



44 W High St. Carlisle, Pa. 17013 \* [www.carlisletheatre.org](http://www.carlisletheatre.org)  
Box Office: 717.258.0666 \* Business Office: 717.240.0970 \* [staff@carlisletheatre.org](mailto:staff@carlisletheatre.org)

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*The Carlisle Theatre is an Art Deco, 960 seat theatre, located in the middle of historic downtown and is accessible via car or foot. We are within walking distance of popular Pomfret Street, pubs, galleries, Dickinson College and more. We show films and provide live music and theatre and we remain a popular rental venue for special occasions. Our beautiful marquee commands attention and your special event WILL get noticed!*



### **Rental Rates for Concerts, Performance on Stage**

#### **NON-PROFIT RATES STANDARD DAY BASE RENTAL**

Theatre rental M, T, W:       \$1,200.00

Theatre rental TH, F, S, S:   \$1,600.00

#### **FOR PROFIT STANDARD DAY BASE RENTAL**

Theatre rental M, T, W:       \$1,700.00

Theatre rental TH, F, S, S:   \$2,200.00

Standard Day. A standard day is 12 hours maximum, with the earliest start time of 8:00 am. Activities scheduled beyond the standard day will be subject to additional facilities and personnel charges.

Staff and Advertising. Performance rentals include one Theatre representative, basic housekeeping, usher staff, and web presence, which includes website, Facebook, social media, calendar inclusion, event webpage, link to seating chart, and link to on-line ticketing site.

Rehearsals. One rehearsal is included and it must be scheduled for the same day as the performance. If a same day rehearsal is not possible, another day may be substituted with mutual consent and if the rehearsal ends by 4pm. Additional rehearsals may be scheduled at \$300 per day plus production charges.

Hourly rate for Theatre rental beyond standard base rental rates: \$50 per hour  
Theatre Rep/Tech Rep: beyond standard base rental rates: \$25 per hour

**GREEN ROOM RENTAL: \$200**

**BOX OFFICE CHARGES (Required if using Theatre Box office services)**

Box office fee: \$300.00

- Includes ticket set up and administration, box office labor, and final reporting.

Per ticket handling charge: \$2.00 per ticket as utilized.

Credit card processing fee: 4% Charged to leasee at settlement on all money received through credit card sales. Ticketing system processing charge: \$3.00 per ticket processed.

Royalty or licensing fees: varies.



**Insurance Requirements**

**Insurance Requirements:** Theatre shall not be responsible for any loss or damage to equipment or property owned or used by User, it agents, employees or guests. User shall obtain and keep in full force and effect during the term hereof, at User's sole cost, comprehensive broad-form general public liability insurance. The insurance is for use against claims and liability for personal injury, death or property damage arising from or related to User's use, occupancy or misuse of the Facility or adjoining areas, ways or properties, such coverage to be for the mutual benefit of Theatre and User. Such insurance shall provide for a minimum protection of \$1,000,000 combined single limits (with a commercial reasonable deductible). All such policies or riders shall contain language, unless waived in writing by the Theatre, to the effect that (a) the insurer waives the right of subrogation against the Theatre, its agents and representatives; (b) the policies are primary and non-contributing with any insurance that may be carried by the Theatre; (c) they cannot be cancelled or materially changed without reasonable prior written notice; and (d) they shall list Theatre as an additional insured. In the event of such cancellation or material change, or in the event User fails to provide Theatre with proof satisfactory to Theatre's contact person or other designated representative that the foregoing insurance is in full force and effect, this Rental Agreement shall terminate and be of no further force and effect. Proof of this policy shall be given to the Theatre Representative no later than 30 days prior to the Performance.

**Liability for Damages:** User assumes full responsibility for the prompt repair or replacement of any of the Theatre's equipment, appliances, furnishings, materials, lighting, props, sets, supplies and other property broken, damaged, lost or stolen during the course of User's use of the Facility.