

YOUR RENTAL GUIDE FOR THE LITTLE ART THEATRE

THE BASICS

Our theatre is available for rent in **2.5 HOUR BLOCKS** (i.e., 9:00-11:30 a.m. or 2:00-4:30 p.m.)

We specialize in **FILM** screening events but offer a unique space appropriate for guest speakers, panel discussions, presentations, birthday parties, musical groups, memorials, and more.

Reservations must be made no later than **30 DAYS IN ADVANCE**.

To check availability, please fill out a **Rental Request Form**. (Link to form on website)

OUR THEATRE

CAPACITY & CAPABILITIES

- 106 fixed seats, space for an additional 16 seats
- Blu-ray (2K), DVD, .mp4 files, and DCP
- PA system with 2 wireless microphones
- Presenter podium
- Stage – 21' x 8' x 2.9'

RENTAL RATES AND AVAILABILITY (All rates below are for a 2.5-hour block)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am - 12pm \$275/\$300*	9am – 5pm \$275/\$300*	9am – 5pm \$275/\$300*	9am – 5pm \$275/\$300*	9am – 5pm \$275/\$300*	9am – 5pm \$275/\$300*	9am – 12pm \$275/\$300*
8 – 11pm \$400	5 – 11 pm \$375/\$400*	5 – 11pm \$375/\$400*	5 – 11pm \$375/\$400*	N/A	10 – 12:30pm \$500	10 – 12:30pm \$500

***Higher rate begins on July 1, 2023**

Please Note:

- Rates are based on a maximum time of 2.5 hours, including set up, tear down, exit, and cleaning.
- Time over 2.5 hours will be charged at \$55 per half-hour before 4 p.m. and \$75 per half-hour from 5 p.m. to close. No proration is made for partial half-hours.
- Additional charges could include but are not limited to staff time for technical or planning meetings, use of marquee, catering surcharge, equipment rental, and credit card fees.
- We offer discounts for non-profits, multi-day or multi-block rentals, and co-productions. We reserve the right to negotiate terms with groups whose programs advance our mission, serve a need in the community, and/or have the possibility of generating revenue for LAT.
- In general, we don't offer rentals during regularly scheduled movies. **If we cancel a movie showing to accommodate your rental, an additional fee may be assessed** due to the projected loss of revenue.

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YOUR BASE RENTAL RATE INCLUDES:

STAFFING/TECHNICAL SUPPORT

One event coordinator/projectionist and one concessionaire are included. Our projectionist will coordinate all technical aspects of events, including ones that use films, digital files, microphones, or stage lights.

TICKETING

All ticketed events must use LAT's point-of-sale ticketing system unless other arrangements are made in advance. Reserved seating, guest lists, and will call may be arranged with at least 7 days advanced notice.

EVENT SUPPORT (Items must be requested at least 7 days in advance.)

- Two 6' tables
- Running Lights
- Chairs
- Podium
- Use of 27x40 poster case
- Stage Lights (no spotlight)

LOBBY USE

Unless your event is open to the public, you will have exclusive use of the lobby, excepting LAT staff. Merchandise may be sold in the lobby; however, arrangements and terms must be negotiated at least 7 days in advance.

ACCESSIBILITY

LAT is accessible for people with disabilities. We are ADA compliant, with wheelchair seating, audio description, assistive listening headphones, and closed-captioned, low vision screens available.

ADD ONS AND EXTRAS

FILM LICENSING

If your event includes showing a film, there is a fee for the licensing rights to do so, even if you provide your own copy. Fees vary in price depending on the film and availability. LAT can handle film bookings. If you book the film, you must show evidence of licensing rights at least 7 days before your event.

THE MARQUEE

You can showcase your event on LAT's marquee. Marquee reservations are \$100 flat fee per side and are limited to availability. Requests must be scheduled at least 7 days in advance.

CONCESSIONS

If you would like to offer your guests an **open tab, fixed amount** (50 free popcorns), or **specific parameter** (a free small popcorn per person), we can work with you to accommodate your budget.

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THE FINE PRINT: OUR POLICIES

RESERVATIONS

Rentals are based on availability and are subject to the sole discretion of management. Each 2.5-hour block of time includes time for load-in, set-up, seating, run time, and break-down. Rentals must stay within their scheduled time. If more time is needed, please reserve in advance (\$55-\$75 for each ½ hour).

PRESHOW & TRAILERS

LAT reserves the right to play pre-show slides and up to two film trailers before your event. Only appropriate titles will be shown. We reserve exclusive control of pre-show content.

TECH TESTS

Our tech staff is available for up to 60 minutes for testing and consultation. Other meetings will require a \$20.00 per hour fee, with a one-hour minimum. Meetings require advanced scheduling.

To ensure high quality presentations, we test and screen all materials in advance. All screening materials must be turned in at least two weeks prior to your event or your event is subject to a cancellation fee. A \$25.00 per day late fee may apply for materials submitted after deadline.

PAYMENT & CANCELLATIONS

A deposit of 1/2 the total estimated charges is due when the request is approved, unless otherwise agreed upon. Full payment is due the day of the event. Additional charges are due on invoice.

Cancellations made 10 or fewer business days prior to the reservation date may incur a Cancellation Fee of 50% of the cost of your rental. Cancellations made the day of the event, or any reservation that is made but not used, will be subject to a Late Cancellation/No Show Fee of 100% of the cost.

CONCESSIONS

No outside food or drink is allowed without prior approval and may be assessed a surcharge as set by LAT. No outside alcohol is permitted as per our liquor license. If you want the concession stand open for your event, please add it to your request. LAT retains concession revenue.

DAMAGES & RESTRICTIONS

Renters must leave theater in its original condition with no damages. No glitter, tape on walls, or equipment that could harm patrons or premises or violate fire code regulations. Respect of patrons, volunteers, and staff is expected. Children must be supervised by an adult and cannot climb on seats, tables, or counters.

Theatre capacity, including event staff, cannot exceed 130 persons per fire code regulations. No one is allowed on the stage without the express approval of LAT staff.

LAT is a nonsmoking facility. Smoking and vaping are not permitted inside or outside in the alcove by LAT front doors. Smokers must stand a minimum of 20 feet away from the entrance.

Only LAT staff may be in our projection booth or operate our equipment including but not limited to the projector, audio equipment, point of sale system, box office microphone, dishwasher, and thermostats. No outside equipment may be used without permission of LAT staff. **The screen curtain cannot be touched or bumped.** Its operation is by **LAT STAFF ONLY.**