

Town Hall Theatre
Rental Fee Schedule & Contract

Name of Organization: _____ Contact: _____

Mailing Address: _____ Contact Phone: _____

Date of Rental: _____

Base Rental for Priced Events

\$200 or 20% of gross ticket sales, whichever is greater. (Includes basic staff to operate: lights, sound, concessions, house manager & use of lobby and dressing rooms.) Covers event period of 4-6 hours. \$700 maximum. (Free events have a fixed \$350 base fee.)

Non-Event Period

1-3 hours. (Example: Dress Rehearsal) \$ 100, includes 1 technician. Each additional 2 hour block or any portion thereof is \$40.

Overtime

(Defined as past midnight) \$170 per hour plus staff at 1.5 times.

Corporate Events

\$500 base for free events, includes staff.

Ticket Office

\$110 per show, includes selling & printing of all tickets. 3.3% charge on all credit card sales. (MC/Visa)

Facility Fee – (Charged directly to customer)

\$2 per order.

Other Rental Areas

Lobby area \$100 for first 3 hours. Every additional hour \$50 per hour.

Other Fees

Returned check fee: \$20	Additional Janitorial: \$30/hour
Banners/Flyers, etc: 25% over cost	Optional Lighting or Sound Design Services: \$400
Additional technician: \$15/hour	Optional Scenic or Costume Design Services: \$800
Grand Piano Use: \$80 per day	Ticket Exchange: \$1/ticket (Contact us for Program Fee Info)

Ticket Sales for Off-Site Events

1-150 seats: 3% or \$100, whichever is higher
151-300 seats: 3% or \$150, whichever is higher
301-800 seats: 3% or \$200, whichever is higher
801-1100 seats: 3% or \$275, whichever is higher
Plus 3.5% of all charge card orders.

Organization Name: _____

Date of Rental: _____

Base Fee: _____

Non-Event Fee: _____

Corporate Event Fee: _____

Ticket Office Fee: _____

Credit Card Fee 3.3% _____

Lobby Only Fee: _____

Other Fees: _____

Other Fees: _____

Other Fees: _____

***Total Due to THT:** _____

Total Income From Event Sales: _____

- Less Total Due* to THT: _____

+ Deposit Refund (if any): _____

Balance due to renter: _____