



Rental Rates & Discounts

Lerner Theatre <i>Mainstage Theatre, seating 364</i>	\$375/hour
Reeve Theatre <i>Black Box Theatre, seating 142</i>	\$250/hour
Lobby and Gallery <i>Large lobby divided in 3 parts.</i>	\$125/hour* <i>*Per 1/3 of Room</i>
IStage Alley <i>Alley along side the gallery.</i>	\$125/hour
Del Ray Studio <i>Large Dance studio with private entrance</i>	\$150/hour
Dance Studio <i>Medium Dance studio with marley floor</i>	\$95/hour
Access Studio <i>Medium classroom studio w/ sink & fridge</i>	\$95/hour
Drama Studio <i>Medium classroom studio w/ upright piano</i>	\$95/hour
Music Studio <i>Medium carpeted room with Baby Grand Piano</i>	\$95/hour
Education Labs <i>2 long classrooms with divider wall</i>	\$95/hour
Board Room <i>Meeting-style Room</i>	\$65/hour

Discounts

- Full Day Rental, 7+ hours (20%)
- Multi-Day Rental, 4+ hours each day (15%)
- Friend Circle Donors (5%)
- Partner Level Circle Donor (Free Birthday party)
- Non-profit Organizations (20%)
- Board Member (20%)*
- Imagination Stage Contract Labor/Faculty/Actors (25%)**
- Staff members (40% discount)

*Discounts apply to contracts with staff or board member directly. If used for an outside group, contract has to be signed by staff or board member.

**Hourly staff and contract labor discount can apply if the person has worked 6 months before or is scheduled to work within 6 months after rental date.

Mandatory Fees:

Facility Fee - \$50
Covers materials and facility costs.

Theatre Fees:

Audio Setup - \$50
Includes 2 mics and basic audio.

Projector - \$50
Theatre projectors available upon request(theatre space/set permitting).

Advanced Lighting - \$100
Includes 2 hours of programming.

Advanced Audio - \$100
Includes 2 hours of programming.

On Site Technician - \$30/hr
Required for Lerner rentals. May be required, based on needs of the rental of the Reeve. Minimum of 4 hours.

Additional Fees:

Reception - \$20/hr
May be required, based on needs of the rental. Minimum of 4 hours.

Tables - \$10 each
Each studio includes 2 tables.

Chairs - \$2 each
Each studio includes 20 chairs.

Podium - \$25

Lecturn - \$25

Payment & Cancellation

Rental Payments:

Fifty percent (50%) of the rental cost is due as a deposit when the contract is signed. The balance will be paid 14 days before the event. If an event is booked less than 14 days in advance, the full rental cost is due when the contract is signed.

Rental Cancellations:

- 60 days before the event, the deposit is refunded fully
- 30 days before the event, 50% of the deposit is refunded
- Less than 30 days before the event, there are no refunds

Space Usage

Cleaning:

You are expected to leave the spaces as you found them. A fee of 30% of final contract will be charged for rooms that require cleaning, moved furniture, etc.

Furniture and Materials:

Only those items agreed upon at signing are allowed in the space. Specific requests for tables, chairs, podium, AV equipment and additional technicians must be made when booking the event. Materials needed during the rental will be subject to additional fees.

Insurance & Liability

Renter must provide a certificate of insurance showing comprehensive liability insurance with a minimum of \$1,000,000 per occurrence listing Imagination Stage as additionally insured. Without this certification, renter must acknowledge and agree to assume complete responsibility for insurance claims relating to its staff/performers/audience caused by its staff/performers/audience. Renter also accepts full responsibility for any damage caused to the facility's building or property.

FAQs:

Q: How much time do I have in the space before my event starts?

A: We automatically build 30 minutes before and after your event into your rental. If you need more time, we can build it into your contract.

Q: Are candles, confetti, sparklers, or glitter allowed?

A: These all depend on which space you are renting. However, glitter is NOT allowed.

Q: Does IStage have preferred vendors?

A: No we do not, but please give us a list prior to your event.

Q: Is parking available onsite?

A: We are adjacent to a parking garage. Parking is free on weekends and holidays.