



THEATER RENTAL INFORMATION SHEET

Weekday Rates

Monday through Thursday

\$275 per hour, 2 hours minimum

Daily rate: \$1,650 for up to 8 hours*

Technical Service Fee: \$60 per hour per technical person required**

Weekend Rates

Friday through Sunday

\$300 per hour, 2 hours minimum

Daily rate: \$1,800 for up to 8 hours*

Technical Service Fee: \$60 per hour per technical person required**

*If an event exceeds the 8 hours for daily rate, additional hours will be charged at the hourly rate

Technical Services

**CPT Services, Inc. (CPT), a wholly owned subsidiary of Stages Theatre Company requires a presence in the theater during all hours of a theater rental. They require a minimum of a 30-day notice for providing services. They are a separate company from Hopkins Center for the Arts. They bill the renter for that staff person's time at the rate of \$60 per hour.

- **Theater rental includes –**
 - use of green room
 - video projector and screen, if needed
 - microphone(s) and basic sound

About the Theater

- 711 seats and 9 spaces for wheelchairs
 - Main floor = 571 seats and 4 wheelchair spaces
 - Balcony (separate entrance) = 140 seats and 2 wheelchair spaces
- Proscenium stage with fully fly loft

About the Green Room

- Lounge area with fridge and microwave
- Make-up area for 25 to 30 people
- Two single bathrooms with a shower stall

About the Lobby

- Included in rental if just being used for patrons entrance / exit
- There may be additional charges if the event has extensive lobby set up and use

Suggested Uses

- Dance Recitals
- Performances
- Awards ceremonies
- Lectures
- Large corporate meetings / Trainings
- Fundraisers

Facility Fees

A facility fee must be collected for tickets sold to any event held in the theater. The fee is per ticket sold and varies by ticket pricing:

- \$.50 for any ticket under \$10
- \$1 for any ticket \$10 – \$19.99
- \$2 for any ticket \$20 or over

Box Office Services

You are able to use a box office ticketing system of your choice for your rental event. There is an option to have box office services done through the Center. This is a separate contract from the rental agreement. Please contact Roxie Wolfe at 952-548-6486 or rwolfe@hopkinsmn.com, to make arrangements for ticket set up and sales. Additional fees are charged for this service.

Other

- There is a Young Chang Baby Grand piano available for \$150. This includes tuning of the piano shortly before performance. Adequate time must be allowed for coordination of placement and tuning.

Technical Rider

When a renter is considering a potential venue, they are responsible for any technical rider in the contract between them and the performer. CPT Technical Services will share with the renter what capabilities exist, and the renter may need to consider contracting with other companies to provide other items (i.e. additional lighting, sound needs)

ADDITIONAL RENTAL DETAILS

ALCOHOL – 2nd Staff	ALCOHOL – 2 nd Staff When an event chooses to serve alcohol at their events, the Center will schedule a 2 nd staff to work during that time. This is charged to the renter at a cost of \$35 per hour with a minimum of 4 hours time (\$140).
ALCOHOL - APPROVED VENDORS	APPROVED ALCOHOL VENDORS: The City of Hopkins requires that only approved providers serve alcohol at Hopkins Center for the Arts. The renter is responsible for contacting and securing a contract with one of these businesses if they wish to have alcohol served at their event. Thirty Bales 1106 Mainstreet Hopkins MN 55343 (952) 930-0369 Cream & Amber 1605 Mainstreet Hopkins MN 55343 (952) 595-5640 Wild Boar Bar and Grill 1022 Mainstreet Hopkins MN 55343 (952) 378-1693
DECORATIONS	DECORATIONS: No decoration or display may obstruct view of gallery wall exhibitions. The following items are prohibited from use in the building: Helium balloons Bubbles and Bubble Machines Confetti Glitter Fog Machines You may bring in other decorations for your event. No nails or tacks used on our walls! Mounting squares are provided by HCA if you wish to put anything on the walls. Please request them ahead of time.
FOOD	FOOD AND REFRESHMENTS: If food and refreshments are served, the caterer must provide copy of insurance and license. If food and refreshment are provided by renter, the renter must provide a copy of personal liability portion of policy indicating coverage for a minimum of \$300,000. EVENTS OPEN TO THE PUBLIC If food is served at an event that is open to the public, the Hennepin County Health Department requires a Special Event Food License. Look for most recent information at www.hennepin.us

FOOD – NOT ALLOWED IN THEATER	<p>THEATER RESTRICTIONS: We are happy that we can accommodate your event in our theater. Please be aware while planning your event that there is no food or beverage allowed in the theater.</p>
HOUSE MANAGER	<p>HOUSE MANAGER: The Center will provide one (1) House Management staff to be here from one hour prior to the event start through close of house at end of show. This rate is \$40 per hour.</p>
MARKETING	<p>MARKETING Your event can be listed on the Hopkins Center for the Arts calendar. http://www.hopkinsartscenter.com/calendar.aspx</p> <p>Not all events at the Center are automatically added to the calendar. A basic entry with your event name and time is complimentary. Please request this through the Rental Coordinator. If you wish to include a link to your event that takes the user to another web page, there is a \$25 administrative fee.</p>
PARKING	<p>PARKING: There is a parking ramp on 11th Avenue, one-half block south of Mainstreet. You may park in the ramp for up to 3 1/2 hours free.</p> <p>Enforcement Hours Municipal lots are enforced Monday-Friday, 8 a.m. to 6 p.m., unless otherwise posted</p> <p>DO NOT PARK in the Driskill's Grocery Store lot. That is designated short-term parking for their customers. Please advise your event attendees. Those in violation may be ticketed or towed. Thank you.</p>
PAYMENT	<p>PAYMENT: A non-refundable reservation deposit of 25% is required to secure the space. The remaining balance is due two weeks prior to the event. If payment is not received by the due date, the event will be removed from our event schedule.</p> <p>Paying by Check? Check made payable to HCA can be mailed to or dropped off at office 206: Hopkins Center for the Arts Attn: Rental Coordinator 1111 Mainstreet Hopkins MN 55343</p> <p>Paying by Charge? Discover, Visa, MasterCard, AmEx accepted. Call 952-548-6486 with your card information (OR) use the online payment system noted at the bottom of the confirmation.</p>

THEATER - CAPACITY	<p>THEATER CAPACITY Please plan accordingly so that your event is not over sold.</p> <p>TOTAL SEATING: 711 seats plus 9 wheelchair spaces</p> <p>MAIN FLOOR: 571 seats plus 7 wheelchair spaces</p> <p>BALCONY: 140 seats plus 2 wheelchair spaces</p>
THEATER – MAINSTAGE LOAD IN	<p>THEATER – MAINSTAGE LOAD-IN Equipment must be brought in through the Stage Door at the west end of the building. Vehicles must be moved when unloading and loading is complete. Vehicles will be towed at owner's expense if parked in loading zone area or in permit parking spaces. PARKING ON OR BLOCKING THE SIDEWALK IS NOT ALLOWED.</p>
THEATER - PROFESSIONAL SOUND ENGINEERS	<p>Brad Nelson, Sound Engineer & Owner Brad's Pro Audio BradsProAudio@gmail.com 763-229-7706</p> <p>Phillip O'Toole SXSE Music Phillip_Otoole@yahoo.com 612-331-1344</p>
THEATER - STAGE POSITION AVAILABLE	<p>STAGE POSITION The amount of stage that is available for a rental depends on the time of year, and it is important to know how much of the stage your rental will require.</p> <p>FULL STAGE: the entire stage is available for use MID-STAGE: Stages Theatre Company has a production running and would be required to move their set back behind mid-curtain to allow renter to use as far back as mid-stage. FRONT-OF-CURTAIN: Can be used for many events such as lectures, meetings, and acoustic / smaller performances.</p>
THEATER - TECH SPECS	<p>Hopkins Center for the ArtsTech Specs PA: QSC WL2082-I full-range line array loud speakers (Left and Right) QSC WL115-sw subwoofer line array loudspeakers (Left and Right) QSC CX1102 amps (3) QSC CX1202v amps (12) Sound Desk: Allen and Heath T-80 ilive, 32 channel Lights: the HCA has a repertory light plot: full front wash, left and right side washes, LED color changing pars. Up to 3 "specials" can be focused. Projection Screen: 20' wide by approx. 35' high Optimal projection settings: 1440X900</p>