

**BALZER THEATER AT HERREN'S**

84 Luckie Street NW

Atlanta, GA 30303

**RENTAL RATES**Contact: [rentals@theatricaloutfit.org](mailto:rentals@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.
- All Rental Agreements must be signed and completed no later than 30 days prior to occupancy.
- The remaining balance, consisting of the Second 1/2 Rental Cost of Theater plus Equipment Rental, is due 30 days prior to occupancy.
- A Refundable Security Deposit of \$500 is due 30 days 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 30 days prior to occupancy.
- All rentals are subject to final approval by a member of Theatrical Outfit's Executive Team.
- 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.
- All rentals include a \$150 per day custodial fee.

**MAIN STAGE****Rental Rates Include:**

- Stage; green room; dressing rooms (if available); normal patron use of lobby and theater; reasonable utilities.
- All rental agreements include two Building Representatives 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.
- All other spaces and equipment (light/sound systems) owned by BTH require 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. Dressing rooms subject to availability.

**Day Rates****WEEKDAYS (M-W)**

	<b><u>Non-Profit*</u></b>	<b><u>For-Profit</u></b>
Half Day Meeting Rate (4 Hours & Before 6pm)	\$600	\$1,000
Single Day Rate (For 8 Hour)	\$1,000	\$1,800
Overtime (Over 8 Hours, Per Hour)	\$250	\$250

**WEEKENDS (THU-SU)**

Weekend Day Rate (For 8 Hour)	\$1200	\$2200
Overtime (Over 8 Hours, Per Hour)	\$300	\$300

**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 the stage is in use.

**Day Rates**

	<b><u>Non-Profit*</u></b>	<b><u>For-Profit</u></b>
Weekday Half Day (4 hours and under)	\$350	\$500
Weekday Single Day (4 to 8 hours)	\$600	\$800
Weekday After 6pm additional per hour fee	\$100	\$100
Overtime (Over 8 hours, per hour)	\$100	\$100

***ALL PAYMENTS MUST BE MADE PAYABLE TO THEATRICAL OUTFIT***

Continue to the next page for additional package details.

## **ADDITIONAL TECH PACKAGES**

The technical access is limited without the purchase of the following packages. If they are not purchased, the only lighting available to you will be house lighting and over the stage “work lights” and you will have to provide your own speaker(s) and playback system.

### **BASIC TECH OCCUPANCY PACKAGE - \$800 per 8 Hours**

includes one technician that will provide simple light and sound services. The technician will provide for you one standard full stage lighting look, adjustable house light levels, and simple audio playback of a playlist from one source via the renter’s own via mp3 player or laptop only. The auxiliary cable is provided but if your device requires an adapter, the renter must provide said adapter. This package does not include any cueing of sound outside of “fade up” to turn on the music or “fade down” to turn off the music. The lighting look provided will be predetermined based on the plot available due to the events surrounding the date of the rental. **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.**

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

includes a sound technician for your occupancy and access to our basic audio system/sound board with two Wired or Wireless Handheld Microphones (depending on availability) and audio playback through the house system via renter’s own mp3 player or laptop only. The auxiliary cable is provided but if your device requires an adapter, the renter must provide said adapter. This also includes one basic sound mix (one standard level setting for playback and microphones). Simple cueing is available with this package. Should you choose to provide your own audio equipment and it doesn’t need to be hooked directly into our system you may bypass this package. Though if you wish to bring additional equipment that you would like to use in tandem with our sound system this must be approved by the Production Manager 30 days prior to the rental and additional charges may occur. **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.**

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

includes a lighting technician for your occupancy and access to our lighting systems/light board. The renter will only have access to the lighting plot currently hung in the space; determined by events surrounding the date of the rental. This includes lighting positions and color. With this basic package, we can provide for you three basic looks, a “pre-event/post-event” look and two “during event” looks. These looks can be designed with guidance from a rental representative within the parameters of what is available. We will also set the house lighting to your desired level with both looks. Simple cueing is available with this package. **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.**

**Note: All technical equipment may only be operated by a BTH technician. This includes but is not limited to sound board, light board, computers, and receivers. This means that any usage of the technical equipment available requires purchasing of one or more of the aforementioned packages. Any additional needs to the packages described above require approval from the Production Manager and may incur additional charges. These needs must be communicated 30 days prior to the rental or the request may be immediately denied. If these packages are not purchased, the tech booth will be locked and unable to be accessed by the building representative the day(s) of your event. The Production Manager’s email is [daimien.matherson@theatricaloutfit.org](mailto:daimien.matherson@theatricaloutfit.org)**

### **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. All food and drinks 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.

All of our designations in this package are based on our strict license regulations.