

Cheyenne Little Theatre

Rental Rate Sheet

1 July 2016

Historic Atlas Theatre		Seating variable
	The following rental rates are for the Historic Atlas Theatre. All ticketed events will be charged a percentage of gross ticket sales as listed below.*	
Atlas Theatre	Commercial/Private Party	Non-profit**
Full Theatre	\$100/hour or 20%	\$65/hour or 15%
Lobby	\$60/hour	\$45/hour
<p>*Ticketed events may be afforded the standard rental fee with the approval of the Managing Director. **Non-profit rates shall be granted to commercial enterprises engaging in arts education services. All other non-profit users must provide a copy of their IRS 501(c) designation letter.</p> <p><i>Staffing fees will be paid by all users. This is in addition to the standard rental rates.</i></p>		
<p>Atlas Theatre: The following applies to all rentals:</p> <ul style="list-style-type: none"> • \$150 cleaning fee per event day(unless otherwise stated on the rental estimate) • Use of stage, sound systems, rigging, lighting and other technical equipment • A deposit as determined by the Rental Coordinator will be required to secure the space (Typically 15% of the rental fee) 		
<p>Atlas Theatre: The following fees may not apply to all rentals:</p> <ul style="list-style-type: none"> • Technical labor: \$20/hour 1st technician (venue rep), \$15/hour per further technician as required • Bartenders (\$75/event +tips) • House manager, Box office manager (\$15/hour per staff member) • Event security, Ushers (\$10/hour per usher) • Liability insurance (\$1 million combined single limit required by all users) • Applicable license fees (BMI, ASCAP, SESAC, Samuel French, MTI, etc.) • Equipment rental fees • Table Linens 		
All rates are subject to change without prior notice.		