



AMERICAN PLAYERS THEATRE

Application for Rental of the Touchstone Theatre

Thank you for your interest in renting the Touchstone Theatre for your production or event. Please note that theater rental may or may not be available due to our rehearsal and production schedule, prior rentals, staffing issues, or other factors. Please fill out the following information, and return the completed form to Dundee McNair, Director of Operations, at APT; PO Box 819; Spring Green, WI 53588 or via email at dundee@americanplayers.org.

Name _____ Organization _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Date(s) of Event _____ Time of Event _____

Is Your Organization Tax Exempt? Yes No Is the event open to the public? Yes No

Is the event ticketed? Yes No Approximate number attending _____

Please describe your event/production in the space below.

Multiple horizontal lines for describing the event/production.

Please list any special needs you might have _____

Please check the following areas to which you will need access.

- Theater Lobby Will Call Concessions Kitchen Dressing Rooms Control Booth

Please check the following staff you will require.

- Lighting and Sound House Staff Concessions Staff Shuttle Driver Other _____



American Players Theatre
Touchstone Theatre Rental Pricing

| <u>Description</u> | <u>Regular Rates and Weddings</u> | <u>Non-Profit Rate</u> | <u>River Valley School District Area Rate</u> |
|--|---------------------------------------|------------------------|---|
| Daily Base Rent | \$1,500 | \$1,000 | \$250 |
| Daily Base Rent - Rehearsal Only | \$750 | \$500 | \$250 |
| Weekend Rental (Friday - Sunday) | \$3,500 | \$2,400 | \$600 |
| Weekly Rental | \$7,000 | \$4,500 | \$1,000 |
| Event Manager (per hour - 4 hour minimum) | \$75 | \$75 | \$25 |
| Cleaning Fee (per performance) | \$100 | \$100 | \$100 |
| Light/Sound Equipment Rent with Technical Supervisor (per day) | \$100 | \$50 | \$25 |
| Technical Supervisor (per hour) | \$50 | \$35 | \$25 |
| Use of Kitchen (per day) | \$250 | \$200 | \$50 |
| House Staff (per person per hour - 4 hour minimum) | \$50 | \$50 | \$25 |
| Concessions Service (per person per hour - 4 hour minimum) | \$50 | \$50 | \$25 |
| Shuttle Service (per hour - 4 hour minimum) | \$100 | \$100 | \$50 |

The Touchstone Theatre seats 201 people.

For further information or to book a rental, please contact Dundee McNair, Director of Operations, at (608) 588-7402 x106 or by email at dundee@americanplayers.org.