



PRAIRIE LAKES THEATER
2022 RENTAL FEES

INFORMATION

Basic rental fees are assessed according to a schedule that lists varied rates based on the purpose of the renting organization/individual, and the day and time of use. Organizations must provide evidence of non-profit status, prior to submitting an application, to qualify for non-profit rates.

The basic rental fee includes the use of the lobby, auditorium, stage, curtains, dressing rooms, and house lighting. Other types of equipment will be provided, if available and assessed according to the rate schedule. Rental rates for the facility are offered on an “as is, where is” basis. All changes, modifications and movement of materials will be completed at the renter’s expense.

The Park District reserves the right to charge for use of areas or equipment not represented in the application, if used. Adjustments to the contracted fee will be made within ten (10) days of the rental and billed accordingly.

RENTAL RATES FOR THE PRAIRIE LAKES THEATER BY CATEGORY

- **Residential groups:** having at least 60% residents in the group or audience and Corporate In-District companies
- **Non Resident groups:** having less than 60% residents in the group or audience

RENTAL RATES FOR THE PRAIRIE LAKES THEATER BY CATEGORY

1 & 2 DAY RENTAL FEES:

<i>Daily or hourly</i>	<u>Resident</u>	<u>Non-Resident</u>
Refundable Deposit	\$200.00	\$200.00
Prime (4hrs.), Weekdays after 4pm & Weekends	\$320.00	\$630.00
Non-Prime (4hrs.), Weekdays prior to 4pm	\$300.00	\$600.00
Wood Room (Scene Shop)	\$145.00/week	\$145.00/week
Additional rental hour’s	\$77.00/hour	\$77.00/hour
Staff Costs (<i>beyond building hours</i>)	\$25.00/hour	\$25.00/hour

LONG TERM RENTAL FEES:

3 Days up to 4 weeks

Refundable Deposit	\$200.00	\$200.00
Daily Rate: per day Monday–Thursday*	\$120.00	\$180.00
Daily Rate: per day Friday-Sunday*	\$190.00	\$290.00
Daily Rate: full week (Mon.–Sun.)	\$135.00	\$205.00
Exclusive Use **	\$110.00/day	\$110.00/day
Wood Room (Scene Shop)	\$140.00/week	\$140.00/week
Staff Costs (<i>beyond building hours</i>)	\$25.00/hour	\$25.00/hour

A 20% discount will be given to groups booking more than 1 long term production in our theater.

*Limited Use requires front of stage and general seating access during non-performance times.

** Exclusive Use is to waive the above requirements, in addition to regular rental fees.

ADDITIONAL CHARGES

The Park District will offer additional equipment to interested groups. Charges for specific equipment, required personnel, and other personnel follow:

Personnel Required:

Building Supervisor (<i>before or after our normal business hours</i>)	\$25.00/hour/employee
Theater Technician (<i>Lighting or Sound with use of equipment</i>)	\$37.00/hour/tech
Theater Supervisor	\$37.00/hour

Equipment:

Use of the Lighting Board and Theatrical Lights (<i>Operator <u>Not</u> Included</i>)	\$45.00/rental
Use of Follow Spot (<i>Operator <u>Not</u> Included</i>)	\$22.00/rental
Use of Sound Board and House Sound System (<i>Operator <u>Not</u> Included</i>)	\$45.00/rental
Headset/Belt Pack Combination, per 4 units	\$22.00/rental
Use of Standard Corded Microphone with Stand	\$5.00/rental
Use of Handheld Wireless Microphone	\$15.00/rental
Use of LED lights/week (up to 7)	\$45.00/light/ per week
Use of the Piano & Piano Bench	\$155.00/rental
LCD Projector	\$20.00/rental
Projection Screen	\$20.00/rental
Use of the Marley Dance Floor	\$200.00/rental
Use of the White Projection Curtain	\$150.00/rental

Marketing: Whole Package \$132

Marketing of rental will run 2 weeks prior to opening

- DPParks.org Calendar \$20.00 for each date
- Digital Signage on Thacker Entrance: East/West traffic west of Wolf is 7800 cars & Wolf North/South is 9650 cars per day. \$100.00/rental
- 3 36"x 24" Snap Frame Poster at 2 Park District Facilities & Theater (rental groups must provide printed posters) \$25.00 per frame rental
- Promotional TV Slide (rental groups must provide artwork) \$20.00 per slide
Promotional TV Slide Specifications: 1920 X 1080 px (per slide/per timeframe – need rgb jpg)

Digital Signage Information Required

- Show Name:
- Date of Show(s):
- Time (start & end)
- Ticket Information:

DPPARKS.ORG Calendar Information Required

- Show Name:
- Date of Show(s):
- Time (start & end)
- Ticket Information:
- Graphic Spec: 600 x 400 / 300 DPI or PPI
- Link to website