

REIF CENTER RENTAL RATES & TICKETING SERVICES



THE REIF

SECTION ONE: RENTAL RATES

Community Arts Rate

- Wilcox Theater (700 seats) \$800 ticketed/\$600 unticketed
- Ives Theater (200 seats) \$500 ticketed/\$300 unticketed

Note: Rates include reasonable use of Tech Director's time and space for rehearsal--to be determined by the Reif Tech Director and/or Executive Director. Our in-house Community Arts partners have free access (as permitted) to use the lobby and the Rotary Board Room.

Non-Profit & Government Rate

- Wilcox Theater \$400 (5 hours)/\$800 (10 hours); \$100/hr additional
- Ives Studio Theater \$250 (5 hours)/\$500 (10 hours); \$65/hr additional
- Tech Director \$60/hour (required with rental of either theater)
- *Lobby \$300 (5 hours)/\$500 (10 hours); \$65/hr additional

Commercial/Business

- Wilcox Theater \$700 (5 hours)/\$1400 (10 hours); \$175/hr additional
- Ives Studio Theater \$400 (5 hours)/\$800 (10 hours); \$100/hr additional
- Tech Director \$60/hour (required with rental of either theater)
- *Lobby \$600 (5 hours)/\$1000 (10 hours); \$125/hr additional

Personnel Services

- Technical Director \$60/hour
- Ushers \$15/hour
- Technical Crew \$30/hour
- House Manager \$150/performance
- Box Office Services (see next page)

Other Rooms Available for Rent

- Dance Studio/Theater Classroom \$75/hour
- Rotary Board Room \$25/hour
- IOSP Ensemble Room \$40/hour

*General lobby use is included with rentals, but special use/extensive lobby set-up may require a separate fee.

Custodial fees of \$32/hour will be applied to all Nonprofit and Commercial rentals.

Special rates may be available for student performances and recitals. A typical piano recital with the use of the Ives Studio and Lobby would begin at \$200.

All rentals require a 50% deposit at time of contracting, 10% of which is non-refundable. All agreements on rental rates and facility use will be at the discretion of the Reif Arts Council and its Executive Director, who shall determine what is in the best interest of the Reif Arts Council.

For questions or concerns on any Reif Rental & Ticketing Policies, please call: 218.327.5780

SECTION TWO: BOX OFFICE TICKETING

- The initial event set-up fee for ticketing with the Reif Center is **\$50.00**. The Reif will also earn **\$2.00 per ticket sold**. Please limit ticket prices to EVEN dollar amounts (e.g. \$10.00 instead of \$9.99 or \$9.50) as we are not equipped to deal with change smaller than a dollar. This fee includes staff time for selling your tickets at our Box Office (M-F, 8:30am to 5:00pm). We will also sell your tickets via our website **reifcenter.org** which can process orders 24 hours a day.
- If you prefer to sell your own tickets, we can pre-print General Admission tickets for you at a reduced fee of **\$0.50** per ticket. With this option we will not sell your tickets at our box office or online; the initial setup fee remains the same at **\$50.00**.
- For an additional fee of **\$75.00 per event occurrence**, we can provide Reif Center personnel to sell tickets at the door the day/night of your event (this service is in addition to selling your tickets during our regular business hours). If you elect not to have Reif Center staff on site for door sales, we will print off remaining tickets (or the # of your choice) at **\$0.50** per ticket.
- For an additional fee of **\$45.00** we can include your event listing and information in an email to more than 7,000 known subscribers; this is a one-time use fee and the communication will be sent by our staff—we do not rent, sell, or distribute our email lists or mailing lists.
- Final payment of all ticket monies collected (less applicable fees described above) will be available within two (2) weeks of the end of your event.
- A complete ticketing report and summary of attendance is available at any point during the ticketing process (please allow up to two (2) business days to process this request). **Call/email our Box Office: 218.327.5780 / arts@reifcenter.org**
- To best serve you, the Reif Center requires notification at least one (1) week prior to the event's "on sale" date. All event marketing is solely your responsibility—all Reif customer information will remain confidential and is not made available at any time.

KEEP THIS PAGE FOR YOUR RECORDS

**PLEASE FILL OUT & RETURN PAGE 2
INCOMPLETE FORMS WILL NOT BE PROCESSED
AND COULD CAUSE DELAYS IN YOUR TIMELINE**

BOX OFFICE TICKETING CONTRACT

PERFORMANCE TITLE _____ (how it will appear on tickets)

ON SALE DATE _____ (the date you want us to start selling)

YOUR NAME (please print) _____

CONTACT PHONE _____

CONTACT EMAIL _____

EVENT LOCATION/VENUE:

- WILCOX THEATER: 702 seat capacity
- IVES THEATER: 200 seat capacity
- Off-Site (please specify location): _____

DATE(S) OF PERFORMANCE: _____

TIME(S) OF PERFORMANCE: _____

(our audiences are accustomed to 7:30pm start times, 2:00pm matinees, & 6:30pm family events)

SEATING TYPE REQUESTED: [] RESERVED SEATING [] GENERAL ADMISSION

Do you have an Event Sponsor to list on the tickets? If so, list here: _____

TICKET PRICING:

- or...
- ALL TICKETS THE SAME PRICE \$ _____
 - Adult/Regular Fee \$ _____
 - Senior (62 or older) \$ _____
 - Student (birth thru college) \$ _____
 - Student Rush (student tickets sold
the night of the show at a reduced rate) **\$5.00**

GROUP DISCOUNT? At the Reif, we offer a 10% discount to groups of 10 or more, and a 20% discount to groups of 20 or more. Do you wish to offer these discounts, as well?

I request Box Office staff prior to the performance(s): \$75.00 per occurrence

***I have read and agree to the terms as presented above (please sign/date):**

SIGNATURE of REPRESENTATIVE: _____ **DATE:** _____