

Uptown! Knauer Performing Arts Center Rental Information

Daily rates include **one** Technical Assistant and **one** House Manager, for up to 8 hours: load in, set up, event, & load out.

Basic Performance Rental Fee Includes: Ticketing service- set up of ticket link and box office sales (a \$3 service charge is applied to each ticket purchased - payable by ticket buyer). Volunteer Ushers/Greeters available if needed. Use of existing supply of Uptown!s tables and chairs: 16 - 3'X3' tables, 6 - 6'X2' tables, 130 chairs, Black table linens. Stage set-up (Univest Room only) Additional Marketing* and Tech** - See below.

	Monday - Thursday	Friday - Sunday
Main Stage (seats 327)	\$2000 \$1750☐	\$2750 \$2650☐
Univest Room (seats 85)	\$750 \$600☐	\$900 \$750☐

☐Indicates NON-PROFIT rate

Basic Non-performance Rental Fee Includes: Use of existing supply of Uptown!s tables and chairs: 16 - 3'X3' tables, 6 - 6'X2' tables, 130 chairs, Black table linens. Marketing - not included in Non-performance rentals. Tech - single mic setup is available if needed. Additional Tech**- See below.

	Monday - Thursday	Friday - Sunday
Univest Room (Depending on seating; capacity of 80 - 124)	\$500 \$350☐	\$750 \$600☐
Lower Level Studio (Depending on seating; capacity of 80 - 160)	\$500 \$350☐	\$750 \$600☐
Small Conference Room (includes one conference table & 8 chairs: capacity 8)	\$125	\$150
Bar (includes 5 tables & 5 chairs: capacity 60 - 80)	\$500 \$450☐	\$750 \$600☐

☐Indicates NON-PROFIT rate

Entire Building Non-Performance Rental Fee Includes: Use of existing supply of Uptown!s tables and chairs: 16 - 3'X3' tables, 6 - 6'X2' tables, 130 chairs, Black table linens.

Marketing - not included in Non-performance rentals. Tech - TBD with consultation

For **Entire Building Fee WITH a performance**, please contact info@uptownwestchester.org or 610.356.2787.

	Monday - Thursday	Friday - Sunday
Exclusive Use of Entire Building (capacity 600 max)	\$4550 \$4250☐	\$5650 \$5500☐

☐Indicates NON-PROFIT rate

***Marketing Services Included in Performance Rental Fees:**

- Inclusion in 2 or more Newsletter emails to 8000 subscribers
- Facebook Event Post, co-hosted with your Page and 2 or more posts with photos or videos provided by renter.
- Featured on Uptown! website Home Page for 2 weeks or more, with links to Learn More and Buy Tickets landing pages.
 - If applicable, we will link from the Learn More landing page to your website. Must include links on your website to Buy Tickets and www.UptownWestChester.org.
- Space available for your print marketing materials at Uptown! Must be no smaller than 3.5x5, no larger than 8.5x11.
- Slide on Uptown!s LED sign for 1 week or more.
- Event shared with local media outlets for community calendars and/or press release.

****Technical Services Included in Performance Rental Fees:** One technical assistant will be assigned to provide basic lighting and audio. Our Technical Director, Brydon H. Lidle IV brydon@windishmusic.com, after consultation, will determine if your event requires more than one technical assistant. For more information, refer to the [Technical Packet](#).

Other Available Services/Amenities

Additional Marketing Assistance - Targeted Facebook advertising at Facebook rate TBD. If profit shared, Facebook advertising costs will be shared at same split, max \$60/ Uptown!s share.

Additional Technical Staff - \$50 per hour

Upright piano (Baldwin) - \$150

Portable Projector with screen - \$100 per contract

Hourly rate for Technical or Management staff over 8 hours - \$25

Contract

Once a date has been determined, Uptown! will send a contract via email. Please sign and return within 10 business days. Once your signed contract and 50% non-refundable deposit has been received, your date is secured. If contract and/or deposit is not received within the allotted time, any held dates risk being offered to another renter. The balance is due 7 days prior to your event.

Insurance

Insurance is required of all renters & caterers. A certificate of insurance naming Uptown! Entertainment Alliance as additional insured, must be submitted no later than 48 hours after execution of contract.

Right of Refusal

While the theater is meant to be accessible and affordable and promotes a wide variety of artistic expression, management reserves the right to determine who may rent the venue and management's decision is final.