

# RENTAL RATES & PRIVATE EVENT

## 2017-2018 Season



The Odeum offers the following rental rates for rentals and private events:

**Performance Day Rate** = \$1,500 per day (max 10 hours)

**Concessions Minimum** = \$500

**Non-performance Technical Day Rate** (when available) = \$800 per day (max 6 hours)

**Refundable Damage Deposit** = \$250

*Please note that major holidays such as New Year's Eve are subject to higher rental rates.*

*The Odeum requires an executed contract and a 50% deposit (based on estimated costs) in order to book and confirm rental events.*

Rental rates are based on the hours listed above from start to finish (including load in / load out). Additional hours can be arranged with the General Manager for a fee.

**Included in the rental fees are:** a house manager, production and theater services, box office staff, customer service, certified crowd control monitors, basic ticketing services, and concessions staff.

The Greenwich Odeum comes equipped with auditorium seating for 410, a stage, static stage lighting, a backstage, in-house concessions, and a built in screen. Use of our box office and ticketing system for a general admission show are included at no charge. Renters wishing to utilize a third party ticketing company (like Brown Paper Tickets or similar) for their event will incur a \$300 fee for each performance.

# GREENWICH ODEUM

59 Main Street, East Greenwich, RI 02818 || 401.885.4000 || info@greenwichodeum.com

## Theater Capacity:

Concert Seating: 410

Lobby Reception Area: 75-100

## **Additional Event Costs May Include:**

### **Box Office Fees**

Credit Card Fees: 4% of credit card ticket sales

\*Tiered/assigned ticketing: \$250 per show

*Please note that use of our box office and ticketing system for General Admission style events are included in our rental rate at no additional fee.*

### **Production services**

Sound System & Tech Support: Quote available upon request

Special lighting needs: Quote available upon request

\*Spotlight operator: \$100

\*Projector Usage: \$200

\*Backstage Manager: \$150

\*Hospitality: \$20 per person (includes beer/wine, snacks, soft drinks), or  
\$40 per person (includes meal, beer/wine, snacks, soft drinks)

### **Additional Services & Publicity**

Janitorial Services: \$150

\*Volunteer Coordination: \$200 (up to 4 ushers, ticket scanners, etc)

\*Uplights: \$25 per unit (up to 4 units)

\*Odeum Website listing: \$150

\*Personalized Marquee: \$75 (for one side, day of show)

\*Window Box Advertising: \$175/box (includes printing, up to 1 week)

\*Facebook Campaigns: Quote available upon request

\*Linens, Table & Decor Rental Quote available upon request

\*Valet Service Quote available upon request

**If you would like to provide a hosted bar we would be happy to provide a quote based on what you would like to serve your guests. Bar packages and drink tickets are available.**

Notes:

*\*Indicated optional services based on event specific needs*