

# RENTAL GUIDE FOR THE LITTLE ART THEATRE

## THE BASICS

We specialize in **FILM** screening events, but offer a unique space appropriate for **guest speakers, panel discussions, presentations, birthday parties, weddings, musical groups, memorials, and more.** Rentals are in **2.5 hour** blocks.

All reservations, details, and arrangements must be made no later than **3 WEEKS IN ADVANCE.**

To check availability, please **fill out a Rental Request Form** found here:  
<https://www.littleart.com/little-art-theatre-rental-request/>

## CAPACITY & CAPABILITIES

- 106 fixed seats, space for an additional 16 seats
- UHD 4K blu-ray, blu-ray, DVD, and DCP
- PA system with 2 wireless microphones
- Presenter podium
- Stage size - 21' x 8' x 2.9'

## RENTAL RATES AND AVAILABILITY (All rates below are in **2.5 hour** blocks)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10am - 12:30pm <b>\$300</b>	10am - 5pm <b>\$300</b>	10am - 5pm <b>\$300</b>	10am - 5pm <b>\$300</b>	10am - 5pm <b>\$300</b>	10am - 5pm <b>\$300</b>	10am - 12:30pm <b>\$300</b>
-	5pm - 11:30pm <b>\$400</b>	5pm - 11:30pm <b>\$400</b>	5pm - 11:30pm <b>\$400</b>	-	-	12:30pm - 5pm <b>\$400</b>
8pm - 11:30pm <b>\$400</b>	-	-	-	-	10pm - 12:30am <b>\$500</b>	10pm - 12:30am <b>\$500</b>

### Please note:

- Rates are based on a maximum time of 2.5 hours, including set up, tear down, and cleaning.
- Time over 2.5 hours will be charged at \$55 per half-hour before 4pm and \$75 per half-hour from after 4pm 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 nonprofits, 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 do not offer rentals during regularly scheduled movie times. **If we cancel a movie showing to accommodate your rental, an additional fee may be assessed** due to the projected loss of revenue.

## **YOUR BASE RENTAL 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, 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 advance notice.

### **EVENT SUPPORT**

- Two 8' tables
- Podium
- Use of 27" x 40" poster case
- Stage lights

### **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**

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 may vary in price depending on the film and availability, and are determined by their distributors. LAT can handle film bookings if necessary. If you book the film, you must show evidence of licensing rights at least 7 days before your event.

### **MARQUEE**

You can showcase your event on LAT's marquee. Marquee reservations are a \$100 flat fee. For public events, both sides will be available for use. For private events, one side of the marquee will be available for use. Requests must be scheduled at least 7 days in advance.

### **CONCESSIONS**

A concessionaire can be provided for any public or private event. If you would like to offer your guests an **open tab or specific parameter** (example: 1 free popcorn), we can work with you to accommodate your budget.

## 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, runtime, and breakdown/clean up. Rentals must stay within their scheduled time. If more time is needed, please reserve in advance (\$55 - \$75 for each ½ hour).

### PRICING

The **standard ticket prices** of the Little Art Theatre are as followed:

**Adults - \$9**

**Seniors/Students/Military/Children 12 and under - \$7.50**

**Matinee (2PM or earlier) - \$7**

Ticket prices that differ from the standard pricing model provided by the LAT are allowed, but must be determined and approved by the LAT at the time of booking the event. Once prices are agreed upon, they may not be changed without permission of the LAT.

Tickets are to be sold by either the LAT exclusively, or by the renter exclusively, but not both parties.

### 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 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 per day late fee may apply for materials submitted after the deadline.

### PAYMENT & CANCELLATIONS

**A deposit of 50% of 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 revenue.

## **DAMAGES & RESTRICTIONS**

Renters must leave the theatre in its original condition with no damages. No glitter, tape on walls, or equipment that could harm patrons, premises, or violate fire code regulations. Respect of patrons, volunteers, and staff is expected. Children must be supervised by an adult at all times.

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

Smoking and vaping are not permitted inside or outside in the alcove by LAT front doors. Smokers must stand a minimum of 20ft 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 cannot be touched. A screen curtain can be used for your event, but must be operated only by LAT staff.**