

Willard Arts Center & Colonial Theater  
Rental Rates  
Effective July 1, 2019

**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: \$15-\$20/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: \$15-\$20/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: \$15-\$20/hour

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

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***Willard Arts Center***

	Commercial	Member		Non-Member	
		Non Profit	Arts Org	Commercial	Non Profit
<b>Hartwell Chesbro Room</b>					
Less than 6 hours	\$ 150	\$ 100	\$ 125	\$ 200	\$ 150
Per Day	\$ 200	\$ 150	\$ 150	\$ 300	\$ 200
<b>US Bank Conference Room</b>					
Less than 6 hours	\$ 75	\$ 50	\$ 75	\$ 100	\$ 75
Per Day	\$ 100	\$ 75	\$ 100	\$ 150	\$ 100
<b>Carr Gallery &amp; Colonial Theater Lobby</b>					
Per Day	\$ 650	\$ 500	\$ 575	\$ 750	\$ 650
<b>Willard Arts Center</b>					
Upstairs- inc. Hall Community Gallery	\$ 395	\$ 220	\$ 300	\$ 425	\$ 395
Upstairs- inc. Hall Community Gallery & Lobby	\$ 495	\$ 320	\$ 375	\$ 525	\$ 495
Entire Building	\$ 950	\$ 725	\$ 800	\$ 1,200	\$ 950

***Staffing Requirements for All Events***

1 Front of House Manager \$20/hour  
 Additional staff may be required \$15-\$20/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**