

The Historic Masonic Theatre Information

This information package is intended to assist prospective HMT tenants in understanding the established procedures and costs relative to booking The Historic Masonic Theatre for an event. Procedures and rates are subject to change from time to time without notice.

<i>Schedule:</i> B	WESTROCK COMMUNITY ROOM RENTAL (non-wedding) (Max Occupancy: 140 table seated; 150 events seated) Refers to exclusive use of the community room and shared use of main lobby, annex lobby stairwells, elevator and 3 rd floor corridors and bathrooms. Auditorium, green room, dressing rooms, and lower level (The Underground) are not included.	THE UNDERGROUND (Max Occupancy: 65 existing seated; 95 events seated) Refers to exclusive use of The Underground Lounge, The Underground Café, lower-level restrooms and shared use of main lobby, annex lobby stairwells. Auditorium, balcony level, green room, dressing rooms, and third floor (Westrock Ballroom and Studios) are not included.
Building Rental Fees:	A flat fee of \$750 per day. Up to 6 hour of use per day; \$75 per hour each additional hour, or portion of an hour, thereafter. <i>Plus all event-related expenses required, in addition to those included below.</i>	A flat fee of \$600 per day. Up to 4 hour of use per day; \$50 per hour each additional hour, or portion of an hour, thereafter. <i>Plus, all event-related expenses required, in addition to those included below.</i>
Included with Rental: Tenant is responsible for any applicable event –related expenses supplemental to the minimum requirements listed here.	<p>i. Included with rental:</p> <ul style="list-style-type: none"> ○ Production Manager: 1 @ 6 hr. max. ○ Use of guest lobby, main lobby, elevator and third floor corridors ○ Up to 5 round tables and up to 50 chairs. ○ Use of portable sound system (includes mixer, amp, CD player and inputs for laptop or iPod). <ul style="list-style-type: none"> ● For weddings, please ask for wedding rate package. <p>The following Westrock Community Room rental events will incur additional fees: Use of caterer/catering kitchen Events requiring daytime closing and/or exclusive use of the facility Events with Admission Ticket Sales</p>	<p>ii. Included with rental:</p> <ul style="list-style-type: none"> ○ Production Manager: 1 @ 4 hr. max. ○ Existing Furnishings (as noted on the <i>standard condition ground plan</i>) ○ Use of use of main lobby, annex lobby, elevator and lobby restrooms ○ Use of portable sound system (includes mixer, amp, CD player and inputs for laptop or iPod). ○ Concession stand may be open during the event (at management’s discretion; renter may require an open stand, at an additional cost). <p>The following The Underground rental events will incur additional fees: Use of caterer Events requiring daytime closing and/or exclusive use of the facility Events with Admission Ticket Sales</p>

Schedule: D	WEDDING PACKAGES		
ACTIVITY:	Reception in WestRock Ballroom	Reception in Underground Lounge and Cafe	Combination Packages
Building Rental Fees:	<p>A flat fee of \$1,400 per day. <i>Up to 8 hours of use per day, \$200 per hour each additional hour, or portion of an hour, thereafter. Plus, all event-related expenses required, in addition to those included below.</i></p>	<p>A flat fee of \$1,000 per day. <i>Up to 8 hours of use per day, \$150 per hour each additional hour, or portion of an hour, thereafter. Plus, all event-related expenses required, in addition to those included below.</i></p>	<p>Use of Multiple Rooms <i>(Westrock, Underground, Auditorium, or others)</i></p>
<p>Included with Rental:</p> <p>Tenant is responsible for any applicable event-related expenses supplemental to the included items listed here.</p>	<p>i. Included with rental:</p> <ul style="list-style-type: none"> o Event Manager: 1 @ 8 hr. max. o Ten (10) 6' round tables and 100 banquet chairs o Three (3) 6' rectangle tables o Use of the Catering warming kitchen o Use of basic house sound system (excludes back-line gear, pianos and other specific sound equipment). o Use of main and Elevator lobbies 3rd floor restroom locations. <p>Note</p> <ul style="list-style-type: none"> o Alcohol service is not included and will incur extra fees. o Decoration/set-up/clean-up must occur within the allotted rental time or additional fees will apply. 	<p>Included with rental:</p> <ul style="list-style-type: none"> o Event Manager: 1 @ 8 hr. max. o Existing Furnishings (as noted on the <i>standard condition ground plan</i>) o Up to six (6) 6' round tables and 70 banquet chairs o Three (3) 6' rectangle tables o Use of the Concession/prep area o Use of use of main lobby, elevator and lobby restrooms. o Use of portable sound system (includes mixer, amp, CD player and inputs for laptop or iPod). <p>Note:</p> <ul style="list-style-type: none"> o Alcohol service is not included and will incur extra fees. o Decoration/set-up/clean-up must occur within the allotted rental time or additional fees will apply. 	<p>We can tailor a custom package for weddings needing two or more rooms.</p> <p>Please call for details.</p>

For More Information

Contact:

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 General Manager

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