



FACILITY RENTAL GUIDELINES

The Cape Fear Regional Theatre is pleased to offer the rental of its facilities as outlined below. The rental of the Theatre or a portion of the Theatre is based on availability and determined by the Artistic Director and General Manager. Availability is based on the Theatre's scheduled productions and/or special events.

The Cape Fear Regional Theatre provides for the safety and comfort of our guests and abides by all applicable laws, regulations and ordinances. We, therefore, request that those using the facility adhere to certain requirements.

FACILITY OPTIONS/CAPACITIES:

Groups may not exceed the maximum occupancy of the facility

- **Auditorium:** **Maximum Occupancy: 309**
The Auditorium is suitable for small performances (dance, talent shows, choral groups, seminars, etc.) Use of the Auditorium includes the use of the lobby and one dressing room adjacent to stage (additional dressing rooms require approval in writing and will incur a fee)
- **Glass Block Room:** **Maximum Occupancy:**
Reception Style: 150-200
Banquet Style: 60
Cabaret Style: 75
This area is suitable for receptions and/or banquet or cabaret-style events. (Use of Kitchen and Concessions Areas require approval in writing and may incur an additional fee.)
- **Conference Room:** **Maximum Occupancy: 8**



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FEES AND REQUIREMENTS

FACILITIES

Based on up to six (6) hours usage, concluding by midnight, unless otherwise noted. All fees include pre-event cleaning, provided by Cape Fear Regional Theatre. Technical support is provided for an additional cost if renter requests at time of rental agreement.

- **Auditorium:**
Individual/Commercial \$1,250.00 *
*If a CFRT production is included, the price will increase by a per person ticket cost negotiated with the Artistic Director and/or General Manager.
- **Lobby, Conference & Glass Block Room:**
Individual/Commercial \$ 500.00
- **Glass Block Room:**
Individual/Commercial \$ 300.00
- **Green Room:** \$ 200.00
- **Conference Room:**
Individual/Commercial \$ 100.00
- **Dressing Rooms:** \$ 100.00/each

EQUIPMENT AND SUPPORT

FRONT OF HOUSE EQUIPMENT

- 6 rectangular banquet tables, 8 feet \$ 2.00/each
- 6 rectangular banquet tables, 6 feet \$ 2.00/each
- 48 upholstered lavender chairs, armless \$ 1.00/ each
- 4 round cabaret tables, 31" diameter \$ 2.00/each
- 2 round cabaret table, 28" diameter \$ 2.00/each
- Stanchions \$ 1.00/each
- Table Clothes \$ 3.00/each

FRONT OF HOUSE SUPPORT

- House manager \$ 20.00/hour
- Custodian \$ 20.00/hour



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TECH/PRODUCTION EQUIPMENT

CFRT has equipment for rent. CFRT staff is required to set-up and operate all equipment.

Audio

- **Single Podium with Microphone** \$ **10.00**
- **Handheld Microphone** \$ **15.00/each**
- **Lavalier Microphone** \$ **25.00/each**

Visual

- **Large Projection Screen** \$ **70.00**
- Video Projector \$ 25.00
- Computer \$ 25.00

Curtains/Masking

- Pricing Varies

TECH SUPPORT

CFRT will provide estimates on the hours required to meet your requests, but our estimated hours are not guaranteed. Our accuracy depends on the accuracy of information that you provide and your day-of needs.

Lighting

- Lighting Prep (1-20 man hours) \$ 35.00/hour
- Lighting Restoration (1-20 man hours) \$35.00/hour
- Light Board Operator \$ 35.00/hour

Audio

- Audio Set-Up (Est. 1-3 hours) \$ 35.00/hour
- Sound Operator \$ 35.00/hour

Curtains/Masking

- Set-Up (1-5 hours) \$ 35.00/hour
- Restoration (1-5 hours) \$ 35.00/hour



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FACILITY USE GUIDELINES:

- **House Management:** If the event hosts more than 20 people, CFRT does require a CFRT House Manager on site.
- **Custodial Fees:** CFRT will provide a clean venue for your event. Your fee includes 1-hour of cleaning services after the event, and includes basic vacuuming. Excessive cleaning will require incurred fees based on the hourly custodial rate.
- **Set-Up:** All set-up requests should be finalized and made in writing at least 1 week in advance. This includes set-up of tables chairs in Lobby/Glass Block Room and all production equipment. If requests have not been finalized at least 1 week in advance, CFRT staff reserves the right to deny the request.
- **Use of Kitchen/Concessions:** Use of the concessions area and/or the kitchen does require written approval. Additional fees may be incurred. Frying and open flames are prohibited in the facility.
- **Caterers:** CFRT does allow outside catering, but the caterer must be approved in writing prior to the event. Caterers must adhere to Fayetteville parking laws and hold their own liability insurance.
- **Insurance and Permits:** Individual/group will provide their own special event insurance, and comply with all permits and license requirements. Certificate of Insurance for \$1M+ liability coverage is required.
- **Animals,** with the exception of approved service animals, are prohibited from CFRT facilities.
- **Children** must be supervised by a parent or parent-approved supervisor at all times.
- **Food in Auditorium** is strictly prohibited, unless purchased at the CFRT concessions stand.
- **Alcohol is prohibited,** unless sold at CFRt concessions.



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PAYMENT

CFRT will make its best effort to provide an estimate based on your requests. An estimate will be provided and signed by the customer. Additional services provided outside the terms of the estimate will incur fees as outlined above.

A 50% deposit is required to hold the space at time of agreement.

A credit card will be required to hold on file, and will be charged for the balance at the time of the event. Any additional charges incurred will be listed in writing and forwarded to the customer within 1 week of the event. The credit card will be charged for those additional fees at the conclusion of the event.

I have received and understand all fees, guidelines and payment schedule:

(Signature)

(Date)

(Print Name)

(Organization and Title)