

# the theatre

The State Theatre Center for the Arts, Inc. presents a wide variety of arts and entertainment events of its own, and also welcomes requests to lease the facilities from community organizations, businesses and other users.

However, our experience and that of other Centers suggest that certain types of events may not be appropriate for us. We have spent six (6) million dollars to restore the theatre, and we do not wish to bring in events where there is a real potential for damage to the facilities, personal injury to those attending, or for the reasons outlined below.

Therefore, we retain the right to refuse the use of our facilities in certain situations, including but not limited to the following:

- a. Events where there is a real potential for crowd behavior problems that might result in personal injury or damage to the facilities, etc.
- b. Events whose nature is not appropriate to the historic facilities or a performing arts center.
- c. Events that would conflict with something already on our schedule.
- d. Situations in which the new sponsor or promoter cannot supply satisfactory references from prior events at other facilities. The expertise and business reputation of the sponsor or promoter are key factors in the success or failure of the event, and they need to have the ability to organize, produce and promote the proposed event.
- e. Situations that are inconsistent with the mission or the philosophy of the State Theatre Center for the Arts, Inc.



Procedures for leasing the State Theatre are outlined below. Please review the information and if you are interested in renting the Theatre please begin the process by filling out the Promoter Request/Background Check form and fax it back to 610-258-2570. For more information or to discuss potential leases or dates, please contact Mark Rafinski, Vice President of Productions & Operations, at 610-258-7766 ext. 211 or by email at [mrafinski@statetheatre.org](mailto:mrafinski@statetheatre.org)

## Stage and Theatre Expenses

### Based on one performance in one day

- Base lease fee for one performance on one day (Monday through Thursday): \$4,500.00 Commercial
- Base lease fee for one performance on one day (Monday through Thursday): \$4,000.00 Non Profit
- Base lease fee for one performance on one day (Friday through Sunday): \$5,000.00 Commercial
- Base lease fee for one performance on one day (Friday through Sunday): \$4,500.00 Non Profit  
(Base Lease fee includes the services of our VP of Production for the day (12 hour period), the use of our sound and lighting equipment, housekeeping for one performance, and the use of two follow spots. No discount for services not used.)
- 2nd Performance on same day: \$2,500.00  
(plus applicable charges)
- Production parking for one performance (Required): \$400.00

### Additional Options:

- Semi concert grand piano and one tuning: \$300.00
- Additional piano tuning: \$100.00
- For Marketing options contact Jamie Balliet at 610-258-7766 x204 or [jballiet@statetheatre.org](mailto:jballiet@statetheatre.org)
- Service Charge: additional services requested by renters will be assessed with a 15% surcharge.

### Staff & Labor (All rates include payroll and labor related costs, taxes and insurances.

Rates are subject to change without notice.)

- Security (Minimum 6 guards for 5 hours): \$32.00/Person/hour, 1 uniform officer mandatory
- Box Office Employees (as needed) \$20.00/Person/hour
- All work-performed after 12:00 AM or before 8:00 AM and all hours over 8 straight actual worked hours will be billed at time and one-half the applicable rate.



## Stagehand Rates and Conditions

- Stagehand cost per hour: \$28.00/Person/hour
- There will be a minimum of four (4) hours per call.
- There will be one five (5) hour call permitted per twenty-four hour period.
- There will be a minimum ten (10) minute break every 2 hours of work.
- There shall be a lunch or dinner break for one (1) hour, every four (4) hours.
- All show calls (that period of time encompassing performance) shall begin one hour prior to performance.
- Employees not receiving lunch or dinner break, will be paid at the rate of time and one-half for every hour invaded.
- There will be an eight (8) hour "swing period" between work ending one day and beginning the next. Employees will be paid an additional hour for every hour invaded during the swing period.
- For events which are commercially videotaped, audio taped, or filmed, double time will be paid to each of the show running crew.
- All work-performed after 12:00 AM or before 8:00 AM and all hours over 8 straight actual worked hours will be billed at time and one-half the applicable rate.

## Additional Requirements

- No date is guaranteed unless a contract is returned with the required deposit, signed by both the licensee and the State Theatre's President & CEO.
- Dates may be held for up to a maximum of 48 hours without a deposit.
- No date may be advertised until a fully executed contract exists between the licensee and theatre.
- Licensees must adhere to the theatre's marketing regulations and restrictions provided with the contract regarding all print ads and mailings.
- All advertising (print, radio, television, internet or any other form) MUST be approved by a State Theatre representative before it runs and/or is aired.

### **NO EXCEPTIONS**

- Renter is responsible for carrying comprehensive liability insurance in the amount of not less than \$1,000,000 for injury to any one person and \$1,000,000 for any one occurrence and property damage insurance in the amount of no less than \$1,000,000. The State Theatre Center for the Arts, Inc., shall be named as co-insured.
- **Sound Level:** The State Theatre enforces a strict 95 db "A" sound level measured from the sound board. There will be no exceptions. As the promoter of this event you are obligated to enforce this policy. Should Artist's personnel refuse to adjust decibel levels to conform to house policy, the State Theatre Center for the Arts shall have the right to charge the promoter \$1,000.00 after the first warning and for each subsequent infraction of this policy in addition to all other charges incurred for this event.
- 14 complimentary tickets reserved for the State Theatre at no charge to the theatre.
- A house commission on all merchandise sold during the day is 25%. Thirty days notice is required if the State Theatre will be selling merchandise for renter/artist.
- FEES AND RATES ABOVE SUBJECT TO CHANGE WITHOUT NOTICE.

## Box Office Fees

The State Theatre reserves the right to be the sole location to distribute tickets.

### **Promoter responsible for:**

- A \$1.00 / ticket fee sold or comped will be charged to licensee at settlement.
- A \$ 5.00 / ticket fee will be charged to licensee at settlement for every ticket returned to the Box Office for resale.
- A credit card fee of 4% will be charged to licensee at settlement on all money received through credit card sales.

### **Fees charged to Patron:**

#### **Box Office**

- 5% Easton Admission Tax\*
- \$3 Building Restoration Fee\*\*
- \$5 Order fee (\$7 if mailed)

#### **Internet**

- 5% Easton Admission Tax\*
- \$3 Building Restoration Fee\*\*
- \$3 Per Ticket Web Fee (Add \$5 delivery fee if mailed or will call)

\*A 5% City of Easton Admission Tax (regulated by the City of Easton) will be added to each ticket purchased (Max of \$2.50 per ticket).

\*\*Theatre Restoration Fee: The State Theatre is a magnificent, 1926 building named to the National Register of Historic Places. The Theatre required constant maintenance to keep it beautiful and safe, and proceeds are invested in the preservation of the venue so that we can fulfill our mission to serve the community. This fee is waived for Children and Student designated ticket prices.

- Please use the following telephone numbers/website in all advertising:  
BOX OFFICE / 610-252-3132 - [www.statetheatre.org](http://www.statetheatre.org)  
Use of the Theatre's 1-800 # is prohibited.
- Box Office Hours  
10AM TO 4PM - Monday through Friday  
2 hours before every performance  
(Additional hours over and above those listed will be charged at a rate of \$18.00/hour)
- Tickets will be made available for sale from the Theatre's website at [www.statetheatre.org](http://www.statetheatre.org). Promotional material will be displayed at the State Theatre on a space available basis.
- To set up automatic ticket counts contact Ruthann Gargone at 610-258-7766 x208 or [rgargone@statetheatre.org](mailto:rgargone@statetheatre.org)
- The house seats 1,549 at maximum capacity.  
2 Boxes with 8 seats in each • 993 Orchestra seats • 252 Loge seats • 288 Balcony seats