

Independence Park Theatre and Cultural Center

Rental Information

(Updated December 17, 2009)

This document provides an overview of BREC policies and fees regarding the facility rental of Independence Park Theatre & Cultural Center. Requested dates are approved based on availability and are secured only after signed contract(s), proof of insurance, and both deposits are received. To request a date, please return the rental request form to Independence Park Theatre, 7800 Independence Blvd, Baton Rouge, LA 70806. The request may also be faxed to (225) 216-7799. Please call with additional questions: (225) 216-0660. Please note: Independence Park Theatre and Cultural Center is not available for weddings, receptions, parties, or showers.

1. Usage Fees

Auditorium (capacity 780) = [Rental includes Dressing Room, Activity Room, & Art Room]

Commercial Rates: \$900.00 per 4-hour period
\$1,300.00 per 8-hour period
\$150.00 each additional hour

Non-Profit Rates: \$700.00 per 4-hour period
\$900.00 per 8-hour period
\$125.00 each additional hour

Damage Deposit: \$500.00

Activity Room = \$75.00 per hour

Damage Deposit: \$100.00

Art Room = \$50.00 per hour

Damage Deposit: \$100.00

*As per policy set on August 24, 2004 by BREC, a 20% surcharge for facility rental fees will be assessed to all non-residents of East Baton Rouge Parish. This surcharge applies to the usage fee only.

2. Fees/Deposits

- (1.) Usage Fee + 100 % of the estimated labor/equipment rental before contract due date
- (2.) \$500 Deposit due one week after approval of rental request form.
- (3.) \$500.00 Damage Deposit due two months before event date.

3. Insurance

Proof of \$1 million Comprehensive General Liability / Personal Injury Liability insurance policy must be provided at time of contract signing.

4. Staff Fees

All events, unless otherwise specified by the Theatre Managing Director, must use the following BREC technicians at the corresponding rate:

House Manager = \$19.00 per hour
 Technical Director = \$21.00 per hour
 Lighting Technician = \$17.00 per hour
 Sound Technician = \$17.00 per hour
 Box Office Attendant (if a ticketed event) = \$17.00 per hour
 Stage Manager = \$17.00 per hour
 Spot Operator = \$17.00

All labor shall be charged at a four hour minimum except for the box office attendant which shall be charged at a two hour minimum. Additional technicians shall be scheduled on a need basis and are outlined in the contract.

5. Equipment and Event Fees

	<u>Fees</u>
Podium	\$25.00
Projector	\$250.00
Projector Screen	\$25.00
Lavaliere Microphone	\$75.00
Wireless Microphone (1 included w/ rental)	\$50.00
Corded Microphone	\$20.00
PCC/Choral Microphone	\$20.00
Make-up Mirror	\$25.00
Piano	\$150.00
Mirror Ball	\$15.00
Spotlight	\$50.00
Set-up & Strike Fee (includes tables & chairs)	\$75.00 per rental
Custodial Fee	\$50.00 per event

6. Ticketing

All ticketed events must go through the Theatre Box Office.

Ticketing set-up fee = \$0 (General Admission) / \$25.00 (Reserved Seating)

Ticket fees = \$0.25 per ticket printed/sold

7. Publicity

Copies of all publicity must be provided to the Theatre Managing Director before being released.

Camera/Video Usage must be approved by the Theatre Managing Director.

8. Miscellaneous

Non-profit rates require proof of non-profit status

Non-smoking facility

No alcohol or drugs on premises

No outside catering/concessions unless approved by Theatre Managing Director

No food or drink allowed backstage

No strollers or other aisle obstructions allowed inside the auditorium

Nothing to be hung on walls, doors, etc.

Wireless Internet Access