

# **MARILYN MONROE THEATRE**

## **TOTAL RENTAL FEE: \$2300.00 per week**

### **96 SEATS**

- STAGE MANAGER RATE (if needed) - \$150 PER SHOW
- HOUSE MANAGER RATE (required) - \$300 per week not included in the rental fee\*
  - Includes Box Office support, phones, and Front of House management
- IN HOUSE DESIGNERS AVAILABLE - rates vary

### **Additional Services**

- Rehearsal space available for rent

### **Rental Handbook**

1. Weekly rental fee is for Thursday through Sunday, maximum 4 performances, Thursday through Sunday only. Theatre hours are Monday-Thursday 9am to 10:30pm and Friday from 9am to 5pm.
2. Additional Performances may be added on Monday and Wednesday night or a second show on Sunday at a cost of \$250 per additional performance plus \$25.00 per hour for additional staff.

### **Rental fee includes:**

1. The theatre space
2. The Theatre Lounge (bar, lounge, reception)
3. 55-65 lighting instruments, ETC Nomad OS light board, 36 dimmers @ 2.4 kw each.
4. Ladders required for load-in and tech.
5. Sound Equipment (Amp, speakers, and sound board.)
6. Heating and Air Conditioning
7. Janitorial service
8. 5 dressing rooms.

Rental fee DOES NOT include DESIGNERS, CREW OR ANY OTHER THEATRE PERSONNEL. Names and numbers of publicist, designers, stage managers, and crew are available upon request.

### **The following is required to rent a theatre:**

%25 non-refundable deposit due upon signing theatre contract

%50 due opening night

%25 due closing night

\* House management will open the theatre 2 hours before curtain and will close an hour after close curtain. Any additional time needed will cost \$25 per hour.

\* The House Manager is required to open and staff the theatre after Institute hours for insurance purposes.

\* House Manager rate is paid directly to the House Manager, not the Institute.