



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

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

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 **NON-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	\$350	\$250
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Additional hours beyond the first 8, per hour	\$39	\$28
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One Performance per Day, Additional Days

Rental rate for up to 8 hours, per day	\$280	\$200
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Additional hours beyond the first 8, per hour	\$32	\$23
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Two Performances per Day, First Day

Rental rate for up to 12 hours	\$500	\$355
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Additional hours beyond the first 8, per hour	\$37	\$27
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Two Performances per Day, Additional Days

Rental rate for up to 12 hours, per day	\$430	\$300
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Additional hours beyond the first 12, per hour	\$32	\$23
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Rehearsals

hourly rate	\$30	\$30
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NOTE: Set up and tear down time counts as part of hourly occupancy. However, for rentals occurring over multiple weekends there is no charge for the first three hours of load in time, and set up time of up to five hours will be charged a flat rate of \$100 with any hours over that charged at \$30 per hour.

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	\$250	\$150
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Additional hours beyond the first 8, per hour	\$28	\$17
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One Session per Day, Additional Days

Rental rate for up to 8 hours	\$200	\$120
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Additional hours beyond the first 8, per hour	\$23	\$14
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Two Sessions per Day, First Day

Rental rate for up to 12 hours	\$360	\$215
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Additional hours beyond the first 12, per hour	\$27	\$16
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Two Sessions per Day, Additional Days

Rental rate for up to 12 hours, per day	\$310	\$185
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Additional hours beyond the first 12, per hour	\$23	\$14
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Rehearsals

hourly rate	\$30	\$30
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Note: Set up and tear down time counts as part of hourly occupancy

ADDITIONAL FEES FOR NON-PROFIT USERS	
Concession Fee, Single Day Rental applies when renter runs concessions	\$50 for up to 2 performances
Concession Fee, two to four consecutive day rental	\$50 first day and \$25 per day thereafter
Concession Fee, for events over 4 days	Renter's choice of EITHER the two to four day rate as above OR 10% of gross income from renter's concession sales
Custodial Fee	\$80 per performance/lecture
Sound Technician **	\$175 per show up to 6 hours
	\$25 per hour thereafter
Lighting Technician **	\$150 per show up to 6 hours
	\$25 per hour thereafter
Audio Visual Equipment Use Fee	\$25 per performance
Additional Technical Services	\$25 per hour
Preservation Fee	\$2.00 per each ticket sold includes comps
Ticketing Service & Credit Card Fees	Percentage will vary based on number of ticket buyers using theatre's online service as well as number of buyers using credit card for payment
Notes	
<p>** 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).</p>	

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 website
- Listing of event on theatre’s email newsletter
- Post on theatre’s Facebook page

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, on Fridays, irregular schedule.
Online at www.soperreese theatre.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).