



P.O. Box 756
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Lakeport, CA 95453
707-263-0577
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www.soperreestheatre.com

RATES & REQUIREMENTS INFORMATION **FOR NON-PROFIT RENTERS**

Thank you for considering the Soper Reese Theatre for your upcoming event. Our goal is to provide you with a professionally equipped theatre supported by high quality technical and administrative personnel. Should you choose to rent our facility we will do our best to meet, if not exceed, your expectations.

All rentals are booked on a first come, first served basis and are subject to approval by theatre management. Your date will be held in your name on the theatre's Master Calendar once we have received your booking request form. However, your date will not be confirmed until a signed contract and deposit is received by theatre management.

Please review the rates and requirements on the following pages. If you wish to proceed please take the following steps.

First

- Contact theatre at 707-263-0577 or info@soperreestheatre.com to determine date availability and to arrange for a theatre tour if desired.
- Fill out and return booking request form which you can download from the Soper Reese web site at www.soperreestheatre.com/booking.asp. This constitutes a tentative reservation.
- Include proof of non-profit status with booking form.

Second

- Theatre will send you a contract.

Third

- Sign & return contract.
- Include deposit check. If you prefer to make payment by credit card, add 3.5% to the total.
- Include copy of insurance rider.
- When signed contract, deposit and insurance rider are received by theatre, your booking is confirmed.

RATES FOR **NON-PROFIT** USERS

Examples of what qualifies as public event: event advertised and open to the public

Examples of what qualifies as private event: not advertised to the public; by private invitation only; no tickets sold

PERFORMANCE Examples: concert, play, film, show, awards ceremony, dance recital, dinner/dance, reunion, prom, wedding	PUBLIC EVENTS	PRIVATE EVENTS
One Performance per Day, First Day		
Rental rate for up to 8 hours	\$350	\$250
Additional hours beyond the first 8, per hour	\$39	\$28
One Performance per Day, Additional Days		
Rental rate for up to 8 hours, per day	\$280	\$200
Additional hours beyond the first 8, per hour	\$32	\$23
Two Performances per Day, First Day		
Rental rate for up to 12 hours	\$500	\$355
Additional hours beyond the first 8, per hour	\$37	\$27
Two Performances per Day, Additional Days		
Rental rate for up to 12 hours, per day	\$430	\$300
Additional hours beyond the first 12, per hour	\$32	\$23
Performances Over Multiple Weekends	10% reduction of the above fees	
Rehearsals		
hourly rate	\$30	\$30

NOTE: Set up and tear down time counts as part of hourly occupancy. However, for rentals occurring over multiple weekends there is no charge for the first three hours of load in time, and set up time of up to five hours will be charged a flat rate of \$100 with any hours over that charged at \$30 per hour.

LECTURE/SEMINAR Examples: Instructional presentation, training session, business meeting, memorial service	PUBLIC EVENTS	PRIVATE EVENTS
One Session per Day, First Day		
Rental rate for up to 8 hours	\$250	\$150
Additional hours beyond the first 8, per hour	\$28	\$17
One Session per Day, Additional Days		
Rental rate for up to 8 hours	\$200	\$120
Additional hours beyond the first 8, per hour	\$23	\$14
Two Sessions per Day, First Day		
Rental rate for up to 12 hours	\$360	\$215
Additional hours beyond the first 12, per hour	\$27	\$16
Two Sessions per Day, Additional Days		
Rental rate for up to 12 hours, per day	\$310	\$185
Additional hours beyond the first 12, per hour	\$23	\$14
Rehearsals		
hourly rate	\$30	\$30

Note: Set up and tear down time counts as part of hourly occupancy

ADDITIONAL FEES FOR NON-PROFIT USERS	
Custodial Fee	\$60 per performance/lecture
Concession Fee, Single Day Rental applies when renter runs concessions	\$50 for up to 2 performances
Concession Fee, two to four consecutive day rental	\$50 first day and \$25 per day thereafter
Concession Fee, for events over 4 days	Renter's choice of EITHER the two to four day rate as above OR 10% of gross income from renter's concession sales
Sound Technician	\$175 per show up to 6 hours \$25 per hour thereafter
Lighting Technician	\$125 per show up to 6 hours \$25 per hour thereafter
Audio Visual Equipment Use Fee	\$25 per performance
Additional Technical Services	\$25 per hour
Preservation Fee	\$2.00 per each ticket sold includes comps
Ticketing Service & Credit Card Fees	Estimated at .25% of gross sales Percentage will vary based on number of ticket buyers using theatre's online service as well as number of buyers using credit card for payment
Grand Piano Rental	\$85 per day

Notes	
1. Grand Piano rental subject to prior approval by theatre management	
2. Renter may supply its own light, sound and/or audio visual technicians only by prior approval. Notice of such intention must be given at the time of booking. All technicians chosen by renter must be judged acceptable by theatre management. If acceptable, the regular theatre technician charges will not apply. Instead, a \$30 use fee will be charged for each set of theatre equipment (sound, lights, AV).	

PAYMENT METHODS

Preferred method of payment to the theatre is by check. Credit cards are accepted, with a \$25 service fee for amounts up to \$500, and a \$35 service fee for amounts from \$501 to \$1000.

REQUIRED DEPOSITS and CERTIFICATES

- A deposit equal to first day of facility rental charge. Due 60 days prior to event.
- Certificate of insurance for \$1,000,000 naming **Lake County Arts Council** as “additional insured.” Contact your insurance agent for assistance on obtaining this certificate. Certificate due at same time as the deposit.
- If alcohol will be served by renter, renter is required to apply for ABC permit and Lakeport Police Department permit. Permits must be displayed in-house on day(s) of event.
 1. ABC application available from <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf>.
 2. Lakeport PD application available from <http://www.lakeportpolice.org> (Click on “police alcohol permits” at the bottom of the right hand column, under “Documents.”)
 3. Applications will require theatre management signature.
 4. Begin this process about 30 days prior to your event.

CANCELATION CHARGES

One half the deposit with 31-60 days notice

Full deposit at 30 days notice or less

THEATRE-PROVIDED MARKETING

Note: This service is ONLY for events open to the public and is available at no extra charge

- One billboard poster for front of theatre; renter provides artwork; due 45 days before event
- Listing of event on theatre's web site and Facebook page
- Listing of event on theatre's weekly email newsletter
- Listing of event on theatre's printed flyer of monthly events. Subject to printing schedule.

EVENT RECONCILIATION & SETTLEMENT

Box Office proceeds are paid to renter within 15 days of the last day of rental period, less all theatre fees. Theatre provides a detailed balance sheet of expenses and ticket sales.

TICKETING PROCEDURE

- All ticketed events must be sold through the theatre using the theatre's computer-based ticketing system.
- Tickets are regularly sold through the theatre at:
 - The Travel Center, 1265 South Main Street, 9:00 AM - 5:00 PM, Mon-Fri
 - Online at www.soperreasetheatre.com
- If renter wishes to sell tickets independently, a deposit of \$2 per ticket is required. All unsold tickets must be returned on the Friday prior to the event by 5:00 PM. This service is available for open seating tickets only. It is NOT available for reserved tickets.
- Theatre capacity is 290 seats.
- Actual number of seats available for your event will depend on the configuration you choose.
- For all events, the following will affect your total seat capacity
 1. Three wheelchair/ADA seats paired with a companion seat. These must be held for wheelchair customers and cannot be sold to non-wheelchair customers.
 2. For each performance, theatre will hold back 12 tickets for marketing purposes and staff seating.

SOUND EQUIPMENT AVAILABLE AT THEATRE (at no extra charge)

Allen & Heath GL2400 32 Channel Mixing Console

Yamaha SPX2000 Digital Effects Processor

DBX PAV Digital Speaker Management Processor

Presonus ACP-88 8 Channel Gate / Compressor

4 - DBX 1231 1/3 Octave Graphic Equalizer

Monster Pro 2500 Power Conditioner

2 - JBL VRX 918SP Powered Sub / Crown Amplifier

4 - JBL VRX 932LAP Powered Line Array / Crown Amplifier

4 - JBL PRX 512M Powered Stage Monitor / Crown Amplifier

2 - JBL PRX 612M Powered Stage Monitor / Crown Amplifier

Sony Portable Compact Disc Player

2 - Shure ULXS Wireless Transmitter / Receiver Systems

2 - Shure ULXS SM58 Wireless Handheld Microphone

4 - Audio Technica ATW-R3100bD & Transmitter / Receiver Systems

4 - AT BP892 MicroSet Omni Condenser Mics (earset)

2 - Shure LX 88 IIE Wireless System (MC)

2 - Countryman Isomax E6i (earset)

- 6 - Shure SM57 Dynamic Microphones
- 4 - Shure SM58 Dynamic Microphones
- 2 - Shure SM81 Cardioid Condenser Microphone
- 2 - AKG C 1000 S Cardioid Condenser Microphone
- 1 - Shure Beta52 Dynamic Bass Microphone
- 3 - Sennheiser 604e Drum / Instrument Mics
- 6 - MC87 Straight Microphone Stands
- 9 - Boom Microphone Stands
- 4 - Short Boom Microphone Stands
- 2 - Tripod Speaker Stands
- 6 - Whirlwind IMP2 Direct In Box
- 10', 30' & 50' XLR cables to connect all gear

Note: If additional equipment is needed, it can be supplied at an additional charge

THEATRE PROVIDED PERSONNEL

As part of the base rental fee, theatre will provide:

- One house manager to supervise front of the house operations during the event(s) and to coordinate with stage technicians
- For PUBLIC events:
 - One box office ticket seller on duty two hours before start of event
 - Four to eight ushers
 - Two ticket takers
- For PRIVATE events: Two lead ushers with renter supplying additional as needed.
- One concession seller for non-alcoholic items (does not apply if renter is running concessions)
- One concession seller for alcoholic items (does not apply if renter is running concessions)