

THE COLONIAL THEATRE RENTAL FEES

227 Bridge Street, Phoenixville, PA 19460
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 www.thecolonialtheatre.com

Updated 03/01/20

Please note that rental fees are subject to change as well as adjustment depending on the complexity of the particular event.

Base Rental Fees	T1 - Historic Auditorium	T2 - Blue Theatre	T3 - Red Theatre	Garden Suite	Screening Room
<i>Base rental fees include the room only for a 4 hour period. See additional rental fees below.</i>	Capacity: 650	Capacity: 170	Capacity: 61	Capacity: 50 (seated) - 90 (standing)	Capacity: 40 (seated) - 75 (standing)
Friday thru Sunday					
After 4PM Commercial/Individual	\$1,400	\$600	\$525		
After 4PM Non-Profit	\$925	\$500	\$450		
Between 12 - 4PM	\$700	\$425	\$350		
Before 12PM	\$450	\$350	\$275		
Monday thru Thursday					
After 4PM Commercial/Individual	\$925	\$450	\$350		
After 4PM Non-Profit	\$700	\$400	\$325		
Between 12 - 4PM	\$450	\$350	\$275		
Before 12PM	\$375	\$300	\$250		
Non-Theatrical Events					
<i>Two hour minimum.</i>					
Commercial/Business Event				\$175 per hour	\$95 per hour
Individual Event				\$150 per hour	\$95 per hour
Non-Profit Event				\$125 per hour	\$95 per hour
Children's Party (1)					\$95 per hour
Photo or Video Shoot			\$150 per hour throughout facility		
Custom Message on Marquee			\$150 per hour		
Additional Time					
Overtime (over contract time)	\$250 per hour			\$100 per hour	
Ticketing					
<i>Required for all ticketed events.</i>					
Credit Card Fee			4% of gross credit card sales		
Cancellation/Refund Fee (2)			2.5% of gross sales		
Processing Fees (3)			\$1 - \$8 per ticket issued		
Equipment					
35mm Projection	\$100 per event				

Digital Projection			\$50 per event		
Drum Riser		\$150 per event			
Sound system (4)		Based on actual cost			

Labor

Technical Director		\$100 per event			\$50 per event
Projectionist		\$100 per event			
Sound & Lighting Tech	\$200 per event		\$100 per event		
Ushers			\$20 per person per hour		
Security (4 hour minimum)			\$35 per person per hour		
Merchandise Seller			\$60 per event		
Piano Tuning	\$120 per tuning				
T2 Seat Retraction	\$200 per retraction				
Cleaning	\$280 per event	\$225 per event	\$150 per event	\$125 per event	\$75 per event

Other Charges

Marketing (5)			\$75		
Merchandise Sales			20% of gross sales receipts		
Film Booking Service			\$75		
Film Licensing (6)			\$250 - \$450		
Film Shipping (7)			\$20 - \$150		
ASCAP, BMI, SESAC Fees (8)			3% of gross sales		
Furniture rental			Varies based on needs		
Kitchen Use			\$75		
Alcohol Sales			Per discussion. See below.		
Damage Deposit			\$250		

Alcohol & Bartending

The Association for the Colonial Theatre (ACT) holds a Performing Arts Facilities Liquor License with the Pennsylvania Liquor Control Board. Pricing for alcohol and bartending services will be negotiated before the rental contract is signed. ACT reserves the right to refuse to serve any guests of a private event who appear to be intoxicated. All alcohol will be handled by RAMP-certified bartenders hired and trained by ACT. BYOB events are not permitted in any part of the Colonial Theatre complex.

Insurance

Single limit insurance coverage in the amount of \$2,000,000 combined personal liability and property damage for the above rental date(s) is required of Renter. Renter must provide ACT with a certificate of insurance listing "Association for the Colonial Theatre" as the certificate holder.

Notes

- (1) Does not include film admission or concessions.
- (2) Credit Card Charges AND Cancellation/ Refund Charges apply in the event of a cancellation and are not refundable.
- (3) Renters typically pass these fees on to the patron as an addition to the ticket price.
- (4) The sound system in T1 is not adequate for large concerts. We can recommend a sound company if needed
- (5) Inclusion on the Colonial's website, social media, emails, etc.
- (6) Determined by film distributor.
- (7) Determined by film distributor or shipper.
- (8) Applicable if using ACT's license(s) otherwise Renter is required to provide ACT with proof of licensing to present a live performance of music.