

Sheridan Arts Foundation Private Rental Billing Summary

Lessee _____ Date of event _____

\$500 Non-Refundable Booking Deposit Date Received _____

Site Fee starts at \$6,000 per day. Please contact the Sheridan Arts Foundation for a breakdown of additional packages and pricing of below services/items.

Amount

Theater Rental 8 a.m.-12 a.m.

| | |
|--|----------|
| -private rental | \$6,000 |
| -required refundable security deposit | \$1,000 |
| -event rental insurance | included |
| -cleaning fee | included |
| -set up and takedown of chairs & tables | included |
| -flip of theater from dinner to dancing set-up | _____ |

SHOW Bar Rate

| | |
|--|----------|
| -bar premise without liquor service | included |
| -bar premise with liquor service | _____ |
| -5 hr. open bar for 100 w/ beer, wine & well | _____ |
| -champagne toast for 100 | _____ |
| -signature cocktail design | _____ |

Rental Services

| | |
|---|----------|
| -venue manager | included |
| -security (required for 100 people or more) | _____ |
| -audio visual technician for projector | _____ |
| -audio visual technician for DJ | _____ |
| -audio visual technician for band | _____ |
| -lighting technician | _____ |
| -coat check | _____ |
| -2 hr. initial consultation & site tour | included |
| -additional event consultation | _____ |

Rental Equipment

| | |
|---|----------|
| -100 wooden chairs | included |
| -20 red velvet chairs | included |
| -10 eight foot tables | included |
| -8 cocktail round tables | included |
| -4 high top tables | included |
| -cafe lights strung across theater | _____ |
| -spot light | _____ |
| -projector & movie screen | _____ |
| -microphone/setup | _____ |
| -iPod background music for dinner/cocktails | _____ |
| -6ft. Yamaha baby grand piano with tuning | _____ |
| -antique olio curtain | included |

| | |
|------------------------------|----------|
| -disco ball | _____ |
| -popcorn w/containers | _____ |
| -60 cup coffee maker | _____ |
| -cake stand | _____ |
| -ice machine | included |
| -2 souvenir champagne flutes | included |