



# 2017 Knauer Performing Arts Center Rental Packages



## Facilities Use Fees:

Facility Item	Day Time Monday-Thursday 1-4 p.m. (Full Day 5-8 hrs.)	Weekend Daytime Event Friday-Sunday (Half Day 1- 4 hrs.) (Full Day 5-8 hrs.)	Weekday Evening Event Monday-Thursday (6pm-10pm)	Weekend Evening Event Friday-Sunday (6pm-10pm)
Main Stage Theater	\$1,250 \$2,000	\$1,750 \$2,500	\$2,000	\$2,500
Univest Room	\$500 \$750	\$650 \$900	\$750	\$750
Lower Level Studio	\$500 \$750	\$500 \$750	\$600	\$750
Small Conference Room	\$150 \$300	\$250 \$400	\$350	\$600
Bar and Concession Space <i>(Daytime hours before 4 pm only)</i>	\$500 \$750	\$500 \$750	\$550	\$750
Exclusive use of Knauer Performing Arts Center Building	\$2,900 \$4,550	\$3,250 \$5,650	\$4,000	\$5,450

Existing supply of Uptown!'s tables and chairs are included in rental fees. Floor plan for table/chair placement must be received one week prior to event in order for staff to have table/chairs in place prior to your event, Uptown! will not facilitate any additional set up. Organization or group is responsible for set up, orchestration, and cleanup of event. The theater has no cooking facilities; for larger events, caterers may stage in the lower level workshop. The caterer is responsible for cleanup which includes: broom sweep and mop of kitchen space, trash and recycling removal and ensure that all rental items are neatly stacked for pick up. Any caterer who has not been pre-approved, must schedule a site visit prior to event and provide certificate of insurance. Any delivery and pick up of equipment must be arranged in advance with office staff.

**Request for permission to serve alcoholic beverages at event:** \_\_\_\_\_ Yes \_\_\_\_\_ No

Any damages incurred to Uptown! property will be paid for by renter: **(initial)** \_\_\_\_\_

Uptown! is not responsible for any damages or loss of personal property: **(initial)** \_\_\_\_\_

**Name of Catering Service:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Total Fee:** \_\_\_\_\_ (A deposit of 50% is required to HOLD DATE & SPACE Balance due upon arrival at event)

**Name of person responsible for event:**

**(Please Print Name):** \_\_\_\_\_ **(Signature):** \_\_\_\_\_

By signing this agreement, you are agreeing to all rules and regulations of the agreement.

Events are scheduled at the discretion of the Uptown! Entertainment Alliance so as to comply with its mission and availability. A staff member will contact you to confirm if we will be able to fulfill your request.

We look forward to working with you.