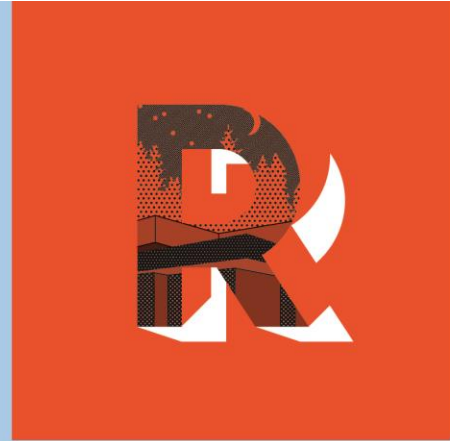


REIF LOBBY

Facility Information

Updated 10/26/17



THE REIF



TABLE OF CONTENTS

Contact Information.....	3
Administration.....	3
Production.....	3
Dance.....	3
Community Information	3
Rate Chart.....	4
Location Information.....	5
Parking.....	5
Loading Dock.....	5
Lobby.....	7
Lobby Furniture.....	12
Lakewood Café.....	13
Chairs & Tables.....	15
Breakout Rooms.....	18
Dressing Room & Green Room Areas.....	20

CONTACT INFORMATION

The Reif Performing Arts Center
720 NW Conifer Drive
Grand Rapids, MN 55744
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www.reifcenter.org

Administrative Staff:

David Marty, Reif Council President Direct: (218) 327-5783
Cell: (218) 259-8215
Email: david@reifcenter.org

Jeremy Dewey, Development Direct: (218) 327-5784
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Katie Benes, Marketing Direct: (218) 327-5756
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Pat Hoff, Bookkeeper Direct: (218) 327-5785
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Heather Pero, Box Office Manager Direct: (218) 327-5780, ext. 1
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Production Staff:

John Miller, Technical Director Direct: (218) 327-5786
Cell: (218) 259-8216
Email: john@reifcenter.org

Dance Staff:

Deirdre Murnane, Dance Director Direct: (218) 327-5858
Email: dmurnane@reifcenter.org

Community Information:

Information on area dining, lodging, and other attractions at www.visitgrandrapids.com.

THE REIF PERFORMING ARTS CENTER RATE CHART

Community Arts Rate

Wilcox Theater	\$600/ticketed performance \$400/unticketed performance
Ives Studio Theater	\$300/ticketed performance \$200/unticketed performance

Rates include reasonable use of TD time and space for rehearsal. Community Arts organizations have free access (as permitted) to use lobby and meeting rooms.

Non-Profit Rate

Wilcox Theater	Half day (4 hours)	\$300	Full day (8 hours)	\$600
Ives Studio Theater	Half day (4 hours)	\$150	Full day (8 hours)	\$300
Tech Director	\$50/hour			

Commercial/Business

Wilcox Theater	Half day (4 hours)	\$600	Full day (8 hours)	\$1200
Ives Studio Theater	Half day (4 hours)	\$300	Full day (8 hours)	\$600
Tech Director	\$50/hour			

Lobby

Non-Profit	Half day (4 hours)	\$200	Full day (8 hours)	\$400
Commercial	Half day (4 hours)	\$400	Full day (8 hours)	\$800

Dance Studio/Theater Classroom	\$50/hour
Reif Conference Room	\$20/hour
IOS Ensemble Room	\$30/hour

Technical Director	\$50/hour
Technical Crew	\$20/hour
Box Office Services	\$50 per event
Ushers	\$10 per usher per hour
House Manager	\$100 per event

Touring Performances

All non-local "touring" performances will be presented as a gate split or at the commercial rate, at the discretion of the Reif Arts Council.

Ticketing

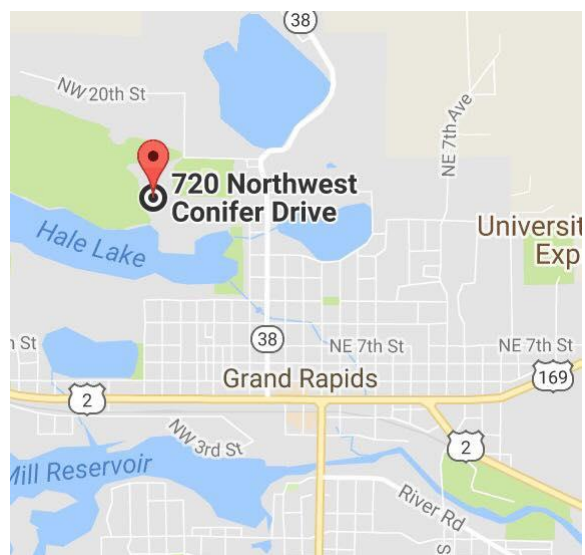
All ticketed performances will be ticketed through the Reif Arts Council Box Office. In addition to any fees assessed to ticket-purchasers, the renting organization will be assessed

- \$25 set-up charge
- 50 cents per ticket sold
- 10 cents per ticket for pre-printing blocks of tickets

Deposit, etc. All rentals require a non-refundable deposit of \$50 or 10% of the total. All agreements on rental rates and facility use will be at the discretion of the Reif Arts Council and its President, who shall determine what is in the best interests of the Reif Arts Council.

DESCRIPTION AND LOCATION

The Reif Performing Arts Center contains the 702 seat Wilcox Theater and the 202 seat Ives Studio Theater and three dance studios. It is home to the Grand Rapids Players, Itasca Orchestra and Strings Program, Reif Dance, and numerous events for Grand Rapids High School. We are located just off Hwy 38 North in Grand Rapids, Minnesota. It is attached to the west end of Grand Rapids High School.



I. Parking:

Production vehicles can remain parked at loading dock or in the adjacent parking lot. No permits are required.

II. Loading Dock:



Loading Dock and approach

The loading dock is accessed from the adjacent parking lot and loads into the scene shop. Storage for cases can be arranged in the scene shop.

- Located on the US side of the Ives Studio, through the Scene Shop
- It has a straight line approach from adjoining parking lot at a 6.5% grade

- Only one vehicle can unload at a time
- Loading dock height is 50 inches.
- Built in hydraulic dock lift adjusts for truck bed height or allows ground level loading
- Adjacent door leads to Scene Shop by a short flight of stairs.
- Loading Door Clearance: 8' wide x 9' 9" tall
- Hydraulic Dock Dimensions: 6' x 8' (without railings)
- Distance from Ives Studio: 20'
- Double doors between Scene Shop and Ives Studio, 94" tall x 89" wide



Lift lowered for ground level load-in. Railings are removable.

THE LOBBY



North Side Lobby – North Wilcox Theater Entrance and Ives Studio Entrance



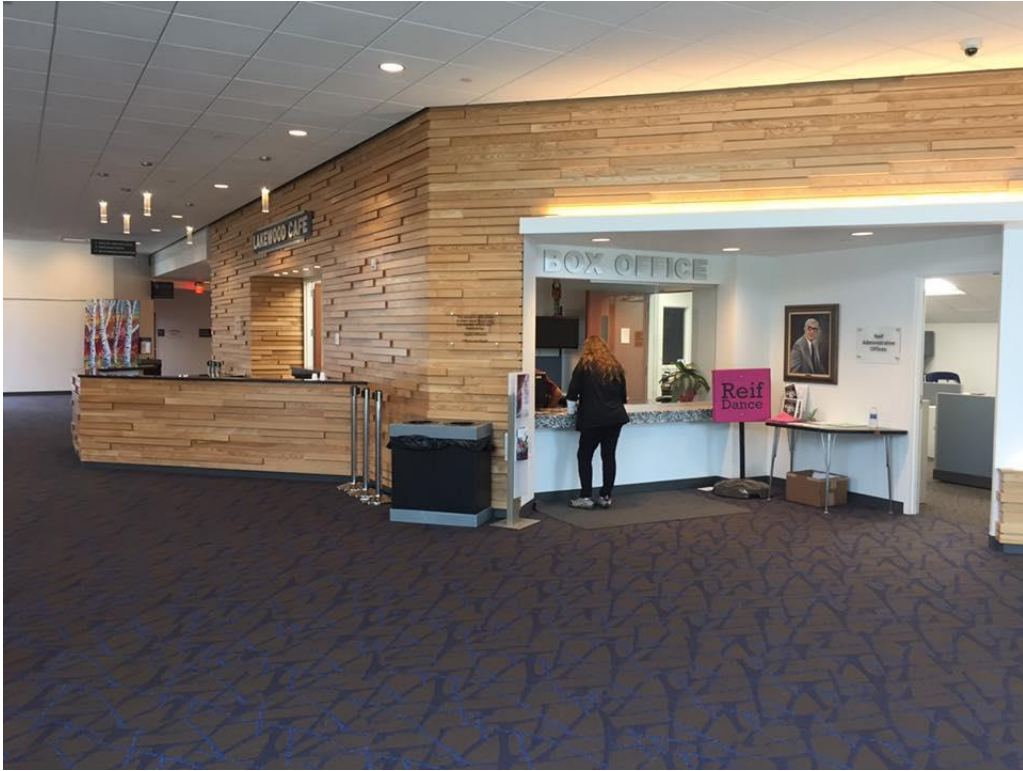
North Side Lobby – Ives Studio Entrance and Seating Area



North Side Lobby – Ives Studio Seating Area and Main Entrance



North Side Lobby – Main Entrance



From Main Entrance Looking Toward Box Office and Lakewood Café



From Main Entrance Toward Lakewood Café and East Fireplace Lobby



Lakewood Cafe



East Fireplace Lobby



From Lakewood Café Toward South Lobby



South Lobby



South Lobby – South Wilcox Theater Entrance

LOBBY FURNITURE

In addition to numerous chairs, sofas, and trash receptacles available throughout the Lobby, we have the following furniture pieces:



Lobby Counter on Wheels (1)



Lobby High Top Tables (6) and Short Tables (3)



Stainless Steel Stanchions (23)



Wooden Benches (3)

LAKEWOOD CAFÉ

Check with the Reif Center Tech Director for availability of Lakewood Café & Prep Kitchen.



Lakewood Café Kitchen – Prep Counter and Cooler



Lakewood Café Kitchen – Sinks and Storage



Lakewood Café – Cooler

CHAIRS AND TABLES

There are generally no extra fees for using in-house equipment, although crew time for bringing chairs out of storage or from the High School along with set-up/take-down can incur fees



Black Band Chairs
63 on Rolling Racks



Red Chairs
39 on Rolling Racks
24 in Back Row of Wilcox



Office Chairs
15 Stored in Dungeon



Studio Chairs
22 in Front Row of Ives Studio



High School Folding Chairs
Approximately 160 Total
Available at the discretion of the HS



Office Chairs
13 in Reif Board Room



Seven 8' Folding Tables and Seven 6' Folding Tables on Rolling Racks



20 6' White Plastic Folding Tables on Rolling Racks
The High School also has 60 5' Wood Laminate Tables (mostly unracked)
Available at the discretion of the High School



The Reif Center typically has a rotating assortment of extra tables available

BREAKOUT ROOMS
ADJACENT TO THE LOBBY



Board Room (Adjacent to South Lobby)
10-12 chairs around conference table, multi-media support



Theater Classroom (Adjacent to South Lobby)
27' x 39' (1050 sq. feet)



Ensemble Rehearsal Room (Adjacent to South Lobby)
12' x 16' (200 sq. feet)



Ives Studio (Adjacent to North Lobby)
52' x 46' 6" (2400 sq. feet) with seats collapsed
See Ives Studio Tech Packet for more information

DRESSING ROOM AND GREEN ROOM AREAS

Check with Reif Center Tech Director for availability



Wilcox Theater Makeup area, VIP rooms are in the background.



Wilcox Theater VIP Room



Wilcox Theater Women's Group/Choral Dressing Room



Wilcox Theater Green Room