



RENTAL INFORMATION PACKET

CONTACT
Stephanie Johnson
Director of Events
stephaniej@towertheatre.org
970-390-1470

835 NW Wall Street
Bend, Oregon 97703

2023-24

Rental Rates

All rentals include use of Box Office, Lobby, Auditorium, Stage, Backstage and Greenroom (unless otherwise specified).

All rentals require a minimum of two production and one front of house staff.

Rental includes House ClearCom and select use of Audio Control, Public Address System, Lighting Control and Conventional Lighting Systems.

The Tower Theatre does not take bookings for Thanksgiving, Christmas Eve or Christmas.



Commercial Groups

Nonprofit Groups

Nonprofit Groups as of January 2024

| | | | |
|---|--|---|---|
| Venue Base Rate | \$1,500 per day vs 8% of gross ticket sales | \$1,000 per day | \$1,100 per day |
| Additional Same Day Performance | \$475 per each additional performance | \$350 per each additional performance | \$375 per each additional performance |
| Rehearsal Day or Private Meeting (4hr max) | \$550 per day (\$250hr after 4hrs) | \$400 per day (\$180hr after 4hrs) | \$450 per day (\$180hr after 4hrs) |
| Lobby Only (4hr max) | \$300 per day | \$275 per day | \$275 per day |
| The Nook | \$300 per day | \$275 per day | \$275 per day |

The historic Tower Theatre is owned and operated by the Tower Theatre Foundation, a nonprofit 501(c)3 organization.



| | |
|---|---------|
| Production Manager | \$50 hr |
| Technical Director | \$50 hr |
| Audio Technician | \$40 hr |
| Lighting Technician | \$40 hr |
| Spot Operator | \$27 hr |
| Stage Hand | \$27 hr |
| Event Manager | \$35 hr |
| House Manager | \$35 hr |
| Box Office Staff* Required for ticketed events | \$25 hr |

* 3 hr minimum

Ticket Fees

| | |
|---|----------------------|
| Ticketing Fee \$0-\$10 per ticket | \$1 per ticket |
| Ticketing Fee \$10+ per ticket | 13% of gross revenue |
| Ticketing Fee Non-Ticketed Events | \$1 per attendee |

All tickets must be sold through the Tower Theatre Foundation unless approved by the Director of Events.

Staff Rates - 4 hour minimum for each position

Overtime after 10 hours for all positions



Cleaning Fees

Tower Cleaner Required

\$275

(\$40/hr over 3 hours)

\$150

(Lobby Only Events)

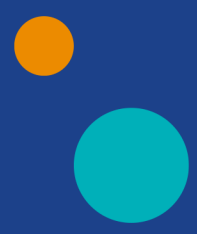
**T
O
W
E
R**

**THEATRE
FOUNDATION**

In-House

Equipment Rates

| | |
|---|--|
| Audio Control, PA, & 4x wireless microphones | INCLUDED |
| Light Control, conventional lights & pre-hung 12x Hanging Rogue R2 Intelligent Lights | INCLUDED |
| 1x Wireless Microphone | \$50/day |
| 4x Wireless Microphones | \$150 |
| 16x Wireless Microphones | \$500/day \$1,250/event run |
| 4x Free Standing Intelligent Lights | \$200/day |
| 4x Decorative Set Screens with Lights | \$300/day |
| Main Projector Package | \$300/day |
| Main Projector Package (PRESHOW ONLY) | \$100/day |
| Stage Projector Package | \$150/day |
| Steinway Model B Grand Piano | \$250/day |
| Piano Tuning Tower's Piano Tuner Required | \$200/tune |
| Marley Dance Floor Plus Labor to Install | \$150/day |



Venue Information

Artist and/or Client Entrance

There are two entrances located on Brooks Alley with access to the stage, backstage and Greenroom. The loading doors are located on Brooks Alley.

Backstage

Upstairs:

One Greenroom with dressing area, lighted mirror, and sitting area.
Small dressing area with lighted mirrors.
Two bathrooms with hanging space.
One kitchenette with fridge, dishwasher and sink.

Stage Level:

One ADA compliant bathroom which can also be used as a quick change.

Basement:

The basement can be used for catering or as an extra greenroom when needed.

Audience Entrance

There are two entrances located on Wall Street. The south door has a ramp for ADA access.

Lobby

The usable lobby space is 19' x 17'. Tables available for use are 6'x36", 6'x18", and 4'x36". Please advance with Tower Event staff.



Seating Capacity

Total Capacity 460 (148 in the Balcony, and 312 on the Main Floor).
When Orchestra pit is in use, rows AA, BB, and CC are removed, lowering capacity to 405 (148 in the Balcony and 257 on the Main Floor).

Ticketing

Standard pricing options are:

- Two Tier – Two Price Points, reserved seating.
- Three Tier – Three Price Points, reserved seating.
- General Admission – One Price Point, open seating.

If needed, the Box Office Manager can customize pricing.

ADA Compliance

The following items are provided in compliance with the Americans with Disabilities Act:

- ADA compliant entrance at the South Door.
- ADA compliant restrooms in the Lobby and Backstage.
- Assisted Listening devices are available and may be checked out at concessions.
- Wheelchair accessible seating for patrons and their companion(s) is available. Please contact the Box Office to reserve these seats.
- Sensory Bags available and may be checked out at the Box Office.
- Requests for sign language interpreters will be forwarded to the show presenter and must be requested at least 48hrs in advance. Please contact the Box Office.

