



RENAISSANCE THEATRE RENTAL GUIDE

2018-2019 SEASON



Interested in renting the Renaissance Theatre? The Renaissance is a beautiful, unique setting for any concert, meeting, or special event. Our facility has been host to events ranging from large concerts to private weddings.

WELCOME TO THE RENAISSANCE

The Renaissance Theatre is a historic gem in downtown Mansfield, OH. Built in 1928 as a Warner Bros. movie house, this venue has been at the heart of the community for 90 years. Today, the theatre hosts up to 80 events every year. The non-profit, Renaissance Performing Arts, features its own Symphony as well as a yearly Broadway Series, Concert Series, and countless educational performances and events.

The Renaissance considers itself, first and foremost, a community center. We strive to provide entertainment and education to all members of the community. As such, we are proud to make our venue available for rent to commercial organizations, non-profit entities, and individuals alike.

RENT THE REN

All rentals receive full access to their space from 8:00am to 12:01am, a consultation with our Technical Director about any performance needs and use of our full stock of theatrical equipment.

We can offer full marketing and integration on our website and marquee.

In addition to rental of the space, we provide tables, chairs, and basic linens included in your rental.

Volunteer staff may also be provided at no extra cost.

A fully stocked Concession stand, and multiple bars are available for your audience per request.

AREAS FOR RENT:

- Ballroom: Max occupancy 100
- Bridge: Max occupancy 50
- Lower Lobbies: Max occupancy 200
- Theatre: Max occupancy 1,400

RENTAL RATES



To qualify for non-profit rates an organization must provide Renaissance Performing Arts with a copy of its Internal Revenue Service 501(c)(3) Acceptance Letter.

Preferred renters receive discounted rates as well as more flexibility regarding dates and policy. To receive this status, a client must have produced at least two events and be in good business standing with the Renaissance.

MAIN THEATRE RENTAL	MON-FRI	SAT-SUN
Commercial Events	\$2,600	\$3,000
<i>Commercial Events - Preferred Renter Price</i>	<i>\$2,000</i>	<i>\$2,400</i>

Non-Profit Rates for the Main Theatre are available by request.

BALLROOM	MON-FRI	SAT-SUN
Standard Rental (Minimum of 3 Hours)	\$80/hour	\$120/hour
With Main Stage Rental	\$300	\$300

LOBBY (includes bridge area)	MON-FRI	SAT-SUN
Standard Rental (Minimum of 3 Hours)	\$100/hour	\$200/hour
With Main Stage Rental	Included	Included

THEATRE 166 – <i>Available soon</i>	MON-FRI	SAT-SUN
Commercial Events	TBD	TBD

SERVICE FEES

If the event is open to the public or you are charging an admission to the event or controlling/monitoring attendance by issuing any type of ticket, then the Renaissance Theatre will sell/distribute all tickets (paid, comped, or otherwise) to the event and shall be the sole and exclusive distributor of tickets unless otherwise agreed upon.

Ticketing fees are charged per ticket (based on quantity sold).

A ticket fee “buyout” may be offered with your contract. Pricing based on event type.



Tickets can be made available on consignment. Pricing upon request.

The Renaissance Box Office is open Tuesday through Friday, 12pm to 5pm to sell tickets. On show days, the box office will be open 2 hours prior to an event and will close 30 minutes after the scheduled start time.

BOX OFFICE FEES	
Ticketing Fee (Box office and online sales)	\$3.00/ticket, \$2.00/ticket over 1000
Credit Card Fees	3.5% gross credit card sales
Printing of Entire House	\$1,250

All marketing materials and pricing will be finalized by the marketing director. For other advertising avenues, please contact the Director of Marketing

MARKETING FEES	
Marquee use, week prior to event	\$250 for one slide
Email Blast, approx. 4,800	\$100 per blast
Postcards	\$50 Design Fee; \$0.27 per card
Graphic Design or layout	\$50 per hour
Poster Printing (11 x 17: full color)	\$0.50 per poster
Facebook/Instagram Blast	* Minimum of \$25 spend with \$10 in blast creation. You will be asked to discuss project parameters, demographics, etc., with Marketing Director, and set budget accordingly.

Souvenir programs, books, posters, recordings, or other non-food and beverage merchandise may be sold with advance notice and approval by the Renaissance

MERCHINDISE FEES- PERCENTAGE DUE TO RPA	
Sold by lessee/artist	15%
Sold by venue	25%

Theatre.

PRODUCTION FEES

Production fees are applied based on the type of event and are decided upon by the Rentals Manager and Technical Director. Cleaning Fees are mandatory for all events.

LABOR FEES	
Technical Director	\$37.50/hour
House Manager	\$125 per performance
Light Board Operator	\$25/hour
Sound Operator	\$25/hour
Stage Crew	\$17.50/hour (4-hour min.)
Security Guard	\$50/hour (3-hour min.) 1 required per 300 patrons
	\$50/hour (3-hour min.) Required for political events
Maintenance	\$17.50/hour (3-hour min.)
Cleaning Fee (Full Theatre)	\$350
Cleaning Fee (Lobby/Ballroom)	\$200

The following equipment is available to rent for your production or event.

EQUIPMENT RENTAL	
Standard Light Hang	\$400
Custom Light Hang/Gel	Pricing on request
Standard House Sound Package	\$400
Grand Piano	\$450, includes one tuning, \$250 additional tuning
Electric Baby Grand	\$200
Keyboard	\$50
Wurlitzer Organ	\$400
Small projector/screen	\$50
Film Screen	\$125
Spotlight	\$150/spot
Power Surcharge	\$250 events that require extraordinary power usage

A full list of equipment and technical specs are available upon request.

RENTAL DATE POLICIES

AVAILABILITY

Because the Renaissance has its own season of produced content, the window for rentals is limited. The performance season runs from July to June of the following year.

Rental applications are now being accepted for the following dates:

JULY 1, 2018 – MAY 31, 2019

JUNE IS UNAVAILABLE FOR NEW RENTALS

HOLDING DATES

A hold may be placed on any date for which a contract has not been executed, provided the rental application has been approved. The scheduling of events produced by the Renaissance Performing Arts take precedence over all other holds on the calendar.

Once a customer has placed a hold on the calendar, the customer will receive notification of the hold and notice of the date on which the hold will expire. Customers are responsible for keeping track of the expiration dates for any holds they may have on the calendar.

Renaissance Performing Arts will hold dates on the calendar until the earlier of:

- § Ninety (90) calendar days following the date the hold was first placed, or
- § Forty-five (45) calendar days prior to the event, whichever comes first.

At that time, the customer with the hold will be required to confirm the date or it will automatically become available to other interested rental customers. If the customer confirms the date, they must execute a contract and pay the required deposit within fourteen (14) calendar days or their confirmation will be released.

For all further rental information or to request a viewing of the space contact:

RYAN SHEALY, Front of House and Rentals Manager
419-522-2726 ext. 204 or Ryan@mansfieldtickets.com



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