

Everett Performing Arts Center

MANAGED BY VILLAGE THEATRE

RENTAL AND RATE INFORMATION

ADMINISTRATIVE OFFICE

Everett Performing Arts Center
managed by Village Theatre

2710 Wetmore Ave.
Everett, WA 98201
(425) 257-6363 fax (425) 257-6393

MANAGER

Sherrill Dryden (425) 257-6360

TECHNICAL DIRECTOR

Bill McCoubrey (425) 257-6361

BOX OFFICE

Box Office hours: 11:00am-7:00pm
Tuesday through Saturday
And one hour before performances
(425) 257-8600

AUDITORIUM

Capacity 500-Actual Capacity is 514. Management reserves 14 seats per event to use at their discretion. Standing room and stage seating is not permitted.

ANDERSON ROOM- MULTIPURPOSE

Capacity 125

TICKET SALES

Full service Box Office available to EPAC rental clients and outside events.

PATRON AMENITIES

EPAC is fully wheelchair accessible. Restrooms for men and women and courtesy telephones are located in the lobby. Concession service is available.

DRESSING ROOMS

Four dressing rooms --two seating 3-4 each, and two seating 2-3 each, located off large green room. Chorus dressing room with up to 20 stations. Shower, kitchen, and laundry facilities available.

FOR ADDITIONAL TECHNICAL INFORMATION

Please refer to Technical Information packet.

EVERETT PERFORMING ARTS CENTER

The Everett Performing Arts Center is owned and supported by the City of Everett as a service to the entire Everett community. One of the premier spaces for the performing arts in Snohomish County, EPAC offers a 510-seat plus 4 wheelchair spaces auditorium with a proscenium stage, including full theatrical lighting and sound systems, an orchestra pit, rigging/fly system, wing space, shop and costume facilities. Along with the auditorium, EPAC has a multipurpose community room and spacious lobby area, making the entire facility ideal for a wide range of activities:

- Theatrical Performances
- Ceremonies, Receptions, and Special Events
- Rehearsals and Classes
- Music and Dance Recitals
- Readings and Lectures
- Business Meetings and Seminars

VILLAGE THEATRE

Village Theatre manages the Everett Performing Arts Center for the City of Everett, and in addition to presenting a season of high-quality family theatre, the management and technical staff of Village Theatre are dedicated to making EPAC the best possible place for you to hold your own performance, meeting, rehearsal, or special event. Presenting top-notch events is our business -- so we can help you do it too!

The Village Theatre Everett Manager and management staff are available to consult with renters, provide information and advice, schedule dates, and prepare cost estimates for rentals. The Village Theatre Technical Director and House Manager offer expert operational and technical assistance for the smooth front-of-house and backstage operation of the event. A full complement of technicians and ushers is available, depending on your needs.

RENTING EPAC

All rentals are contracted on a "four-wall" basis. This means you pay a low fee for the use of the Center, and then pay only the actual costs for the staff required to run your event. You pay no overhead charges, no equipment fees - only a rental fee and direct staff and material costs. The Village Theatre consults with you in event planning and production at no extra cost! All costs are itemized on the next page.

Scheduling of personnel is at the discretion of the Theatre management. We will provide an estimate of what the total costs will be before preparing a rental contract, and invoice you following the event for only those expenses actually incurred. Actual costs may vary, depending on schedule changes, performance needs, or other variables. The renter is responsible for all costs incurred. For more information about renting EPAC, please call the Manager at (425) 257-6360, or by email at sdryden@ci.everett.wa.us

BASE USE FEES

The BASE USE FEES are the fees you pay for use of the facility and its furniture and equipment. All direct costs for staff (including staff to operate the equipment) and materials used are CHARGED in addition to the base fee. Only the direct costs will be passed on to you -- so you pay only for exactly what you use, and nothing more!

	EVERETT RENTERS	OTHER RENTERS
AUDITORIUM PERFORMANCE (up to 5 hours)	\$375	\$450
AUDITORIUM PERFORMANCE (each additional hour)	\$70	\$80
AUDITORIUM REHEARSAL (up to 5 hours)	\$200	\$250
AUDITORIUM REHEARSAL (each additional hour)	\$35	\$45
AUDITORIUM BUSINESS MEETING (up to 5 hours)	\$200	\$300
AUDITORIUM BUSINESS MEETING (each additional hour)	\$45	\$70
ANDERSON RM. REHEARSAL/SOCIAL (up to 5 hours)	\$125	\$150
ANDERSON RM. REHEARSAL/SOCIAL (each additional hour)	\$20	\$25
ANDERSON RM. BUSINESS MEETING (up to 5 hours)	\$125	\$250
ANDERSON RM. BUSINESS MEETING (each additional hour)	\$35	\$40
KITCHEN (up to 5 hours)	\$75	\$75
KITCHEN (each additional hour)	\$10	\$10
UPPER LOBBY (up to 5 hours)	\$125	\$125
UPPER LOBBY (each additional hour)	\$20	\$20
READER BOARD (Electronic Messaging Center)	\$15/week - 60 characters	

To qualify for Everett Renter rates, renter must have business address within Everett city limits.

Resident companies with over 30 performance days of facility usage per calendar year qualify to use per performance fees above on a per day basis.

STAFF/SERVICE/MATERIALS CHARGES

Technical Supervisor and House Manager are required for all events. A minimum of two hours will be charged per staff member utilized. When estimating time, please add one additional hour for both for administrative duties and setup.

Technical Director (<u>required for all events/rehearsals</u>) (per hour)	\$30.00
Stage Manager/lead stage hand during events or rehearsals/ Asst. Tech. Director (per hour)	\$24.00
Sound operation or set-up (per hour)-Sound Engineer	\$24.00
Master Electrician (per hour)	\$24.00
Lightboard operator (per hour)	\$24.00
Spotlight operator (per hour)	\$20.00
Electrician (Hang & Focus)	\$20.00
Stage hand for events and rehearsals (per hour) / Flyman	\$20.00
House Manager (<u>required for all events</u>) (per hour)	\$22.00
Ticket Sales (per ticket)	\$1.50
Ticket Printing Only (no box office services, charge per ticket)	\$0.15
Piano Tuning	\$125.00
Special Maintenance Work/Cleaner (per hour)	Price will vary
Specialized items that must be rented	Price will vary

Overtime will be charged after 10 hours worked in one day or for any work required between 12:00 AM and 6:00AM. OT rates are 1.5 times hourly rates

Holiday rates are 2 times hourly rates. Holidays are based on Village Theatre designated holidays.

PLEASE NOTE

We recommend that you schedule your event as far in advance as you can, as the calendar does tend to fill up. Additionally, we'd like plenty of time to consult with you and prepare for your event, so that we can be sure to provide all the planning and staff necessary.

Rates are effective for engagements contracted after September 1, 2008 and are subject to change without notice.

Staffing and provisional decisions for each production will be made at the sole discretion of Village Theatre, and all attendant costs will be guaranteed to the Theatre by the renter.