

# Morton Theatre Rental Rate Schedule

Rates as of 7/1/17

<b>(Full) Daily Rates 9:00 a.m. - 11:00 p.m.</b>	
Monday - Wednesday	\$575.00
Thursday - Sunday	\$770.00
<b>Half-Day Rates</b>	
<b>Monday - Wednesday</b>	
Matinee Hours – 9:00 a.m. - 4:00 p.m.	\$440.00
Evening Hours – 4:00 p.m. - 11:00 p.m.	\$500.00
<b>Thursday - Sunday</b>	
Matinee Hours – 9:00 a.m. - 4:00 p.m.	\$500.00
Evening Hours – 4:00 p.m. - 11:00 p.m.	\$640.00
Additional hours before and/or after these set times will be charged at the hourly rates below.	
<b>Hourly Rates (NON-EVENT USAGE ONLY)</b>	
<b>Monday - Wednesday</b>	
Matinee Hours – 9:00 a.m. - 2:00 p.m.	\$80.00
Evening Hours – 2:00 p.m. - 11:00 p.m.	\$90.00
<b>Thursday - Sunday</b>	
Matinee Hours – 9:00 a.m. - 2:00 p.m.	\$90.00
Evening Hours – 2:00 p.m. - 11:00 p.m.	\$100.00
Hourly rentals require a four hour minimum followed by additional hourly minimums.	
Charges for the hours of 11:01 p.m. - 7:59 a.m. will be assessed at 1½ the appropriate hourly rate.	

## Additional Rental Spaces

<b>E.D. Harris Pharmacy (Separate rental is per four hours, and includes the adjoining Lower Lobby)</b>	
With rental of the Theatre	\$90.00
Separately, Monday - Wednesday	\$170.00
Separately, Thursday - Sunday	\$225.00
<b>Conference Room (Minimum Two Hours)</b>	
With rental of the Theatre	\$30 / day
Monday - Friday, 9:00 a.m. - 9:00 p.m.	\$30 / hour

Charges for the hours of 11:00 p.m. - 9:00 a.m. will be assessed at 1½ the appropriate hourly rate.

An engagement begins the earlier of: a) the presenter's personnel arrival or, b) any load-in or set-up, including advance technical work done by house personnel.

An engagement ends when the house is restored, the building secured, and the last participant has left the premises. This must be policed by the Presenter.

Provisions for multiple-day/multiple-use rates and special permits will be established by Theatre Management.

<b>Base Rental Fees (*required of events that include the auditorium )</b>	
Application Fee ( <b>Non-Refundable</b> ) <i>Required to hold a calendar date.</i>	\$30.00
Custodial Services (Hours the event doors are open)	\$18 / hour
*Basic Technical Equipment Usage (Hours the event doors are open)	\$20 / hour
*House Management (4 hours - Additional hourly minimums for events exceeding 3 hours)	\$18 / hour
*Color Media (Gel) Charge	\$25.00

## Optional Labor Fees

Theatre Management has final authority on how many security officers and technical overhire staff are needed for an event.	Hourly Rate
Technicians - A four hour minimum followed by additional hourly minimums	\$18.00
Forklift Operation	\$10.00
Security	Prevailing Rate

## Optional Equipment Rental Fees (IN-HOUSE USE ONLY)

All technical requirements are subject to the Technical Director's approval prior to an event.		
Followspots	3 units are available	\$30 per unit, per day
Gobos (prevailing rates apply for special orders of gobos not in the Morton's stock)		\$15 - prevailing rate
Concert Baby Grand (Includes single tuning arranged by Theatre management)	**Rental requires approval by Theatre management.	\$250 per day
Upright Piano (Includes single tuning arranged by Theatre management)		\$150 per day
Wireless Body Microphones (ear-worn body packs)	4 units are available	\$30 per unit, per day
Handheld Wireless Microphone	2 units are available	\$30 per unit, per day
Drum Kit (5 pieces include: 12 in., 13 in., 18 in., 22 in., kick and 14 in. snare)		\$90 per day
Cymbals (5 piece set) rents separately		\$30 per day
Mobile Sound System		\$120
DLP Projector		\$50 per day
BleachedWhite Cyc (A black curtain is available at no cost)		\$30
Marley Floor (additional labor fees may apply)	**Use and installation requires approval by Theatre management.	\$50
4' x 8' x 16" Stage Platforms	3 units are available	\$20 per unit
Mirror (Disco) Ball		\$30
Ticket Sales/Printing	\$30 Box Office set-up fee	30¢ per printed ticket
Need an item you don't see listed? Please contact Theatre Staff for assistance in locating a vendor or other means of addressing your event's technical or theatrical equipment needs.		

## Rental Procedure and Timeline

1. Fax, e-mail, mail or deliver both your [Space Rental and Reservation Form](#) and your [Promotions and Public Relations Form](#) to our administrative office, along with your \$30 application fee (\$30 + \$5 transaction fee payable online at [www.mortontheatre.com/rental](http://www.mortontheatre.com/rental)) to officially hold your requested date. Your information need not be finalized. Changes can be made as we approach your event date (See item #4).
2. You will then receive a package containing a contract, facility guidelines, and a letter from our office verifying that your forms have been received. The letter will also contain our estimate of your total rent, including the deposit amount due (50% of the total rental cost, 25% for non-profit organizations). Please submit [a copy of your IRS 501\(c\)\(3\) letter](#) to confirm your non-profit status.
3. Mail, deliver, or charge by phone\* the requested **NON-REFUNDABLE** deposit to book and confirm your date. Please note: Remaining rental balance must be paid **in full** the day of your event. \*\$5 transaction fee
4. Approximately one month prior to your event, we will set up a Production Meeting to go over all the backstage and front-of-house details. If you fail to meet with Theatre staff, you will assume charges for labor as deemed necessary by the Technical Director and Theatre Management.
5. One week prior to your event you will be required to submit [proof of appropriate comprehensive event liability insurance](#).

## Payment Terms

**Late Payments:** Balance of rental fee is due on the day of your event (at the conclusion if the Morton is running your box office) at which time a final invoice will be presented. For established presenters with payment terms, fees are due upon receipt of final billing. Presenters will incur a 1½% late fee for past due invoices. For every 30 days past due, 1½% will be compounded to the invoice.

**Returned Checks:** Returned checks will result in a \$40 charge and will require your estimated balance to be rendered prior to your performance.