

Rental Sheet

The Sanctuary @ Sandy Plaza is located at 1785 NE Sandy Blvd

INCLUDED in rental package:

- Box office (rolling cart with computer/printer) within lobby (outside entrance from both NE 17th and NE 18th). Sales of tickets to be discussed during negotiations)
- Concession area (rolling cart and small refrigerator, coffee pot, hot pot) within lobby (outside entrance from both NE 17th and NE 18th). Sales of concessions to be discussed during negotiations.
- Actors dressing room that holds up to 10 actor/musicians with 2 clothes racks, bathroom, small refrigerator and microwave oven. NOTE: Actors Dressing entrance is shared by audience that uses the hallway to use public restrooms.
- Extra dressing room IS available at an additional cost – across from Actors Dressing and does not have bathroom or any amenities. Must use hallway audience uses as well.
- Green Room (off of main stage – can be used for dressing area and storage)
- Lighting Equipment (list is detailed separately) NOTE: This is an old building and there is limited electrical pull and the owner will not allow any attachments to ceiling or walls thus the use of truss only. [Light booth is located in the back of the theatre where audience enters.]
- 30 on-site parking space (entrance off of Sandy Blvd, north onto NE 17th – turn right into lot. Signs indicate “resident parking only” **triangle productions!** is a resident of the building, and has full use of the lot).
- Limited display area – nothing can be attached to walls or placed in lobby unless approved by **triangle productions!** (due to strict requirements of owner)
- Outside signage – free standing, lit sign can be used a fee to make sign but not to install.
- The seating is “pew” seating – long benches with a slight rake from stage back and the spaces capacity per Fire Marshall is 213, however, 150 seat comfortably and recommend not to exceed 150.
- Wheel chair/ADA accessible.
- 5 entrances to the stage: 2 through lobby (entrance of audience); one on each side of stage and one through Green Room.
- Free Wi-Fi – no house phone available.
- Sound Equipment – 16 channel sound board, 2 amplifiers, 75’ sound snake, 6 house speaker and 2 on stage monitors ARE included. All microphones (hand held, lapel or ear is an additional charge). One choir microphone has been installed above stage.
- 2 Baby Monitors for “off stage” are placed on both sides of the exterior walls of the theatre.
- 24’ track and grey curtains are included.
- 32” television monitor is available at no additional cost with cabling installed for off stage monitor. This television cannot be moved from location next to light booth. [RENTER must bring own camera equipment]
- LESSOR does not supply any flats or set pieces – all must be supplied by RENTER.

COSTS:

Rehearsals/Tech Rates:

\$15.00/hr. with a 2/hr. minimum (tech dates/load in/load outs fall under this – charged outside hours stated considered “performance”. No rental starts before 8 am and no rental can extend past 11 pm.

Performance:

Monday – Wednesday	6 pm – 10 pm	\$225.00
Thursday	6 pm – 10 pm	\$275.00
Friday, Saturday	6 pm – 10 pm	\$350.00
Sunday matinee	12 noon – 4 pm	\$225.00
Sunday evening	5 pm – 9 pm	\$275.00

NOTE: There is no slots for late-night performances

NOTE: Combining Rehearsal/Tech Rates before or after Performances is allowable by RENTER and will be charged by LESSOR.

NOTE: Any need for advisory personnel such as House Lighting or Sound Designer RENTER will negotiate with those individuals and will be paid directly.

NOTE: If RENTER desires to hire any staff, rates are as follows:

- House Manager \$40/night per Performance times
- Box Office Personnel \$12/hr.
- Stage Manager, Light or Sound Operator – rate to be determined with needs of show (normally between \$75-\$100/show)

RESTRICTIONS:

- One staff member from **triangle productions!** must be present during all rental times – per signed lease with owner. There is no charge for this.
- No keys will be assigned to RENTER as one staff person will on-site at all times.
- All renters must rent under the “**umbrella of triangle productions!**” either as a co-production or in association per signed lease with owner.
- RENTER must have their own liability insurance.
- RENTER will be required to pay 20% of rental costs up front; balance of ½ at first performance and balance at last performance (or rental if RENTER is only using theatre to rehearse)
- RENTER CANNOT change the configuration of the stage area and is not allowed to anchor anything into the walls, ceiling or floor.
- RENTER must take space back to pre-rental condition