

St. Lawrence Arts Center  
76 Congress St., Portland, ME 04101

Theater Rental Information and application

Rental rates are \$1250 per week (or weekend) for non-exclusive use of the theater. Daily music or theater rates are \$350 for 4 hour time periods on Monday, Tuesday and Wednesdays. Daily music or theater rates are \$500 for 4 hour time periods on Thursday, Fridays, Saturday, and Sundays. Rental fee covers up to 4 performances per week (extra performances are \$100 per performance on same day as one of the four, and \$200 a performance on a separate day).

RENTALS INCLUDE:

- Use of all lighting inventory (66 Source 4 lights, 22 parnels, 12 mixed fresnels, parcans and leecos)
- Use of ETC 24/48 control board and 60 1.2 K Leprechaun dimmers.
- 110 stackable padded chairs (95 with arms).
- Support for concessions and lobby control.
- Use of on-site box office for show dates only (no advance sales on St. Lawrence phone).
- Use of sound system including 16 channel Mackie board, 2 JBL 15 inch Powered Speakers, 2 Yamaha powered monitors, 6 shur 58 microphones, 2 shur 57 microphones, microphone stands, 3 DI's, Effects and Equalizer.
- Comfortable dressing room with backstage toilet.
- Use of Stage 12 ft deep and 20 wide. (Add-ons subject to availability: stage size is then 12 ft x 30 ft)
- A listing in regularly-issued St. Lawrence schedule, on the website and use of lobby for promotion prior to show.

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Type of organization: \_\_\_\_\_ (non-profit, professional, unorganized, amateur, etc.)  
Contact person: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Requested dates: \_\_\_\_\_  
Key personnel: \_\_\_\_\_  
Lighting technician \_\_\_\_\_ lighting tech's phone# \_\_\_\_\_  
Project title: \_\_\_\_\_  
Number of performances: \_\_\_\_\_  
(\*Note rental fee covers up to 4 performances per week. Extra performances are \$100 & \$200 per performances, see above explanation)  
Dates and times of performances, including rehearsal, build in, strike and specify when the theater will be dark.  
\_\_\_\_\_  
Ticket prices: \_\_\_\_\_  
Project description: \_\_\_\_\_  
\_\_\_\_\_

I certify that all information on this application is true and correct:

\_\_\_\_\_  
Date: Signature of Authorized Individual

Please send completed application form: Friends of the St. Lawrence 76 Congress St. Portland, ME 04101  
For more information please call (207) 347-7177

**PLEASE NOTE: to secure dates, you must include deposit equal to 50% of rental fee. Once dates are secure, deposit will be refunded only upon completion of rental and determination of no damage to the premises by St. Lawrence management. The deposit is non-refundable once dates are secured and until renter uses the space no damage is determined**

**-Renter's Requirements:**

- Proof of insurance (worker's compensation and liability).
- Provide deposit equal to 50% of rent
- Provide lighting technician. Please call for information concerning available lighting technicians.
- Provide staff for box office and ushers.
- Complete and sign St. Lawrence Arts Center theater application form.