

REIF CENTER RENTAL RATES & TICKETING SERVICES



THE REIF

SECTION ONE: RENTAL RATES

Community Arts Rate

- Wilcox Theater (704 seats) \$800 ticketed/\$600 unticketed**
- Ives Theater (202 seats) \$500 ticketed/\$300 unticketed**
- Technical Director/Crew \$30/hour
- Cafe'/Concessions \$25 flat fee*

*Renter will receive 20% of concession sales. Reif Arts Council will provide trained sellers, inventory, stock items, credit card and cash processing.

** Rate includes rehearsal space as available. Our in-house Community Arts partners have free access (as permitted) to use the lobby and the Rotary Board Room. All rentals require the use of the Reif Technical Director or acceptable replacement as determined by the Reif Technical Director.

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/Crew \$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/Concessions \$100/flat fee
- Technical Crew \$30/hour
- House Manager \$150/performance

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.

-All rentals require the use of Reif sound and lighting technicians unless approved by the Reif TD.

-Custodial fee of \$32/hour will apply to all rentals.

-For the convenience of those renting the Reif, the Lakewood Café can be open and operating with snacks and beverages available for purchase by your patrons.

-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.

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

-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.

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 /boxoffice@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.
- Additional administrative request will be billed at \$25/hour and may require a 48 hour window for completion.

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) _____
PRODUCED BY (please print) _____
CONTACT PHONE _____
CONTACT EMAIL _____
EVENT LOCATION/VENUE:

- WILCOX THEATER: 704 seat capacity
- IVES THEATER: 202 seat capacity
- Off-Site (please specify location): _____

DATE(S) OF PERFORMANCE: _____

TIME(S) OF PERFORMANCE: _____
(our audiences are accustomed to 7pm start times, 2:00pm matinees, & 6pm 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:

- ALL TICKETS THE SAME PRICE \$ _____
- or...
- Adult/Regular Fee \$ _____
- Senior (62 or older) \$ _____
- Student (birth thru college) \$ _____
- Not selling tickets through the Reif. Tickets available at:
(please print) _____

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 do NOT request Box Office staff. We will sell our own tickets at the door.

*Will not have access to the Box Office. A table will be set up in front of the Box Office.

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

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