



RATES & REQUIREMENTS INFORMATION FOR **NON-PROFIT RENTERS**

Soper Reese Theatre, 275 S. Main St., Lakeport, CA 95453
707-263-0577 www.soperreese theatre.com

REV 7-2015

Thank you for considering the Soper Reese Theatre for your upcoming event. Our goal is to provide you with a professionally equipped theatre supported by high quality technical and administrative personnel. Should you choose to rent our facility we will do our best to meet, if not exceed, your expectations.

All rentals are booked on a first come, first served basis and are subject to approval by theatre management. Your date will be held in your name on the theatre's Master Calendar once we have received your booking request form. Your date will not be confirmed until a signed contract and deposit is received by theatre management.

Please review the rates and requirements on the following pages. If you wish to proceed please take the following steps.

First

- Call theatre at 707-263-0577 to determine date availability or fill out the "Booking Inquiry Form" on the website.
- Once approved, you will be sent a link to the online "Booking Request Form"
- Fill out the "Booking Request Form" completely and press "Enter"
- Email proof of non-profit status to "info@soperreese theatre.com"

Second

- Theatre will send you a contract.

Third

- Sign & return contract.
- Include deposit check.
- Include copy of insurance rider.
- When signed contract, deposit and insurance rider are received by theatre, your booking is confirmed.

RATES FOR **NON-PROFIT** USERS

Examples of what qualifies as public event ticketed event reserved or general seating event advertised to the public	PUBLIC EVENTS	PRIVATE EVENTS	Examples of what qualifies as private event no tickets sold no reserved seating event by invitation only not advertised to the public
PERFORMANCES Examples: concert, play, film, show, awards ceremony, dance recital, dinner/dance, reunion, prom, wedding			
One Performance per Day, First Day			
Rental rate for up to 8 hours	\$350	\$250	
Additional hours beyond the first 8, per hour	\$39	\$28	
One Performance per Day, Additional Days			
Rental rate for up to 8 hours, per day	\$280	\$200	
Additional hours beyond the first 8, per hour	\$32	\$23	
Two Performances per Day, First Day			
Rental rate for up to 12 hours	\$500	\$355	
Additional hours beyond the first 8, per hour	\$37	\$27	
Two Performances per Day, Additional Days			
Rental rate for up to 12 hours, per day	\$430	\$300	
Additional hours beyond the first 12, per hour	\$32	\$23	
Rehearsals			
hourly rate	\$30	\$30	
Note: Set up and tear down time counts as part of hourly occupancy			

LECTURE/SEMINAR Examples: Instructional presentation, training session, business meeting, memorial service			
One Session per Day, First Day			
Rental rate for up to 8 hours	\$250	\$150	
Additional hours beyond the first 8, per hour	\$28	\$17	
One Session per Day, Additional Days			
Rental rate for up to 8 hours	\$200	\$120	
Additional hours beyond the first 8, per hour	\$23	\$14	
Two Sessions per Day, First Day			
Rental rate for up to 12 hours	\$360	\$215	
Additional hours beyond the first 12, per hour	\$27	\$16	
Two Sessions per Day, Additional Days			
Rental rate for up to 12 hours, per day	\$310	\$185	
Additional hours beyond the first 12, per hour	\$23	\$14	
Rehearsals			
hourly rate	\$30	\$30	
Note: Set up and tear down time counts as part of hourly occupancy			

ADDITIONAL FEES FOR NON-PROFIT USERS

Custodial Fee	\$60 per performance/lecture
Concession Fee, Single Day Rental applies when renter runs concessions	\$50 for up to 2 performances
Concession Fee, Multi Day Rental	\$50 first day and \$25 per day thereafter
Sound Technician	\$150 per show up to 6 hours \$25 per hour thereafter
Lighting Technician	\$125 per show up to 6 hours \$25 per hour thereafter
Audio Visual Technician	\$25 per hour
Additional Technical Services	\$25 per hour
Preservation Fee	\$1.00 per each ticket sold includes comps
Ticketing Service & Credit Card Fees	Estimated at 2.5% of gross sales Percentage will vary based on number of ticket buyers using theatre's online service as well as on number of buyers using credit card for payment
Grand Piano Rental	\$85 per day

Notes

1. Grand Piano rental subject to prior approval by theatre management

2. Renter may supply its own light, sound and/or audio visual technicians only by prior approval of theatre management at least two weeks before the event. Any such technician must be deemed qualified by theatre. If deemed qualified, regular theatre technician charges will not apply. Instead, a \$25 use fee will be charged for each set of theatre equipment (sound, lights, AV).

REQUIRED DEPOSITS and CERTIFICATES

- Security deposit equal to first day of facility rental charge is due 60 days prior to event.
- Certificate of insurance for \$1,000,000 naming Lake County Arts Council as “additional insured.” Contact your insurance agent for assistance on obtaining this certificate. Certificate due at same time as security deposit.
- If alcohol will be served by renter, renter is required to apply for ABC permit. Permit must be displayed in-house on day(s) of event. ABC application available from <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>. Application will require theatre management signature and Lakeport Police Department approval.

CANCELATION CHARGES

- One half the deposit with 31-60 days notice
- Full deposit at 30 days notice or less

THEATRE-PROVIDED MARKETING

Note: This service available ONLY for events open to the public

- One billboard poster for front of theatre; renter provides artwork; due 45 days before event
- Listing of event on theatre's web site and Facebook page
- Listing of event on theatre's weekly email newsletter
- Listing of event on theatre's printed flyer of monthly events Subject to printing schedule.

EVENT RECONCILIATION & SETTLEMENT

- Box Office proceeds are paid to renter within 15 days of the last day of rental period, less all theatre fees. Theatre provides a detailed balance sheet of expenses and ticket sales.

TICKETING PROCEDURE

- Tickets regularly sold through theatre at:
 - Soper Reese box office, Fridays, 10:30 AM–5:30 PM.
 - The Travel Center, 1265 South Main Street, 9:00 AM - 5:00 PM, Mon-Fri
 - Online at www.soperreasetheatre.com
- Theatre capacity is 250 - 290 seats, depending on configuration.
- For each performance, theatre will reserve 15 tickets for marketing purposes and staff seating
- If renter wishes to sell tickets independently, a deposit of \$2 per ticket is required. All unsold tickets must be returned on the Friday prior to the event by 5:00 PM. This service is available for open seating tickets only. It is NOT available for reserved tickets.

SOUND EQUIPMENT AVAILABLE AT THEATRE (at no extra charge)

Allen & Heath GL2400 32 Channel Mixing Console
Yamaha SPX2000 Digital Effects Processor
DBX PAV Digital Speaker Management Processor
Presonus ACP-88 8 Channel Gate / Compressor
4 - DBX 1231 1/3 Octave Graphic Equalizer
Monster Pro 2500 Power Conditioner
2 - JBL VRX 918SP Powered Sub / Crown Amplifier
4 - JBL VRX 932LAP Powered Line Array / Crown Amplifier
4 - JBL PRX 512M Powered Stage Monitor / Crown Amplifier
2 - JBL PRX 612M Powered Stage Monitor / Crown Amplifier
Sony Portable Compact Disc Player
2 - Shure ULXS Wireless Transmitter / Receiver Systems
2 - Shure ULXS SM58 Wireless Handheld Microphone
4 - Audio Technica ATW-R3100bD & Transmitter / Receiver Systems
4 - AT BP892 MicroSet Omni Condenser Mics (earset)
2 - Shure LX 88 IIE Wireless System (MC)
2 - Countryman Isomax E6i (earset)
6 - Shure SM57 Dynamic Microphones
4 - Shure SM58 Dynamic Microphones
2 - Shure SM81 Cardioid Condenser Microphone
2 - AKG C 1000 S Cardioid Condenser Microphone
1 - Shure Beta52 Dynamic Bass Microphone
3 - Sennheiser 604e Drum / Instrument Mics
6 - MC87 Straight Microphone Stands
9 - Boom Microphone Stands
4 - Short Boom Microphone Stands
2 - Tripod Speaker Stands
6 - Whirlwind IMP2 Direct In Box

10', 30' & 50' XLR cables to connect all gear

-4- non

Note: If additional equipment is needed, it can be supplied at an additional charge

THEATRE PROVIDED PERSONNEL

As part of the base rental fee, theatre will provide:

- One house manager to supervise front of the house operations during the event(s) and to coordinate with stage technicians
- One box office ticket seller on duty two hours before start of event (does not apply for private events)
- One to two ticket takers (does not apply for private events)
- Four to eight ushers for public events; or two lead ushers for private events with renter supplying additional two to six.
- One concession seller for non-alcoholic items (does not apply if renter is running concessions)
- One concession seller for alcoholic items (does not apply if renter is running concessions)

