



Effective January 1, 2020

General Information for Ticketed Events

The Crown is rented on a “four-wall” basis, meaning when you rent the space, much of the equipment that is installed is included in your rental, along with available tables (two 6’ rectangular and twenty 2’ round) and chairs (150 padded). However, labor of any type, box offices services, promotion and marketing are not included in the Base Rental Fee.

Rental Requirements

All lessees will be required to cover rental costs, facility fees and staff costs, and provide proof of Liability Insurance coverage. Rental requests are made via application from our website at <https://carolinatheatre.com/rentals/rental-request/>.

Base Rental Fees for Ticketed Events

- **All Events: Sunday through Thursday**
\$600 for the first eight hours; \$75 per hour after eight hours; Non-Profit discount - \$400 for first eight hours
- **All Events – Friday or Saturday**
\$750 for the first eight hours; \$75 per hour after eight hours; Non-Profit discount - \$500 for first eight hours
- Non-profit organizations based in Guilford, Alamance, Randolph, Davidson, Forsyth, Stokes, Rockingham and Caswell counties must submit their IRS 501©(3) determination letter.

Facility Fees

- For non-ticketed events, a facility fee of 12% of the rental portion only will be assessed.
- For ticketed events, a \$1.00 Facility Fee will be added to the base price of the tickets over \$10 and sold through the central Carolina Theatre Box Office.

Staff Costs

The Carolina Theatre encourages its Lessees to use volunteers for their events whenever possible. However, a certain number of Theatre staff will be needed depending on the type of event. **All staff positions are billed at \$22/hr up to the first eight hours, and at time and a half after eight hours or between the hours of midnight and 8am.**

House Managers

For non-public events such as meetings or rehearsals where the anticipated attendance is less than 100, one House Manager will be required. For all other events, two House Managers will be required.

Technical/Production Staff

When any Carolina/Crown Theatre equipment is used, a minimum of one technical staff is required.

Box Office Services

The Carolina Theatre central Box Office handles all sales for ticketed events at The Crown. There is a one-time Box Office set-up fee of \$40, and a “per ticket” and credit card charge when applicable.

Concessions

In most instances, the Carolina Theatre will staff a concessions stand for public events held in The Crown. Snacks, soft drinks, water and when appropriate, alcoholic beverages will be available for purchase. All proceeds from concessions are retained by the Carolina Theatre.

Insurance

All lessees and caterers are required to have proof of Liability Insurance listing Carolina Theatre as “Additional Insured”