, include 4 hours for Stage Manager and 6 hours for House Manager)**

\$950 For-Profit Rate

\$750 Non-Profit Rate

**Labor Fee (after included hours)**

\$25/hour Stage Manager

\$25/hour House Manager

\$15/hour Concessions Manager

The above rates are for the rental of the Theatre only. Additional costs for equipment and labor (including setup and restore) will be determined by the Booking Manager after consultation with the renter.

## **STIPULATIONS:**

- Each event is assigned a Stage Manager who must be present whenever the renters are in the building.
- Cygnet Theatre Staff must be engaged to operate any and all equipment.
- Any alterations to the state of the stage may ONLY be made by Cygnet Theatre Staff.
- There is no on-stage audience seating.
- Renters must work with the Cygnet Theatre production set and lighting as is.
- Renters may not video-record their events due to copyright of the production set designs.
- Renters must return the theatre to its original appearance (i.e. cleanup is required after your event).
- Rehearsal time is usually limited to the day of the rental, but other options may be available based upon the Cygnet Theatre schedule. Any additional rehearsal hours will be handled and billed at the same rate as the performance.
- Payment must be made in full before access to the venue will be granted.