

Willard Arts Center & Colonial Theater
Rental Rates
Effective January 1, 2018

Colonial Theater

	Commercial	Arts Org-	Member	Non-Profit	
				Non-Profit Member	Non-Member
Presenting Event- IFAC Selling Tickets					
Theater Rental	\$ 995	\$	495	\$ 395	\$ 795
Rehearsal	\$ 225	\$	125	\$ 125	\$ 150
Plus Ticketing Fee Choice	See attached options				

Staffing Requirements:

Technical Staff Minimums: 1 Sound Engineer, 1 Lighting Director, 1 Stage Manager

Front of House Minimums: 1 Front of House Manager, 1 Head Usher, Ticket Agent(s)

Labor Rates: \$14-\$18/hour *Events Manager may require additional ticket sellers for "at-the-door" sales, at promoter's expense*

Presenting Event- Presenter Selling/Printing Tickets					
Theater Rental	\$ 950	\$	445	\$ 345	\$ 750
Rehearsal	\$ 225	\$	125	\$ 125	\$ 150
Credit Card Fees	-	\$	-	-	-

Staffing Requirements:

Technical Staff Minimums: 1 Sound Engineer, 1 Lighting Director, 1 Stage Manager

Front of House Minimums: 1 Front of House Manager, 1 Head Usher

Labor Rates: \$14-\$18/hour

Presenting Event- Non-Ticket					
Theater Rental	\$ 595	\$	395	\$ 295	\$ 445
Rehearsal	\$ 225	\$	125	\$ 125	\$ 150
Credit Card Fees	-	\$	-	-	-

Staffing Requirements:

Technical Staff Minimums: 1 Sound Engineer, 1 Lighting Director

Front of House Minimums: 1 Front of House Manager

Labor Rates: \$14-\$18/hour

Additional Charges apply for consumable items, ie. Projector lamps, batteries, etc.

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	Member		Non-Member	
	Commercial	Non Profit	Commercial	Non Profit
Hartwell Chesbro Room				
Less than 6 hours	\$ 150	\$ 100	\$ 250	\$ 200
Per Day	\$ 200	\$ 150	\$ 350	\$ 300
US Bank Conference Room				
Less than 6 hours	\$ 75	\$ 50	\$ 175	\$ 150
Per Day	\$ 100	\$ 75	\$ 200	\$ 175
Carr Gallery & Colonial Theater Lobby				
Per Day	\$ 650	\$ 500	\$ 750	\$ 650
Willard Arts Center				
Upstairs- inc. Hall Community Gallery	\$ 395	\$ 220	\$ 495	\$ 395
Upstairs- inc. Hall Community Gallery & Lobby	\$ 495	\$ 320	\$ 595	\$ 495
Entire Building	\$ 950	\$ 725	\$ 1,200	\$ 950

Staffing Requirements for All Events

1 Front of House Manager \$18/hour
 Additional staff may be required \$14-\$18/hour
 Bartender, Technical Staff, Custodial, etc.

Available Add-Ons

Dressing Rooms \$ 45
 Prior Day Set-up (if available) \$ 125

Additional amenities available (for a nominal fee) including pipe & drape, sound equipment, lighting schemes, etc.

Included in WAC Rental

Chairs & Table Set-Up
 Pre and Post Event Clean-Up
 Set-Up Planning with On-Site Event Coordinator
 *Linens and table ware not provided