

Thank you for considering rental of the beautiful, historic Alexandria Area Arts theatre in Alexandria, MN. The following form contains both our rental policies and pricing structure for rental.

Please fill out this form as completely as possible – this will help us to determine a quote for your rental and ensure that we are able to make it a fun and easy experience for you.

## ABOUT THE AAAA THEATRE

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The Alexandria Area Arts Theatre offers a wide variety of theatrical, music and dance performances and is available for rent. It is suited for meetings, business presentations, lectures and the performing arts. There is a spacious lobby area and restrooms including a family restroom. The theatre can accommodate a small orchestra and is handicapped accessible. We can provide a number of services to assist your production including full box office ticketing, professional sound and lighting.

**Seating Capacity:** 454 (handicapped seating areas with companion seats)

**Stage Measurements:** Main Down Stage Proscenium Width: 35', 1 ½"  
Main Down Stage Width Wall to Wall: 51'  
Main Stage Depth to Raised Level (scrim): 23-24' Curved  
Main Down Stage Height Ceiling to Floor: 21'

**Available Rental Times:** Sunday – Thursday from 12:00 noon – 10:00 pm  
Friday – Saturday from 10:00 am – 11:00 pm

**AAAA Box Office Hours:** Monday-Friday from 11:00 am – 5:00 pm  
One Hour Before Performance

## RENTER INFORMATION

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**Renter Organization Status:**  For Profit  Nonprofit

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Name of Organization

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Mailing Address

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City

State

Zip

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Contact Person

Phone

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E-Mail

### Additional Contact Persons (Technical Director, Road Manager, Etc)

**Contact Name**

**Title/Role**

**Phone**

**E-Mail**

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# EVENT INFORMATION

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**Event Type:**       Meeting/Presentation     Theatre     Music     Education     Dance  
 Other (Please Describe) \_\_\_\_\_

**Brief Description of Event:**

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**Personnel:**

Please indicate number of people you will have (staff/direct participants) for the event:

Cast	Crew	Orchestra	Children	Chaperones
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**Please list crew positions you will supply:**

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**Date and Time of Actual Event/Performance(s):**       This is a Multi Day Event

Date 1, or Date Range	Event Start	Event End
Date 2	Event Start	Event End
Date 3	Event Start	Event End

**Date and Time of Load In/Load Out:**

Date of Load In	Arrival	Departure
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**Load Logistics**

Time required for setup	
Size of Trailer/Vehicle (for load in/load out and parking):	
Number of additional vehicles that require parking:	
Time Required for Load In/Load Out	

## EVENT LOGISTICS

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Start Time of Show:	
Time Theatre Opens to Public (Typically 1 hour before Start Time):	
Time House Doors Open/Seating Begins (Typically 30min before Start Time):	
Show End Time:	

**Will there be an intermission**       Yes       No      Length \_\_\_\_\_

**Are concessions desired during intermission?**       Yes       No

*If so, please select:*     We will provide our own concessions/workers (Renter retains profits)

We would like AAAA to provide concessions/workers (AAAA retains profits)

**Will there be programs/pamphlets to be handed out?**       Yes       No

**Will you have merchandise for sale at the event?**       Yes       No

If so, please indicate size of display area needed:

If you need to use AAAA 6' tables, please indicate number needed:


*The sale of merchandise on AAAA premises will require a 15% commission to be paid at the close of sales.*

## TECHNICAL LOGISTICS

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**Brief Description of Set/Scenic Pieces you will bring:**

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*The AAAA has a variety of items available for rent, including podium, tables, platforming, sound shells, sound and lighting equipment. At the end of the rental form section, there is a menu for you to select items you'd like to rent along with associated costs.*

### LIGHTING

**Brief description of lighting plot/needs (general wash, specials, etc):**

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**Lighting Options (please select most applicable)**

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|---|--------------------|
| <input type="checkbox"/> Lighting Package (Light board & Lighting Re-Set) | \$150 (1 time fee) |
| <input type="checkbox"/> Lighting Re-Set (but no use of AAAA Light Board) | \$25 (per hour)    |
| <input type="checkbox"/> House lights are all that is required            | (No Charge)        |
| <input type="checkbox"/> We require a spotlight and spotlight operator.   | \$25 (per hour)    |

What additional power requirements do you have, if any:	
Will you need cue lights (describe):	
Will you need any special effects (describe):	

**Please describe additional lighting you will be providing (moving lights, etc):**

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## SOUND

**Brief description of sound setup and reinforcement:**

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**Sound Options (please select most applicable)**

- Full Sound Package (Mics, Sound Board, Monitors)     \$150 (1 Time Fee)
- DMX Sound Package (Patch in to AAAA System)                     \$100 (1 Time Fee)
- Basic Sound (1 Microphone/Stand)                                     \$75 (1 Time Fee)

**If bringing in a package, what are your power requirements:**

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**Additional Sound Options (please select all that apply, Microphones are included in Full Sound Package, so if you have selected that, you do not need to inquire about additional microphones)**

- #\_\_\_ Additional Wired Microphones                     \$5 (per mic/performance)
- #\_\_\_ Additional Wireless Hand Microphones             \$10 (per mic/performance)
- #\_\_\_ Additional Wireless Lapel Microphones             \$15 (per mic/performance)
- #\_\_\_ Additional Wireless E6 Microphones                 \$25 (per mic/performance)
- #\_\_\_ Additional Monitors                                     \$25 (per mic/performance)
  
- We require the use of a CD Player.
- We will require a sound feed for videotaping.
- We will be performing a sound check at \_\_\_\_\_ for \_\_\_\_\_ minutes.
- We will require \_\_\_\_\_ headsets for our technical staff.

**Please describe any additional sound requirements or requests not listed above:**

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## COSTUMES

**Costumes/Dressing Options (please select all that apply)**

- We will be bringing costumes in for our event.
- We will need costume prep facilities.
- We will need  Men's Dressing Room  Ladies Dressing Room  Make Up Room
- We will need a quick change area backstage. Size \_\_\_\_\_

# SEATING AND TICKETING LOGISTICS

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**Will you require technical seat kills?**  Yes  No

*A seat kill is required when we remove seats from the inventory to locate a sound board in the house, or to place a video camera, or for any seats that may be obstructed due to your set. These seats are removed from inventory and are not sold. For specific seat numbers and areas, please refer to the AAAA Seating Chart.*

*If so, please select:*  Sound Board (# of Seats, or Size of Area and Location)

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Video Camera (# of Seats, or Size of Area and Location)

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Set Obstruction (# of Seats, or Size of Area and Location)

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**Will you require house seats/sponsor seats/comps?**  Yes  No

*If so, please indicate number of seats required and locations:* \_\_\_\_\_

**This event is:**  Ticketed, Pre-Sale, Reserved Seating  
 Ticketed, Pre-Sale, General Admission  
 Private Event, Non Ticketed Event, Non Charged Event

**Will you utilize the AAAA Box Office?**  Yes  No  
*Charges apply.*

***If you are not using the AAAA Box Office, please skip this section:***

**Please identify your ticket prices (example: Adults \$45, Students \$30, Seniors \$30, or Presale \$30, at Door \$35):**

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**Please identify the information you want printed on your tickets:**

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*Please note: The AAAA Box Office charges \$4.00 per ticket handled or sold. Complimentary and company tickets are counted towards "sold tickets," while technical kill seats are not. All ticket sales income is collected at point of sale and held at the box office. After the event is closed and sales are completed, the box office will issue a settlement report and statement of account. Ticket fees, rental fees and other fees will be deducted from gross receipts, and all net adjusted receipts will be remitted to the producer via check payable within 7 days of the close of the event.*

## INSURANCE

**Proof of liability insurance naming AAAA as insured is required for \$1,000,000. Certificate required to be filed with AAAA 1 week prior to event.**

## REQUIRED FEES FOR ALL RENTALS

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### Base Rental Fee (4 Hour minimum rental required)

Variable

Base fee is determined on the following formula:

<b>Rehearsal/Setup/Meeting:</b>	<b>Mon-Thu</b>	<b>Fri-Sat-Sun</b>
Non-profit	\$25/Hour	\$30/Hour
For Profit	\$75/Hour	\$100/Hour

*Rehearsal rates include "work lights" only. Groups desiring "technical" rehearsals must pay regular rental rates. Custodial charges for rehearsals/meetings may apply if the Theater is not left reasonably clean. Custodial time will be charged at a minimum of 2 hours.*

<b>Performances</b>	<b>Mon-Thu</b>	<b>Fri-Sat-Sun</b>
Non-profit	\$50/Hour	\$75/Hour
For Profit	\$125/Hour	\$250/Hour

*Minimum staffing for any performance shall include a Technical Manager (4 Hours) and Custodial Crew (4 Hours) at the below listed costs. The hiring of a Technical Manager may be waived by the Executive Director if renter is not bringing in any additional sound or light equipment and is only using house lights.*

**Technical Manager**  
**House Manager**  
**Custodial Fee**

**\$25/Hour**  
**Included**  
**\$100 (1 Time Fee)**

## ADDITIONAL RENTAL ITEMS MENU

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*Please select any additional items/staffing you would like for your show. Fees typically apply.*

### STAFFING

# Needed

<input type="checkbox"/> Technical Crew	\$20/hour/crew member	_____
<input type="checkbox"/> Spotlight Operator	\$25/hour	_____
<input type="checkbox"/> Stage Hands	\$20/hour	_____
<input type="checkbox"/> Ushers	\$10/usher/hours	_____

*Technical and custodial staff will be arranged by the AAAA. Renter may arrange for own ushers, technical crew and stage hands to help reduce overall cost.*

### TECHNICAL

# Needed

<input type="checkbox"/> Digital Piano	\$100 one time fee	_____
<input type="checkbox"/> Sound Shell	\$200 one time fee	_____
<input type="checkbox"/> Platforming/Staging	\$150 one time fee	_____
<input type="checkbox"/> Piano (Grand/Otherwise)	Can help arrange rental	_____
<input type="checkbox"/> Piano Tuning	Can Help Arrange	_____
<input type="checkbox"/> Music Stands	No Charge	_____
<input type="checkbox"/> Orchestra Seating	No Charge	_____

### MARKETING

# Needed

<input type="checkbox"/> Marquee	\$50/side/week	_____
<input type="checkbox"/> Promotion on AAAA Website	No Charge	_____
<input type="checkbox"/> Lg. Format Posters on Broadway	\$60/poster-print, No Display Charge	_____
<input type="checkbox"/> AAAA Printing Services	Inquire for fees.	_____

**Please identify any additional needs or considerations vital to this rental:**

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Upon completion of the Rental Form, a price quote will be generated with in 72 hours for Renter's approval. Upon acceptance of the price quotes, the following payment plan will be in effect.

**\$250 Non-Refundable Security Deposit per event is required to reserve your date(s).**  
\$250 Refundable security deposit is due 14 days prior to first rehearsal or performance date.

**FOR EVENTS NOT USING AAAA BOX OFFICE SERVICES:**  
50% of anticipated rental & staff fees will be due 14 days prior to first rehearsal or performance date. The remainder of rental & staff fees due on first rehearsal or performance date.

**FOR EVENTS USING AAAA BOX OFFICE SERVICES:**  
All ticket sales income is held by the Box Office. After the event is closed and all sales are complete, the Box Office will run a settlement report. Ticket fees, Rental Charges, Staff Charges and any Damages will be deducted from gross receipts + deposit. The balance will be remitted to the renter by check within 1 week.

**SECURITY DEPOSITS:**  
Security deposits will be returned 14 days following the close of the event provided there is no damage to the facility. Any outstanding fees or expenses assessed after the event will be subtracted from this deposit and the difference refunded.

Your rental quote will resemble the following (the following is only an example, and is generic):

Base Rental Fee:	\$0.00
Technical Fees – Lighting Package	0.00
Technical Fees – Sound	0.00
Additional Fees	0.00
Box Office Anticipated Fees	\$4/Ticket Sold

We strive always to provide a quality experience and can work to accommodate your production. Please give us a call 320-762-8300 if you have questions or need assistance with this rental form.



## Rental Policies

The 454 seat AAAA Theater of Alexandria, Minnesota offers a wide variety of theatrical, music and dance performances and is available for rent by non-profit and for-profit groups. It is suited for meetings, business presentations, lectures, and the performing arts. There is a spacious lobby area and updated restrooms including a family restroom. The theater can accommodate a small orchestra and is handicapped accessible. We can provide a number of services including full box office ticketing, professional sound, and professional lighting.

**AVAILABLE RENTAL TIMES:** Sunday through Thursday from 12:00 noon - 10:00 p.m.  
Friday and Saturday from 10:00 a.m.–11:00 p.m.

**RENTAL RATES:** (Four hour minimum rental required. House Manager provided)

Rehearsal/Meeting:	Mon-Thu	Fri-Sat-Sun
Non-profit	\$25/Hour	\$30/Hour
For Profit	\$75/Hour	\$100/Hour

*Rehearsal rates include "work lights" only. Groups desiring "technical" rehearsals must pay regular rental rates. Custodial charges for rehearsals/meetings may apply if the Theater is not left reasonably clean. Custodial time will be charged at a minimum of 2 hours.*

Performances	Mon-Thu	Fri-Sat-Sun
Non-profit	\$50/Hour	\$75/Hour
For Profit	\$125/Hour	\$250/Hour

*Minimum staffing for any performance shall include a Technical Manager (4 Hours) and Custodial Crew (4 Hours) at the below listed costs. The hiring of a Technical Manager may be waived by the Executive Director if renter is not bringing in any additional sound or light equipment and is only using house lights.*

**ADDITIONAL STAFF COSTS:**

Technical Manager	\$25/Hour first 8 Hours	\$37.50/Hour after 8 Hours
Technical Crew	\$20/Hour first 8 Hours	\$30/Hour after 8 Hours
Custodial Crew	\$20/Hour	
Stage Hands	\$20/Hour	
Ushers	\$10/Hour	

*Technical and Custodial staff must be arranged through AAAA. Ushers and Stage Hands can be provided by the renter to reduce overall costs or can be arranged through AAAA if desired.*

**PAYMENT SCHEDULE:**

\$250 Non-Refundable deposit per event is required to reserve your date(s).  
\$250 Refundable security deposit is due 14 days prior to first rehearsal or performance date.

**FOR EVENTS NOT USING AAAA BOX OFFICE SERVICES:**

50% of anticipated rental & staff fees will be due 14 days prior to first rehearsal or performance date.  
Remainder of rental & staff fees due on first rehearsal or performance date.

**FOR EVENTS USING AAAA BOX OFFICE SERVICES:**

All ticket sales income is held by the Box Office. After the event is closed and all sales are complete, the Box Office will run a settlement report. Ticket fees, Rental Charges, Staff Charges and any Damages will be deducted from gross receipts + deposit. The balance will be remitted to the renter by check within 1 week.

**SECURITY DEPOSITS:**

Security deposits will be returned 14 days following the close of the event provided there is no damage to the facility. Any outstanding fees or expenses assessed after the event will be subtracted from this deposit and the difference refunded.



### **GENERAL RENTAL POLICY:**

- House Manager must be present at all times.
- Executive Director will determine type and numbers of staff necessary to service event.
- Outside technical people must be approved and supervised by Theater Technical Director. If not approved, renter will pay to hire approved tech people.
- Children's events must be well chaperoned at all times. Children are not allowed anywhere in the theater building without adult supervision.
- Renter is responsible for their own marketing. Inclusion in AAAA print and radio is available for an additional fee. Web site listing on AAAA site is provided free of charge.
- Marquee listing (one side only) is available one week prior to renter's event and at Theater's discretion for a \$50 charge. AAAA events and sponsors always take precedence.
- Flyers/Posters may not be posted on Theater doors, windows or walls.
- No food or drink (except water) allowed backstage, in the green room, makeup room, lighting/sound booth, or dressing rooms: \$150 fine will be assessed for each occurrence.
- Dates may be held on a tentative basis for two weeks (without a contract or deposit). Unless a potential renter secures the date with a contract and deposit, the tentative hold will be automatically released at the end of the two-week period without notice.
- Proof of liability insurance must be provided at renter's expense for all rentals. A certificate listing dates of use and designating the AAAA as an additional insured must be received before rental can take place.

### **BASE RENTAL FEE INCLUDES:**

- Lobby, which will be available to patrons 60 minutes prior to performance time.
- Clean stage, backstage, auditorium, lobby, and restroom areas
- The Theater, heated or cooled, house lights, and overhead stage work lights.
- All stage curtains in the Theater's standard inventory.
- Work & House Lights are included. All other lighting is additional cost.
- Electrical outlets and disconnect panels.
- Initial consultation with staff to plan and implement your rental and a walk-through of the theater. (By appointment only. Drop-Ins cannot be accommodated.)
- House Manager
- Promotion of the event listed on the AAAA website if requested

### **BASE RENTAL FEE DOES NOT INCLUDE:**

- Technical and Custodial Staff.
- Ushers, ticket takers, or any audience control personnel.
- Technical equipment including light board, 4 color stage wash, sound board, communications, monitor speakers, microphone inventory, CD player.
- Box office services may be added for \$3.00/ticket sold. Complimentary and Company tickets are counted as "sold" tickets.
- Promotion, advertising or public relations services of any kind.
- Permission or license to use the AAAA name or logo in any advertisement unless approved by the Executive Director.
- Security Protection. Necessity will be determined by the Executive Director.
- Hospitality, ice, towels or refreshments for cast or crew.
- Use of dressing rooms, shop and basement. Use must be arranged and approved by Executive Director. Cleaning charges will apply.
- Any other personnel, services, or equipment not listed under "Base Rental Includes".

### **PERSONNEL**

- All rentals require the presence of a House Manager at all times the renter is in the facility.
- A Technical Director is required any time the sound booth is unlocked or whenever lighting, other than house lights, is required or requested. A minimum of 4 hours of Technical Director time is required for all rentals needing such services.
- Personnel charges are hourly and include hours of occupation as well as time required for set up prior to the event and restoration of the house and/or equipment afterward.

- AAAA maintains the right to approve all outside technical personnel. All outside technical personnel will be under the supervision and authority of the AAAA Technical Manager. Other outside volunteers or staff servicing the event will be under the supervision and authority of the AAAA House Manager.

#### **TECHNICAL EQUIPMENT & ADDITIONAL STAGE CHARGES:**

\$75	Basic Sound with one Microphone/Microphone Stand
\$10	Wireless Microphones (Per Microphone/Per Performance)
\$25	Reset Lights (Per Hour)
\$250	Full Sound & Light Package (Microphones, Sound & Light Boards, Reset of Lights)
\$100	Digital Piano
\$200	Sound Shell (Rental, Set Up & Take Down)
\$150	Stage Platform (Rental, Set Up & Take Down)

#### **CONCESSIONS**

- AAAA reserves all sales and profits from all concessions and will arrange for the purchase of all concession items and all needed concession personnel.
- Concession sales are not required at all AAAA performances. Renters may choose to offer them or not.

#### **SALE OF MERCHANDISE**

- The sale of merchandise on AAAA Theater premises will require a commission of 15% to be paid at the close of sales.

#### **MARQUEE**

- Cost of listing your event on the AAAA marquee sides is \$50/side. Listing is for one week prior to the event. Availability will be determined by the Executive Director. AAAA produced events take precedence over rental events. The marquee front is reserved for AAAA sponsors and events.

#### **FACILITY**

- Smoking is not permitted in the Theater. A \$500 fee will be assessed for any violation of this policy. Lighted candles are not permitted in the Theater. The use of substances, firearms, confetti, foggers and materials or equipment that may jeopardize public safety or cause damage to the facility will not be permitted. Foggers and firearms shooting blanks which are part of a performance must receive prior approval. Use of such may require the hiring of extra personnel to ensure their safe use.
- Use of basement and dressing rooms must be approved. Alcoholic Beverages and/or illegal drugs are not allowed. A \$150 fee will be assessed for each violation of this policy.
- Nothing is to be affixed to Theater walls, doors or windows without prior Theater approval. Only painter's tape is acceptable – no gaffing or scotch tape.
- Those renting the Theater must make their own arrangements for special services/equipment not provided for in their rental agreement and shall be responsible for prompt delivery/pick-up and charges. Any bills received by the Theater for such services/equipment will be forwarded to the renter. Deliveries and pick-ups must be coordinated with Theater staff.
- Following each rehearsal or performance, the space(s) rented must be returned to proper order; litter disposed of, lighting and sound systems shut down, etc.
- Immediately following final performance, the stage must be cleared and restored to original pre-performance/rental conditions and condition approved by the House Manager. All equipment used must be returned to original storage areas and stage area cleaned (remove tape marks, sweep floors, repaint, replace flooring, siding, etc.)
- Should any area used not be cleaned within contracted time period, the renter will not be refunded the damage deposit.
- The AAAA retains the right to refuse entry and use of the facilities by any organization whose activities are not consistent with the prescribed missions of the theater.
- No Food or Beverages (including alcohol are allowed in the theater). All concessions must remain in the theater lobby.