



When choosing the location for your next event, selecting the backdrop is one of the most important details. Whether you are hosting a wedding, entertaining clients, throwing a party or showcasing a new product, Woolfe Street Playhouse is that perfect backdrop.

## 2016 Rental rates-

There are two components to our venue pricing; the Room Rental fees, and your Beverage Service.

Below is our standard room fees, contact us to book a tour and put together a detailed proposal for your event

Below pricing is based on The Lobby and The Davis Theater, with The Multi-use Room added for additional space. In the instance The Lobby is available for a stand-alone rental, it is \$800 for 3 hours.

For weddings, we do require that you book the entire space for a 12-hour block, regardless of the day of the week.

This is to ensure you have a smooth event with no outside noise or disruption.

	Monday-Wednesday		Sunday		Thursday- Saturday
<b>The Davis Theater &amp; The Lobby</b>	4 Hrs (Daytime)	12 Hrs	4 Hrs (Daytime)	12 Hours	12-hour rental period. <b>\$3,500</b>
<b>Entire space</b>	<b>\$1000</b>	<b>\$2500</b>	<b>\$1500</b>	<b>\$3000</b>	The Entire Space for <b>\$4000.00</b> <i>Each additional hour is \$200</i>
	<b>\$2000</b>	<b>\$3000</b>	<b>\$2000</b>	<b>\$3500</b>	



## Bar Service Rates

Each package is priced per guest, starting with a 3-hour party. Additional time or beverage options can be added to customize your event. One bartender is included complimentary with a 75-guest minimum. Pricing includes set-up and breakdown, sodas, mixers, garnishes, soft drinks and the appropriate alcohol.

\$125.00 for one Bartender for 3 hour event/ \$25.00 an hour additionally. Woolfe Street reserves the right to determine the number of bartenders needed based on size of event.

\$250.00 fee for glassware for events 75 people to 200.

**Full Service Bar**                      **\$ 14.00 / 3.00 each additional hour**

**Beer and Wine /Sparkling**            **\$11.00 per person/3.00 each additional hour**

## Venue policies

**Rental Times:** Woolfe Street Playhouse is booked in either a 4 hour or 12 hour block of time. Nothing may be set-up any earlier than the contracted times, and the event must be fully broken down by the end time. We recommend you leave at least two hours for set-up and 1 1/2 hours to break down. This

means all vendors must be out of the building by your end time, otherwise overtime charges will be billed to the client at the rate of \$200 an hour.

**Rooms:** Woolfe Street Playhouse consists of three spaces: The Lobby, The Davis Theater and The Multi-Use Room. The Lobby and The Main Theater usually booked together, while The Multi- Use Room can be added for additional space. If the client does not reserve a room as part of their contract, that room may not be utilized during the event. Please note that if you don't rent every room, there is a chance another room may be rented for a separate event. We will do our best to coordinate the timing of those events, but there may be some sound bleed and restroom areas will be shared. On Saturdays, the entire space must be reserved.

**Booking Confirmation:** All proposals are considered tentative until a deposit is received and a contract is signed by the Client. We will make our best efforts to contact you if someone else is interested in your date, but we are not able to place any kind of holds without a deposit and contract. All pricing is also subject to change until a contract is signed.

**Deposit Schedule:**

6+ months out: 25% deposit

6 month mark: 25% or 50% if event is booked less than 6 months out

1 month before event: Final payment + \$500 refundable security deposit

*All deposits and payments are non-refundable.*

*Woolfe Street Playhouse reserves the right to cancel an event if payments are not received by the due date.*

**Security Deposit:** Client should write a separate security deposit check for \$500. This check will be returned to the client within 10 business days of the event if there are no property damages, additional cleaning fees or overtime charges. Damages may include but are not limited to:

- Stains on the flooring or wall including: wine, wax, gum, chocolate, coffee, tea, soda, food, grease and/or burns.
- Damage to walls, paint, furniture, linens, rentals or other equipment.
- Clogged drains in prep rooms or restrooms.
- Damage to the exterior structure including bricks, landscaping or parking areas.
- Trash bags left inside, all trash should be disposed of in the dumpsters.
- Any theft of venue property.

**Designated Decision-Maker:** Each party should have a designated decision maker on-site the entire event. This person will help direct the vendors and handle any issues that may arise. You may hire a wedding planner to fill this role.

**Alcohol: Woolfe Street Playhouse has its own bar service.** No outside alcoholic beverages are allowed. Clients are able to book our bar service through the venue.

· Woolfe Street Playhouse provides safe alcohol service, guests will be asked to show a legal form of identification if they appear under the age of 30. We also reserve the right to discontinue service to a

guest if they are intoxicated.

- Last Call will be called 15 minutes prior to your event end time.
- Alcoholic beverages may not be taken outside the building or beyond the designated event area.

**Security:** At least one security guard must be present to ensure the safety of your guests and to prevent “party crashers”. One security guard is required for every 150 guests.

- Additional security may be required if the event is deemed to be high risk.
- Security must be on-site 30 minutes before the event begins and at least 30 minutes after it concludes.
- Woolfe Street Playhouse reserves the right to charge the client for additional security time if we determine there is an unsafe situation and security needs to stay later.

**Guest conduct:** All guests of the event should conduct themselves in an appropriate manner.

- Absolutely no smoking is allowed indoors.
- No illegal drugs or paraphernalia is allowed on the property, including in vehicles.
- Guests may not engage in any kind of obscene profanity, altercations or fights.
- Guests conducting this type of behavior will be asked to leave the property immediately.

**Decorations:**

- No open flames are allowed in the venue. Candles are allowed as long as they are in an appropriate container with the flame at least 1” below the lip of the container. We have the right to halt the use of candles if they are deemed unsafe.
- Absolutely no glitter, confetti, birdseed, balloons, or fireworks may be used on the property.
- Nothing may be taped or affixed to any walls, doors or windows without permission from the venue staff. The only tape that may be put on the floors is gaffing tape.
- When loading and unloading, we ask that nothing is dragged on the floors.
- All decorations should be removed by the Client at the conclusion of the event. Anything left behind will be discarded.

**Catering Policies:**

- At least one person from the catering company should remain on-site until the conclusion of the event.
- The venue is not responsible for bussing tables, taking out trash or breaking down catering rentals. This is the responsibility of the catering company or client.
- Trashcans and trash bags are provided by the venue, however the caterer is responsible for taking the trash out at the conclusion of the event.