



THEATER RENTAL RATES

Meeting Package | Monday – Thursday

Package not available on Friday - Sunday

Non-Ticketed only

PACE Center: \$1000 (8 hours)

The Schoolhouse: \$125/hour

Theater Package | Monday - Thursday

PACE Center: \$1500 (8 hours)

The Schoolhouse: \$125/hour

Theater Package | Friday - Sunday

PACE Center: \$2500 (8 hours)

The Schoolhouse: \$125/hour

These rates will be available September 14, 2020 – April 30, 2021. Signed agreements, insurance and full payment must be received by January 31, 2021.

INFORMATION



GENERAL

- Streaming option is available for an additional charge.
- Hours included in package(s) include total access time (i.e. load in, load out, rehearsals, performances/events). Extra time may be available for an additional charge.
- A staggered meal break is to be provided to stagehands when rental time exceeds five (5) hours of work; break schedule to be discussed on advancement.
- Theater staff cannot exceed more than twelve (12) hours per day and forty (40) hours per week.
- If theater areas are left uncleaned, an additional cleaning fee may apply.

BOX OFFICE: All tickets must be sold through the Parker Arts Box Office.

MERCHANDISE

- User may not sell food or beverage of any kind. User warrants and represents, they have the sole right to reproduce and sell merchandise with the image and likeness of the artists on the materials offered for sale. Merchandise may be sold following one of the options detailed below:
- **Option 1:** If User will only be conducting one day of sales in the calendar year at the Center, User may do so without obtaining a Town of Parker Business License. User will be responsible for filling out a "Sales Tax Return Form" and submitting all applicable taxes to the Town as detailed by the form by the 20th of the month following the date of sales. User is also responsible for payment of all state taxes and must contact the Colorado Department of Revenue to coordinate payment.
- **Option 2:** If User intends to sell merchandise on more than one occasion in the calendar year, User must obtain and submit a current Town of Parker Business License. The license must be submitted to the Town a minimum of one month prior to the event. If User obtains proper licensing and conducts sales in the Center, User will be responsible for submitting Town sales tax. Information on business licensing can be found at <http://www.parkeronline.org/1671/Business-and-Tax-License>.
- **Option 3:** Town staff can sell all Users' merchandise at the Center if needed. User will be charged an hourly rate for this staffing which must include time for setup and tear down. Town staff will be responsible for paying the Town's eight percent (8%) sales tax on all User items sold. After the deduction of sales tax and credit card processing fees, the User will receive eighty percent (80%) of the gross merchandise sales.

MARKETING: Parker Arts does not provide marketing support aside from listing your event on our ticketing website if ticketed. It is recommend that the user utilize the [Town of Parker's Community Event Publicity Assistance](#).

INSURANCE: Certificate of insurance is required. The policy must name the Town of Parker as additional insured.

HOLIDAYS: Holidays may be available to rent at Friday - Sunday Package Rate.