



LEEWARD THEATRE - Rental Inquiry

FOR THEATRE OFFICE USE ONLY

Date application received: _____

Approved: Y N

Organization: _____

Address: _____

Website: _____

Contact Name: _____ Title: _____

Cell Phone: _____ Daytime Phone: _____ Email: _____

Have you rented from us in the past? YES NO

Event name (as advertised): _____

Description: _____

Number of performers: Estimated audience size: Open to the public? YES NO

Type of activity:

- | | | |
|----------------------------------|-------|-----------------------|
| Live Music | Dance | Drama / Theatre |
| Seminar / Presentation / Meeting | | Competition / Pageant |
| Other: _____ | | |

Dates & Times Requested (use another sheet if necessary):

- A standard day is 12 hours, and hours must fall between 8:00am and 11:00pm. Overtime charges will be assessed for crew and facility rentals at an hourly rate above 12 hours.
- A minimum 1.5 hour crew meal break must be scheduled for every 5 hours of work.
- Arrival time is the earliest time you need the theatre to be opened. Doors will remain locked until this time.

DATE	ACTIVITY (performance, rehearsal, setup, tech)	ARRIVAL TIME	EVENT START TIME	EVENT END TIME	DEPARTURE TIME

Are you interested in alternate dates if those listed are not available? YES NO

Facilities: (check all spaces requested)

- | | |
|---|---------------------------------------|
| Mainstage Theatre and Lobby | Green Room |
| Lab Theatre (not to be used as a performance space) | Large Dance Studio (no shoes allowed) |
| Dressing Rooms | Small Dance Studio |

Rental Procedure:

Leeward Theatre will review your request and contact you to discuss availability. You must then submit a rental application and schedule a production meeting with our staff. A 50% deposit will then be collected to confirm the reservation.

Representative Initials: _____ Date: _____



RATE SHEET
(rev. 1/20)

FACILITIES RENTAL

performance/event (12 hours maximum)	\$1,650	per day
full rehearsal (with lights and sound)	\$1,000	per day
rehearsal/setup (work lights only)	\$750	per day
over 12-hour day	\$250	per hour
laboratory theatre (not to be used as a performance space)	\$150	per day
large dance studio	\$150	per day
small dance studio	\$75	per day
green room	\$75	per day
orchestra pit as stage (reduces seating to 566)	\$120	per event

TECHNICAL STAFF (all staff have 4 hour minimums)

site manager	\$40	per hour
technical crew - skilled	\$40	per hour
technical crew - semi skilled	\$25	per hour
house manager (required for use of theatre lobby)	\$35	per hour
ushers (minimum 2 required)	\$25	per hour
janitorial services (required for multiple weekend performances)	\$275	per service
holiday or overtime (over 12 hours)	1.5 x hourly rates	

STAGE & EQUIPMENT

dance floor (does not include crew setup/removal time)	\$350	per event
extended lights package	\$125	per day
extended sound package	\$125	per day
follow spot (does not include operator)	\$80	each per day
platforms	\$20	each per day
choir risers	\$20	each per day
choir sound shell	\$10	each per day
projector & projection screen	\$200	per day
hazer (includes fluid)	\$25	per day
smoke machine (includes fluid)	\$25	per day
grand piano (does not include tuning)	\$250	per event