

## 2017 Uptown! Knauer Performing Arts Center Non Profit Rental Packages



### Facility Rental Information and Instructions:

Thank you for considering Uptown! Knauer Performing Arts Center for your event. Please check all that might be required for your event. Pricing is on page 2. Some events may require a separate contract and you will be notified if this is necessary.

### Event Information:

Event Date: \_\_\_\_\_ Day of the week: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

Name of Organization or Group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event Conclusion: \_\_\_\_\_ Cleanup/Departure Time: \_\_\_\_\_

### Event Description:

Please provide as much detail as possible. If this is an annual event, list previous venues and your expectations for the event.

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Require	Rental Facilities and Amenities
	Bravo Main Stage Theater (Capacity: 327 theater style seating; Stage: 30' x 50')
	Univest Room (Depending upon setup, capacity 80-124)
	Lower Level Studio (Depending upon setup, capacity 80-160)
	Small Conference Room (Capacity: 8 people seated at a conference table)
	Bar and Concession Space (Depending upon setup, capacity 60-80)
	Exclusive use of the entire Uptown! Knauer Performing Arts Center for your event
	Audio Visual Equipment/Tables and Chairs needed for event (Included in fee) <input type="checkbox"/> Lectern and 2 dual channel wireless microphones <input type="checkbox"/> LCD Projector (12' screen in lecture room, sound system & technician also available) <input type="checkbox"/> BluRay/DVD Player <input type="checkbox"/> Laptop Computer Numbers of tables/chairs needed: _____ 3' x 3' tables (of 16) _____ 6' x 2' tables (of 6) _____ chairs (of 130) <i>*All other essentials and staffing for event are to be supplied by visiting organization/group, Tech staff included in rental price</i>
	Request list of approved caterers to arrange menu for the event at the theater

*Beer and alcohol are the responsibility of the rentor.  
 It may not be sold to participants or served to anyone under the age of 21.*

**Uptown! Knauer Performing Arts Center • 226 N. High Street, West Chester, PA 19380  
 610.356.2787 • info@uptownwestchester.org • www.uptownwestchester.org**

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### Facilities Use Fees:

Facility Item	Day Time Monday-Thursday Half Day 1-4 hrs.) (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	\$1,000 \$1,700	\$1,450 \$2,200	\$1,700	\$2,200
Univest Room	\$350 \$500	\$500 \$750	\$500	\$600
Lower Level Studio	\$350 \$550	\$350 \$550	\$450	\$650
Small Conference Room	\$100 \$250	\$150 \$250	\$150	\$450
Bar and Concession Space	\$500 \$750	\$500 \$750	\$550	\$750
Exclusive use of Uptown! Knauer Performing Arts Center	\$2,600 \$4,250	\$3,000 \$5,350	\$3,700	\$5,150

Existing supply of Uptown!'s tables and chairs are included in rental fees. Floor plan for table/chair placement must e 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 of rented materials, orchestration, and cleanup of event. The theater has no cooking facilities; for larger events, caterers may stage in the work area. The caterer is responsible for cleanup which includes: broom sweep and mop of work space, trash and recycling moval and ensure that l 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

NOTE: (Certificate of Insurance must be supplied in advance if liquor is being served and/or for on site catering.)

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 non- refundable 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 Uptown! Entertainment Alliance so as to comply with its mission and availability. A staff member will contact you regarding your request.  
We look forward to working with you.