



Basic Rental Information

General:

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

NOTES: *Indicates NON-PROFIT rate. Seating capacity will need to be adjusted based on applicable COVID-19 guidelines.

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. Marketing and Technical Support - see details below.

Univest Room: Use of existing supply of Uptown!s tables and chairs: Ten 30" round tables, ten 36" round tables, 3 - 6'X2' tables, 3 - 8X3' tables, 120 chairs, 24 cabaret-style chairs, black table linens & votives; Stage & lighting set-up.

	Sunday - Wednesday	Thursday - Saturday
Main Stage (seats 321)	\$2000 \$1850*	\$2750 \$2650*
Univest Room (seats 85)	\$750 \$600*	\$900 \$750*

Basic Non-performance Rental Fee Includes:

Use of existing supply of Uptown!s tables and chairs as described above. Marketing not included.

Tech Support - single mic setup and podium are available if needed. Additional Technical Support - see below.

	Sunday - Wednesday	Thursday - Saturday
Main Stage (seats 321)	\$2000 \$1850*	\$2750 \$2650*
Univest Room (Seats 80 - 124, depending on configuration)	\$500 \$350*	\$750 \$600*
Lower Level Studio (Seats 80 - 160, depending on configuration)	\$500 \$350*	\$750 \$600*
Bar (capacity 60 - 80)	\$500 \$450*	\$750 \$600*
Meetings for 20 or less during business hours (9am - 5:30pm)	\$100	\$100

Entire Building Rental Fee Includes:

Use of existing supply of Uptown!s tables and chairs as described above. Marketing - not included in Non-performance rentals. Technical - TBD with consultation. For Entire Building Fee WITH a performance, please contact

info@uptownwestchester.org or call 610.356.2787.

	Sunday - Wednesday	Thursday - Saturday
Exclusive Use of Entire Building (capacity 600 max)	\$6500 \$5000*	\$8000 \$6500*

Marketing Services Included in Performance Rental Fees:

- Inclusion in 2 or more Newsletter emails to 11,000+ subscribers.
- Facebook Event Post, co-hosted with renter's Page and 2 or more posts with photos or videos provided by renter.
- Featured on Uptown!s 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 renter's website. Renter must include links on their website/Facebook page to 'Buy Tickets' and www.UptownWestChester.org.
- Space available for renter's print marketing materials at Uptown! Minimum size 3.5" X 5", maximum size 8.5" x11". Uptown! may be able to accommodate larger posters, if display cases are available.
- Slide on Uptown!s LED sign for 1 week or more.
- Event shared with local media outlets for community calendars and/or press releases.

Technical Services Included in Performance Rental Fees:

One technical assistant will be assigned to provide basic lighting and audio. Our Technical Director, **Eric Bostic** eric@windishmusic.com, after consultation, will help renter determine if the event requires more than one technical assistant. For more information, refer to the Technical Packet by request.

Other Available Services/Amenities

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 and place a 'hold' on the date(s). Renter is requested to sign and return within 10 business days. Once the signed contract and 50% non-refundable deposit have been received, the 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 the event.

Insurance

Insurance is required of all renters & caterers. A certificate of insurance naming both Uptown! Entertainment Alliance and Uptown! Bravo, LLC as additional insured, must be submitted no later than 48 hours after execution of the contract. A list of approved caterers may be found on Uptown!s website. Insurance certificates are already on file for these businesses. Other caterers may be used but will require the insurance certificate.

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. Management's decision is final.

COVID-19 Precautions

Renter is responsible for adhering to all current safety guidelines issued by Health Authorities. Uptown! Entertainment Alliance is responsible for cleaning the theater prior to the event, and ensuring ample personal protective supplies (such as hand sanitizers and soap) are available for guests.

- Number of guests must be limited to allow for proper physical distancing while inside the theater; this number will be agreed upon prior to finalizing the rental contract.
- Masks must be worn while inside Uptown! Knauer Performing Arts Center and guests will be encouraged to maintain proper physical distancing at all times.
- Guests are encouraged to use hand sanitizer or wash hands when entering the building.
- Renter is responsible for communicating safety requirements to all attendees prior to the event.
- Renter is responsible for collecting attendee contact information - in the event COVID contact tracing is required following the event.