Attachment A

PRAIRIE LAKES THEATER
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, house lighting, dressing rooms and;

- Standard Corded Microphone with Stand
- Handheld Wireless Microphone
- Piano & Piano Bench
- Eartec Headsets/Belt Pack Combination (set of 4)

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		
Daily or hourly	**Resident**	**Non-Resident**
Refundable Deposit	$400.00	$400.00
Prime (4hrs.), Weekdays after 4pm & Weekends	$385.00	$750.00
Non-Prime (4hrs.), Weekdays prior to 4pm	$355.00	$700.00
Wood Room (Scene Shop)	$170.00/week	$170.00/week
Additional rental hour's	$90.00/hour	$90.00/hour
LONG TERM RENTAL FEES:		
3 Days up to 4 weeks Refundable Deposit	$400.00	$400.00
Daily Rate: per day Monday–Thursday*	$155.00	$235.00
Daily Rate: per day Friday-Sunday*	$235.00	$360.00
Daily Rate: full week (Mon.–Sun.)	$170.00	$260.00
Exclusive Use **	$142.00/day	$142.00/day
Wood Room (Scene Shop)	$170.00/week	$170.00/week

A 15% 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 EQUIPMENT AND SERVICES

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

Personnel Required:

Theater Supervisor *(before or after our normal business hours)*	$37.00/hour
Technician *(Lighting or Sound with use of equipment)*	$57.00/hour

Equipment Installation Fees:

Marley Dance Floor	$200.00
White Curtain	$150.00
White Cyc Drop	$150.00

Affixed Equipment Available:

Use of the Lighting Board and Theatrical Lights *(Operator Not Included)*	$45/week*
Use of Follow Spot *(Operator Not Included)*	$22/week *
Use of Sound Board and House Sound System *(Operator Not Included)*	$45/week*
Use of LED lights (up to 7 lights)	$45/week*
LCD Projector	$20/week*
Projection Screen	$20/week*

***Minimum charge of 1 week on all equipment**

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