

# BALZER THEATER AT HERREN'S

84 Luckie Street NW

Atlanta, GA 30303

11 June 2018

## RENTAL RATES

Contact: [business.office@theatricaloutfit.org](mailto:business.office@theatricaloutfit.org).

### Terms of Rental Agreement:

- To hold reservation, a Non-Refundable Deposit, consisting of the First 1/2 Rental Cost of Theater, is due upon receipt and signing of Agreement.
- The remaining balance, consisting of the Second 1/2 Rental Cost of Theater plus Equipment Rental, is due 4 weeks prior to occupancy. If paying with cash or money order, this payment can be accepted up to 2 weeks prior to occupancy. **All check payments are due 4 weeks prior to occupancy.**
- A Refundable Security Deposit of \$500 is due 2 weeks prior to occupancy. Given that there is no overtime or any damages, this will be refunded to the renter 10 days after occupancy ends. Any damages or overtime are deducted from the refund.
- A Certificate of Liability Insurance from the Renter is due two weeks prior to occupancy.
- All rentals are subject to final approval by the Theatrical Outfit's Executive Artistic Director.
- All rentals are subject to availability.
- Rental rates are guaranteed only with the signing of a valid Rental Agreement. Listed and quoted prices are subject to change.
- There is no scene shop. There are no storage areas available for use by Renters.
- For non-profit rates, Renter must have and present a valid IRS non-profit designation letter at the time of application.
- For groups of 50 or more there is an additional \$100 per day custodial fee. (Group number excludes audience)

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### MAIN STAGE

#### Rental Rates Include:

- Stage, masking; green room; dressing rooms (if available); normal patron use of lobby and theater; reasonable utilities.
- All rental agreements include a Building Representative who will be present throughout the duration of your occupancy. The Building Rep. provides lobby security throughout your occupancy and serves as a point of contact for any facility concerns or questions on the day of the event.
- If using the space past normal business hours, two Building Representatives are required.
- All other spaces and equipment (light/sound systems) owned by BTH requires a separate rental agreement and charge. (See Package Options on PG. 2)
- The stage of The Balzer Theater at Herren's has approximately 21' x 60' of performance space with stadium style audience seating for 200 people.
- There are two dressing rooms (with space for 6 and 8 people) and a small green room.

#### Day Rates

##### **WEEKDAYS (M- TH)**

Half Day Meeting Rate (4 Hours & Before 6pm)  
Single Day Rate (For 8 Hour)  
Overtime (Over 8 Hours, Per Hour)

#### Non-Profits\*

\$400  
\$800  
\$200

#### For-Profit

\$800  
\$1600  
\$200

##### **WEEKENDS (F-SU)**

Weekend Day Rate (For 8 Hour)  
Overtime (Over 8 Hours, Per Hour)

\$1200  
\$250

\$2200  
\$250

### REHEARSAL ROOM

- The rehearsal room of the Balzer Theater at Herren's is approximately 32' x 25', accessible via stairs or elevator.
- Up to four 6' tables and thirty chairs are available for use in the space with prior notice.
- Rental of the rehearsal hall includes a building representative for facility security and hospitality.
- Please note the additional fee for rentals using the rehearsal room after 6pm on weekdays\*.
- The rehearsal hall is not available while stage is in use.

#### Day Rates

Weekday Half Day (4 hours and under)  
Weekday Single Day (4 to 8 hours)  
Weekday After 6pm additional per hour fee  
Saturday and Sunday (8 hours and under)  
Overtime (Over 8 hours, per hour)

#### Non-Profits\*

\$250  
\$500  
\$100  
\$800  
\$100

#### For-Profit

\$300  
\$600  
\$100  
\$800  
\$100

*ALL PAYMENTS MUST BE MADE PAYABLE TO THEATRICAL OUTFIT*

Continue to next page for additional package details.

## **ADDITIONAL PACKAGES**

### **AUDIO PACKAGE - \$550 per 8 Hours**

includes a sound technician for your occupancy and access to our basic audio system/sound board with two Wireless Handheld Microphones and the possibility of playback through the house system. Please note that our sound board may only be operated by the designated BTH sound technician. Batteries for the microphones are the responsibility of the Renter. Playback may be from digital audio files brought to the theatre on USB Flash Drives for use with the digital playback system. There is no CD player. Additionally, the package includes the ability to connect a small playback device such as an iPod or other MP3 player for purposes of music to be played during the event. Particulars of this equipment may shift over time and the Renter needs to consult with the Technical Staff to determine what is possible for their event and what sort of batteries need to be supplied for the microphones. Any other audio needs will need to be negotiated as additions to the basic package. Should the event require audio equipment not belonging to Theatrical Outfit to be added to the system (such as a feed from the audio console for a media services), that must be communicated with the rental agreement a week prior to the event. **If overtime is included in contract or incurred during rental occupancy, an additional fee of \$30 per overtime hour will be charged to accommodate payment to the rental technician.**

### **LIGHTING PACKAGE - \$550 per 8 Hours**

includes a lighting technician for your occupancy and access to our lighting systems/light board. Please note that our light board may only be operated by the designated BTH light technician. A basic light plot as found will be pre-set for your event. As found lighting stipulates that all colors set in lamp are dependent on the show in place prior to your event and cannot be changed if Theatrical Outfit programming overlaps the rental. Any desired changes to the color in the lighting are at the expense of the Renter for gel. All other expendables including gaff tape, glow tape and gobos are the responsibility of the renter. See below for set up fees for cyc and cyc lights. Please note the theater does not have any spot lights. For a full list of lighting equipment available, contact [business.office@theatricaloutfit.org](mailto:business.office@theatricaloutfit.org). **If overtime is included in contract or incurred during rental occupancy, an additional fee of \$30 per overtime hour will be charged to accommodate payment to the rental technician.**

### **CONCESSION/BARTENDER PACKAGE – Complimentary unless specifically denied**

Includes a bartender for pre-show and intermission (if applicable) sales of snacks, soda, water, beer and wine. No food or drinks, except bottled water, are allowed in the theater. Please note snacks and drink selection varies depending on stock of the theater at a given time. If you have any special requests\*, they must be made to the theater 2 weeks in advance and may not always be able to be fulfilled. Theatrical Outfit keeps all profit from concession sales. Theatrical Outfit is not responsible if certain items sell out during the course of the event. **There can be no outside or vendor sales of food within our building.**

\*Special requests are at the discretion of the renter and must be within the norm of our regular orders and may add additional fees to concession package cost.

*Complimentary snacks and non-alcoholic beverages provided by the renter for patrons are permitted outside of the Concessions Contract. If you wish to serve complimentary alcohol, our bartender must be present and this package must be purchased.* All of our designations in this package are based off our strict license regulations.

### **Additional Rental Add-Ons**

Projector Rental\* - \$250 per projector per week (minimum)  
Marquee Rental - \$100 per day prior to day of event (free day of event)  
Cyc Set Up Fee - \$100  
Piano Rental - \$250 + Tuning Fees if needed (per week)  
Piano Tuning – Invoiced after work completed  
Keyboard Rental (Casio only) - \$250 per week

*\* Projector Rentals may incur additional fees depending on additional equipment requirements. Discussion with Theater's Production Manager is necessary before setting the final fee. For example, multiple projectors require use of additional computers and other video equipment, which are not necessarily included in projector rental fee. Use of a single projector, or even the renter's own projector could also require the use of extra equipment, depending on the complexity of the video being projected.*