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## **RATES & REQUIREMENTS INFORMATION** **FOR COMMERCIAL/FOR-PROFIT RENTERS**

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, deposit and proof of insurance 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**

- Contact theatre at 707-263-0577 to determine date availability and to arrange for a theatre tour if desired.
- Fill out and return a booking request form. This constitutes a TENTATIVE reservation.
- Include proof of non-profit status with booking form.

### **Second**

- Theatre will send you a contract for signature.

### **Third**

- Sign & return contract.
- Include deposit check.
- Include copy of insurance rider. (See "Required Deposits and Certificates" later in this document.)
- When the signed contract, deposit and insurance rider are received by theatre, your booking is confirmed

## RATES FOR **COMMERCIAL/FOR-PROFIT** USERS

Examples of what qualifies as public event

event advertised and open to the public

Examples of what qualifies as private event

not advertised to the public; by private invitation only; no tickets sold

### **PERFORMANCE**

**Examples:** concert, play, film, show, awards ceremony, dance recital, dinner/dance, reunion, prom, wedding

**PUBLIC  
EVENTS**

**PRIVATE  
EVENTS**

#### **One Performance per Day, First Day**

Rental rate for up to 8 hours

\$420

\$300

Additional hours beyond the first 8, per hour

\$47

\$34

#### **One Performance per Day, Additional Days**

Rental rate for up to 8 hours, per day

\$335

\$240

Additional hours beyond the first 8, per hour

\$38

\$28

#### **Two Performances per Day, First Day**

Rental rate for up to 12 hours

\$600

\$425

Additional hours beyond the first 12, per hour

\$44

\$32

#### **Two Performances per Day, Additional Days**

Rental rate for up to 12 hours, per day

\$515

\$360

Additional hours beyond the first 12, per hour

\$38

\$28

### **Rehearsals**

hourly rate

\$36

\$36

Note: Set up and tear down time counts as part of hourly occupancy

### **LECTURE/SEMINAR**

**Examples:** instructional presentation, training session, business meeting, memorial service

**PUBLIC  
EVENTS**

**PRIVATE  
EVENTS**

#### **One Session per Day, First Day**

Rental rate for up to 8 hours

\$300

\$180

Additional hours beyond the first 8, per hour

\$34

\$20

#### **One Session per Day, Additional Days**

Rental rate for up to 8 hours

\$240

\$145

Additional hours beyond the first 8, per hour

\$28

\$17

#### **Two Sessions per Day, First Day**

Rental rate for up to 12 hours

\$420

\$260

Additional hours beyond the first 12, per hour

\$32

\$19

#### **Two Sessions per Day, Additional Days**

Rental rate for up to 12 hours, per day

\$370

\$220

Additional hours beyond the first 12, per hour	\$28	\$17
<b>Rehearsals</b>		
hourly rate	\$36	\$36
<b>Note:</b> Set up and tear down time counts as part of hourly occupancy		

<b>ADDITIONAL FEES FOR COMMERCIAL/FOR-PROFIT USERS</b>		
Concession Fee, Single Day Rental applies when renter runs concessions	\$50 for up to 2 performances	
Concession Fee, Multi Day Rental	\$60 first day \$30 per day thereafter	
Sound Technician **	\$210 per show up to 6 hours	
	\$30 per hour thereafter	
Lighting Technician **	\$165 per show up to 6 hours	
	\$30 per hour thereafter	
Audio Visual Equipment Use Fee	\$30 per performance	
Additional Technical Services	\$30 per hour	
Custodial	\$80 per performance	
Preservation Fee	\$2.00 per each ticket sold includes comps	
Ticketing Service & Credit Card Fees	Estimated at 1% 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	
<b>Notes</b>		
** Renter may supply its own light, sound and/or audio visual technicians only by prior approval. Notice of such intention must be given at the time of booking. All technicians chosen by renter must be judged acceptable by theatre management. If acceptable, the regular theatre technician charges will not apply. Instead, a \$30 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,
  - There must be a state certified California ABC server on site at all times. This server must pass the Responsible Beverage Server test and provide a copy of the certificate to the Theatre. More information on this certificate is available at <https://www.abc.ca.gov/education/rbs/>
  - Renter must apply for an ABC permit to serve on the day(s) of the event. Permit must be displayed in-house on day(s) of event. This application is available from <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>.
  - ABC application must be accompanied by a Lakeport Police Department alcohol permit. Information on how to apply is at <http://www.lakeportpolice.org>. Click on “police alcohol permits” at bottom of the right hand column, under “Documents.”
  - Both the ABC and Police Department applications will require theatre management signature
  - Begin this process 30 days prior to your event.
  
- If food will be served by the renter, renter is required to apply for a “Temporary Food Facility” permit from the Lake County Health Department. Form available online at <https://www.lakecountycalifornia.gov/DocumentCenter/View/1157/Vendor-Permit-Application-PDF>

#### CANCELLATION 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
- Listing of event on theatre’s email newsletter

#### 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

- All ticketed events must be sold through the theatre using the theatre’s computer-based ticketing system.
- Tickets regularly sold through theatre at:  
Soper Reese box office, Fridays, 10:30 AM–5:30 PM.  
Online at [www.soperreesetheatre.com](http://www.soperreesetheatre.com)
- Theatre capacity is 290 seats
- Actual number of seats available for your event will depend on the configuration you choose.
- 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

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
- For PUBLIC events: one box office ticket seller on duty two hours before start of event; four to eight ushers and two ticket takers
- For PRIVATE events: one or two lead ushers with renter supplying additional help as needed, 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).
- 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)