

FORUM THEATRE RENTAL RATES

Effective 2015

	Mon-Thurs	Fri-Sun	Holidays*	Non-Profit Discount**
Up to 4 hours	\$600.00	\$700.00	\$800.00	30%
5-8 hours	\$900.00	\$1000.00	\$1200.00	30%
Hours Beyond 8***	\$75.00/hr	\$75.00/hr	\$75.00/hr	none

*Holidays are defined as the actual calendar dates of publicly recognized holidays AND Christmas Eve, Easter Monday, and the day after Thanksgiving. Also included in Holiday Rates are any days during which The Foundation of Arts would normally be closed for business. Call The Foundation of Arts offices for exact dates that constitute holiday rates.

**Non-profit discounts will be granted to civic, church, or incorporated 501(c)3 organizations recognized by the Internal Revenue Service.

***Extended personnel fees will also apply in addition to the hourly rental charge.

Above-stated rental fees include the following amenities:

1. Use of all restroom facilities including the dressing rooms and "green room" area underneath the stage.
2. Stage lights in general "wash" pattern powered on at the beginning of event and powered off at end of event (use of colored lights or change in lighting patterns is available at additional charge).
3. General housekeeping services before event
4. Electricity, heating, or air conditioning
5. Two folding tables for lobby or stage
6. Two, hand-held microphones powered on at beginning of event and powered off at end of event

NOTE: the grand piano (or any other musical instrument) is NOT included in the basic rental rate. See additional charges below.

Deposit Requirements: 20% of complete rental rate

***Deposits will not be refunded
unless event is cancelled at least two full weeks before scheduled rental date.***

All cancellations must be made by the same person who arranged reservations.

Forum Theater Event and Rental Information

Date of Event ____-____-____ Today's Date ____-____-____
Contact Person #1 _____ #2 _____ Organization _____
Work () _____-_____ Cell () _____-_____ Home () _____-_____
Email _____ Fax () _____-_____
Description of Event: Rental Start Time _____ a.m. / p.m.
Space available onstage _____ Event Start Time _____ am/pm
Pit Covers? _____ Rental End Time _____ am/pm

Specific/Specialty Equipment or Services Needed:

Grand Piano (\$75.00 + moving/tuning fee)	Podium on stage (no charge)
Tables onstage (2 at no charge + \$25/table)	2 Corded mics (no charge)
Tables in Lobby (2 at no charge)	General wash lighting (no charge)
Specialty Lighting (\$100 additional charge)	Lighting Technician (\$25.00/hour)
Sound Technician (\$25.00/hour after 2 corded mics)	Merchandise Sales (provided by user)
Follow Spots (\$50/spot + operator)	Fly rail (\$50)
Backstage Technician/flyrail (\$25.00/hour)	Online Ticket Sales (\$100)(check disbursed after 2 weeks) (up to 2 weeks prior to event)
Video Projector and/or Screen (\$50.00)	Box Office Ticket Sales (\$100) (during FOA business hours, (up to 2 weeks prior to event) cash or check only)
Promotion: FOA web site (\$100) FOA Facebook (\$100/post) FOA email list (\$100) (user responsible for art at least 2 days prior to post)	Marquee on North Side (no charge)

*Any work on light and sound Boards may only be operated by the User if a Specialized Technician is already present.

Notes to discuss: Ushers are provided by the user, No Food/Drink back stage, Clean-up, Videography/Cameras, Curtain, Flyrail Operator must be 18, No Trap-Door, No Lift, #16 on contract, Power cords, etc

Fees:

Facility Rate \$ _____ Deposit \$ _____ (20%)

Rental Manager _____