

# GEAUGA THEATER

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## RENTAL INFORMATION

**101 Water Street, Chardon, OH 44024**

The Geauga Theater is an intimate, 292-seat Art Deco treasure nestled on Chardon's quaint, walkable, uptown Square. Built in 1939, it was formerly known as the Geauga Cinema and operated as a movie theater for nearly 60 years. Now, the Geauga Theater has new life as a venue for live music, comedy, theater, classic cinema and more. a variety of other acts such as orchestras, dance companies, comedians, and more.

## **AMENITIES:**

DETAILS COMING SOON

# **RATES: LIVE PERFORMANCE EVENTS**

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The following rates apply to all events in which the renter is staging a live performance such as a theater performance, concert, or recital.

## **FACILITY FEES**

STANDARD.....\$125/hr

CHARDON RESIDENTS & BUSINESSES.....\$75/hr

NON-PROFIT ORGANIZATIONS.....\$75/hr

## **PRODUCTION FEES**

BOOKING FEE (non-refundable).....\$100

CLEANING FEE.....\$100

## **HOUSE STAFF**

HOUSE MANAGER.....\$25/hr  
(1 REQUIRED)

ADDITIONAL F.O.H. ....\$10-\$15/hr  
(AS NEEDED)

## **TECH. STAFF**

TECH. OPERATORS.....\$20/hr  
(2 REQUIRED)

TECH. MANAGER.....\$25/hr  
(AS NEEDED)

STAGE HANDS.....\$15/hr  
(AS NEEDED)

## **ADD-ONS**

TICKETING SERVICES.....\$1/attendee

## **INSURANCE**

Renter must obtain special event liability insurance for the date(s) of the event with a minimum limit of \$500,000.

# **RATES: NON-PERFORMANCE EVENTS**

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The following rates apply to all events in which the renter is NOT staging a live performance. This may include showing a film, fundraisers, etc.

The first four (4) hours of the rental are charged at a flat rate. Rentals less than 4 hours are charged the full flat rate. Additional hours are charged at an hourly rate.

These rates include two (2) staff members: House Manager & Tech Manager. Additional staff may be added to suit the needs of your event.

## **4-HOUR BLOCK**

|                                     |       |
|-------------------------------------|-------|
| STANDARD.....                       | \$775 |
| CHARDON RESIDENTS & BUSINESSES..... | \$400 |
| NON-PROFIT ORGANIZATIONS.....       | \$400 |

## **ADD-ONS**

|                         |              |
|-------------------------|--------------|
| ADDITIONAL TIME.....    | \$120/hr     |
| ADDITIONAL STAFF.....   | \$10-\$25/hr |
| TICKETING SERVICES..... | \$1/attendee |

## **INSURANCE**

Renter must obtain special event liability insurance for the date(s) of the event with a minimum limit of \$500,000.

# POLICIES

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- \$500,000.00 Third Party Event Liability Insurance required. Proof of this insurance must be provided at least two (2) weeks in advance of the event date.
- The Renter is required to obtain the rights to the works they are performing/showing.
- A booking fee of \$100.00 is due upon signing of the Rental Agreement, and is non-refundable.
- Renter will adhere to the payment schedule as discussed. Failure to adhere to the payment schedule may result in the cancellation of the rental.
- Final payment, including the remaining facility cost, fees, and staffing cost, is due within seven (7) days of the close of the event. Failure to do so will result in interest being charged at a rate of 1.5% per month. Continued failure to make payment may result in legal action.
- The renter will not have access to the following areas unless otherwise arranged with management: Concession stand, box office, 2nd floor, basement, storage closets.
- Thrive reserves the right to operate and profit from concessions at the event.
- Guests are not permitted to remove any food or beverage from the premises during or after the function.
- Thrive reserves the right to refuse service to anyone at any time for any reason.
- Thrive is not responsible for any lost, stolen or damaged articles left on the premises prior to, during or following any event.
- Renter is responsible for any damage caused during the event.
- All decorating and removal of decorations is the responsibility of the renter, and decorations must be removed immediately after the function, unless other arrangements are made with management.
- Refrain from using staples, tacks, nails or screws to put up decorations; please ask management what is acceptable.
- No type of confetti is allowed, whether on tables or for throwing.
- Any outside equipment brought in must be set up and run by someone from the party; there will be no one on staff to help with any problems.

# THE GALLERY

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## RENTAL INFORMATION

**106 Water Street, Chardon, OH 44024**

The Gallery, located across the street from Geauga Theater, is the perfect venue for meetings, celebrations, fundraisers, and more.

## **AMENITIES:**

DETAILS COMING SOON

# **RATES**

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- The first four (4) hours of rental are charged at a flat rate.
- Rentals fewer than 4 hours are charged the flat rate.
- Rentals beyond 4 hours are charge per hour.
- This rental period shall include all time in which the the facilities are occupied or accessed by the renter (including set-up and tear down).
- Holidays during the week are calculated at the weekend rate.
- The renter must complete a post-event cleaning checklist and return the facilities to the state in which they were found. Failure to do so may result in additonal fees.

## **WEEKDAY RATES**

*Monday through Thursday: 7:00 AM - 11:00 PM | Fridays: 7:00 AM - 3:00 PM*

|                               |                |
|-------------------------------|----------------|
| <b>CHARDON RESIDENTS.....</b> | <b>\$50</b>    |
| <b>NON-PROFITS.....</b>       | <b>\$50</b>    |
| <b>NON-RESIDENTS.....</b>     | <b>\$100</b>   |
| <b>ADDITIONAL HOURS.....</b>  | <b>\$25/hr</b> |

## **WEEKEND RATES**

*Friday: 3:00 PM – 11:00 PM | Saturday & Sunday 8:00 AM – 11:00 PM*

|                               |                |
|-------------------------------|----------------|
| <b>CHARDON RESIDENTS.....</b> | <b>\$100</b>   |
| <b>NON-PROFITS.....</b>       | <b>\$100</b>   |
| <b>NON-RESIDENTS.....</b>     | <b>\$200</b>   |
| <b>ADDITIONAL HOURS.....</b>  | <b>\$50/hr</b> |

## **OPERATION FEES**

|  |             |
|--|-------------|
| <b>BOOKING FEE (non-refundable).....</b> | <b>\$25</b> |
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# POLICIES

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- A booking fee of \$25.00 is due upon signing of the Rental Agreement, and is non-refundable
- Renter will adhere to the payment schedule as discussed. Failure to adhere to the payment schedule may result in the cancellation of the rental.
- Final payment is due within 1 week after the close of the event.
- Renter will only have access to the specified room being rented and the common hall.
- Renter is responsible for any damage caused during the event.
- All decorating and removal of decorations is the responsibility of the renter, and decorations must be removed immediately after the function, unless other arrangements are made with management.
- Refrain from using staples, tacks, nails or screws to put up decorations; please ask management what is acceptable.
- Renter should make arrangements for tables and chairs if required for the event. A small number of tables and chairs may be made available for use. However, Thrive does not guarantee the number or condition of such items for the event.
- Renter is required to leave the venue as it was found - clean and free of trash. Renter must complete the cleaning checklist by the close of the event. Failure to do so will result in the charge of a cleaning fee of \$25.00 (at minimum).
- Any outside equipment brought in must be set up and run by someone from the party; there will be no one on staff to help with any problems.
- All prices are subject to change without notice.

# THE CAFÉ

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## RENTAL INFORMATION

**106 Water Street, Chardon, OH 44024**

The Café, located across the street from Geauga Theater, is the perfect venue for meetings, celebrations, fundraisers, and more.

## **AMENITIES:**

DETAILS COMING SOON



# **RATES**

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- The first four (4) hours of rental are charged at a flat rate.
- Rentals fewer than 4 hours are charged the flat rate.
- Rentals beyond 4 hours are charge per hour.
- This rental period shall include all time in which the the facilities are occupied or accessed by the renter (including set-up and tear down).
- Holidays during the week are calculated at the weekend rate.
- The renter must complete a post-event cleaning checklist and return the facilities to the state in which they were found. Failure to do so may result in additonal fees.

## **WEEKDAY RATES**

*Monday through Thursday: 7:00 AM - 11:00 PM | Fridays: 7:00 AM - 3:00 PM*

|                               |                |
|-------------------------------|----------------|
| <b>CHARDON RESIDENTS.....</b> | <b>\$50</b>    |
| <b>NON-PROFITS.....</b>       | <b>\$50</b>    |
| <b>NON-RESIDENTS.....</b>     | <b>\$100</b>   |
| <b>ADDITIONAL HOURS.....</b>  | <b>\$25/hr</b> |

## **WEEKEND RATES**

*Friday: 3:00 PM – 11:00 PM | Saturday & Sunday 8:00 AM – 11:00 PM*

|                               |                |
|-------------------------------|----------------|
| <b>CHARDON RESIDENTS.....</b> | <b>\$100</b>   |
| <b>NON-PROFITS.....</b>       | <b>\$100</b>   |
| <b>NON-RESIDENTS.....</b>     | <b>\$200</b>   |
| <b>ADDITIONAL HOURS.....</b>  | <b>\$50/hr</b> |

## **OPERATION FEES**

|  |             |
|--|-------------|
| <b>BOOKING FEE (non-refundable).....</b> | <b>\$25</b> |
|--|-------------|

# POLICIES

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- A booking fee of \$25.00 is due upon signing of the Rental Agreement, and is non-refundable
- Renter will adhere to the payment schedule as discussed. Failure to adhere to the payment schedule may result in the cancellation of the rental.
- Final payment is due within 1 week after the close of the event.
- Renter will only have access to the specified room being rented and the common hall.
- Renter is responsible for any damage caused during the event.
- All decorating and removal of decorations is the responsibility of the renter, and decorations must be removed immediately after the function, unless other arrangements are made with management.
- Refrain from using staples, tacks, nails or screws to put up decorations; please ask management what is acceptable.
- Renter should make arrangements for tables and chairs if required for the event. A small number of tables and chairs may be made available for use. However, Thrive does not guarantee the number or condition of such items for the event.
- Renter is required to leave the venue as it was found - clean and free of trash. Renter must complete the cleaning checklist by the close of the event. Failure to do so will result in the charge of a cleaning fee of \$25.00 (at minimum).
- Any outside equipment brought in must be set up and run by someone from the party; there will be no one on staff to help with any problems.
- All prices are subject to change without notice.