

2018 Uptown! Knauer Performing Arts Center Rental Packages



Facility Rental Information and Instructions:

Thank you for considering the Uptown! Knauer Performing Arts Center for your event. Please check all that might be required for your event.

Some events may require a separate contract and you will be notified if this is necessary.

FOR OFFICE USE ONLY:
 DEPOSIT RECD \$ _____ / ____ / ____
 BALANCE RECD \$ _____ / ____ / ____

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.

Require	Rental Facilities and Amenities
	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 (600 people max)
	Audio Visual Equipment/Tables and Chairs needed for event (Included in fee)* ___ Lectern and 2 dual channel wireless microphones ___ LCD Projector (Main Stage only) ___ BluRay/DVD Player (Main Stage only) ___ Laptop Computer Numbers of tables/chairs needed: ___ 3' x 3' tables (of 16) ___ 6' x 2' tables (of 6) ___ chairs (of 130)
	Ticketing service available at \$2.00/ticket

Uptown! will assist with promoting the event via their website, social media, and other avenues where no cost is involved

All other essentials and staffing for event are to be supplied by organization/group. Tech staff included in rental price for up to 4 hours; anything over 4 hours will be billed at an hourly rate of \$50/hour.

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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	\$1,500 \$2,000	\$2,000 \$2,500	\$2,500	\$2,750
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 (Daytime hours before 4 pm only)	\$500 \$750	\$500 \$750	\$550	\$750
Exclusive use of Uptown! 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 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 removal and ensure that all rental items are neatly stacked for pick up. Any caterer who has not been preapproved, must schedule a site visit prior to event and provide a certificate of insurance naming Uptown! Entertainment Alliance as additional insured. Any delivery and pick up of equipment must be arranged in advance with office staff.

A list of preferred caterers is available on our website.

Request for permission to serve alcoholic beverages at event: _____ Yes _____ No

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

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)

Payment: Checks only, payable to Uptown! Entertainment Alliance

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.

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)** _____

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 regarding your request. We look forward to working with you.