

# The Willard Arts Center & Colonial Theater

The Willard Arts Center and Colonial Theater are located in the heart of historic downtown Idaho Falls. They are easy walking distance from the hotel district and Snake River green belt. For a truly exquisite setting, hold your next wedding, reception, party or business meeting here.

A 6,600 square foot visual arts building with historic crown moldings, beautifully restored tile and parquet floors, and leaded glass windows.

990 seat historic theater with balcony.



The Art Center houses two stunning art galleries with a beautifully elegant spiral staircase, perfect for group, family and wedding photos. The Art Center also offers multiple meeting rooms and an Executive Board Room complete with stained glass window and wet bar. There are several preferred Caterers available to meet any of your event needs.



## Preferred Caterers List

**Chef Shane's Well Seasoned Catering**  
PO Box 2238, Idaho Falls, ID 83403  
(208)589-8148

**3's Company Catering**  
368 A Street, Idaho Falls, ID 83402  
(208)569-2969 - [www.3scompanycatering.net](http://www.3scompanycatering.net)  
[3scompanycatering@gmail.com](mailto:3scompanycatering@gmail.com)

**Alchemy Catering** - Chef Tim Leininger  
(208)520-9287 or (208)523-4186  
[www.alchemycatering.net](http://www.alchemycatering.net)

**The Cellar**  
3520 E 17th Street, Ammon, ID 83406  
(208)525-9300 - [www.thecellar.biz](http://www.thecellar.biz)

**Gandolfo's Deli**  
1685 S Woodruff, Idaho Falls, ID 83404  
(208)542-0027

**Red Lion** - Catering on the Falls  
475 River Parkway, Idaho Falls, ID 83402  
(208)523-8000

**Rutabagas**  
415 River Parkway, Idaho Falls, ID 83402  
(208)529-3990

**Villa Coffeehouse**  
344 Park Avenue, Idaho Falls, ID 83402  
(208)524-8882



# Willard Arts Center

*Weddings, Receptions, Meetings, Events*



**Idaho Falls Arts Council**  
498 A Street, Idaho Falls, Idaho 83402  
[www.idahofallsarts.org](http://www.idahofallsarts.org)



*Weddings*

*Receptions*

*Meetings*

*Events*



# Rental Rates

## Hartwell/Chesbro Rooms (single/double)

### Commercial Rates

Half Day (4 hours)	\$95
Full Day (8 hours)	\$160

### \*Members & Nonprofits

Half Day (4 hours)	\$80
Full Day (8 hours)	\$140

### Member Artists & Arts Organizations

Half Day (4 hours)	\$50
Full Day (8 hours)	\$80

## US Bank Conference Room

### Commercial Rates

Half Day (4 hours)	\$85
Full Day (8 hours)	\$150

### \*Members & Nonprofits

Half Day (4 hours)	\$70
Full Day (8 hours)	\$130

### Member Artists & Arts Organizations

Half Day (4 hours)	\$40
Full Day (8 hours)	\$70

## Carr Gallery & Lobby (max. of 5 hours)

Commercial Rates	\$595
*Members & Nonprofits	\$495

Member Artists & Arts Orgs	\$395
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## Entire Gallery Building

Commercial	\$795
*Members & Nonprofits	\$695

Member Artists & Arts Orgs	\$595
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*\* Member rates are for those who contribute \$250 or more annually to the Arts Council*

# Weddings

*Build your own package*

___ Carr Gallery & Lobby	\$595/\$495
___ Hartwell/Chesbro Room	\$160/\$140
___ US Bank Conference Room	\$150/\$130
___ Staffing Fee ___ hrs @ \$16	
___ Custodial Fee \$50	
___ Dressing Rooms @ \$45 each	
___ Theater Lobby \$250/\$275	
___ Entire Gallery Building \$795	
___ Hall Community Gallery \$250	
___ Prior day set-up \$ _____	

*Other services may be available for a fee*

___ Total	
___ Deposit	___ Paid

## Additional Information

- Rental fees should be applied for the time of the event, as well as time for set-up/clean-up.
- Every rental includes a \$50 custodial fee.
- For events before 9am or after 5pm an Arts Council staff member is required at \$16/hr
- A **nonrefundable** deposit of half the room rental fee is required to reserve the date.
- IFAC may provide tables or chairs as needed. Please ask for an inventory sheet for available supplies

# Theater Rental

## Commercial

\$750/show OR 10% of gross ticket sales, whichever is greater. Technical Rehearsal: \$225 for 4 hours

## Nonprofit (not affiliated with the Arts Council)

\$450/show OR 10% of gross ticket sales, whichever is greater. Technical Rehearsal: \$150 for 4 hours

## Member Arts or Nonprofit Organizations

\$295/show OR 8% of gross ticket sales, whichever is greater. Technical Rehearsal: \$125 for 4 hours

*\*to qualify for this rate, your organization must be a member in good standing of the Arts Council AND one of the following: IRS Recognized 501(c)(3) organization, nonprofit service club/organization, nonprofit school, government agency or bona fide arts organization that actually provides arts education to the community.*

## Colonial Theater Package

non-production (maximum of 2 hours)

Commercial Rates	\$350
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*Members & Nonprofits	\$275
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Member Artists & Arts Orgs	\$225
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*Theater rentals require at least 2 tech staff members @ \$16/each*

*All theater productions require the following:*

- 1.) Labor: Minimum 1 Sound Engineer, 1 Lighting Director, 1 Stage Manager, 1 FOH Manager and 2 Head Ushers. (labor costs range from \$10-\$16/hour, and require a 4 hour minimum)
- 2.) If either of our pianos are required for the show, there will be an additional tuning charge.
- 3.) Rentals are for a 7 hour block. Additional charges will apply after 7 hours. Labor Staff is paid until the performance is over and everyone has left the building.

*For questions or to schedule an appt. contact David Walker, 208-522-0471 ext 108*