RENTAL RATES & HOUSE SPECIFICATIONS 2025-2026 SEASON

	*Local Nonprofits[1]	Commercial/ Non-Local Nonprofits[1]
In-Person TICKETED Event	**$600 vs. 8%**	**$1,500 vs. 12%**

**Local refers to organizations within 35 miles of Galesburg, IL*

- Above rates for events where an admission is charged are base rental rates versus a percentage of gross receipts, whichever is greater. Gross receipts are calculated to include complimentary ticket values, but not preservation and ticket surcharges.
- Performance day rental fee includes up to four (4) consecutive hours of occupancy of the theatre for a **Single In-Person Ticketed Event**, and up to eight (8) consecutive hours of occupancy of the theatre for **Multiple In-Person Ticketed Events in a Single Day**. Clock begins when any member affiliated with renting organization enters the building and the clock ends when the last member from organization and/or patron leaves the building.
- Stage Labor is *not* included in any of the above rental rates. Lighting, sound, projection, and crews contracted through the Orpheum Theatre are charged per the *a la carte* rates on page 5.
- Additional performance day hours, rehearsal/workdays, or general occupancy of the Theatre for the purposes of producing/facilitating an event will be charged at the rate of **$125/hour for Local Nonprofits or $250/hour for Commercial/Non Local Nonprofits** if scheduled more than one (1) week in advance of date of occupancy.
- If additional rehearsal **or** performance day hours are required on any of the following holidays, the rate of **$400/hour** will be charged for commercial/non-local nonprofit renters and **$200/hour** will be charged for Local nonprofit renters:
  New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day
- Schedule of Occupancy must be finalized no less than one (1) week in advance of the first day of theatre occupancy. Hours added to the schedule and accrued past this time will be billed at a rate in addition to the normal rate of **$50/hour.**
- Renter will be given a five (5) minute grace period before an additional hourly charge is enforced while accumulating hours in the theatre.
- A **non-refundable 25% deposit is required upon submission of a completed contract**. Events without a fully executed contract are not considered final. A submitted event form does not constitute an agreement or ensure that prospective Renter's date(s) will be available.
- An Event Form is required to begin the rental process. ***Event forms must be received no less than three (3) months prior to the first day of theatre occupancy. Event forms received after this period are not guaranteed consideration.***
- Additional charges will be deducted from ticket sales or will be billed to Renter with net due in five (5) business days from the last day of Theatre occupancy.
- All deposits and settlement payments for Orpheum rentals made by cash or check reflect a 4% discount. If Renter wishes to use a credit or debit card, no discount will be offered, and the final payment amount will be increased by 4%.
- [1] Renter ***must*** provide proof of current 501(c)(3) status to be billed at Nonprofit rate.
- Prior to settlement, Renter must provide a W9 for the current year.

NON-TICKETED In-Person Events (only available to local organizations/groups): $600 flat rate

**Local refers to organizations within 35 miles of Galesburg, IL*

- ***In-Person Event*** day rental fee includes up to four (4) consecutive hours of occupancy of the theatre. Clock starts when any person affiliated with renting organization enters the building and the clock stops when the last member from the organization and/or patron leaves the building.
- Additional hours are charged at the rate of **$150/hour** for occupancy beyond the four contracted hours.
- At no time may admission be charged: if admission is charged, the previously listed section reflecting single/multiple event base rate rental charges apply.
- **A non-refundable 25% deposit is required upon submission of a completed contract**. Events without a fully executed contract are not considered final. A submitted event form does not constitute an agreement or ensure that prospective Renter's dates will be available.
- An Event Form is required to begin the rental process. ***Event forms must be received no less than three (3) months prior to first day of theatre occupancy. Event forms received after this period are not guaranteed consideration.***
- Balance of base rental rate plus any other agreed-upon rental charges for services as outlined below are due ten (10) business days prior to first day of theatre occupancy. Additional charges will be billed to Renter with net due within five (5) business days from last day of theatre occupancy.
- Stage Labor is *not* included in any of the above rental rates. Lighting, sound, projection, and crews contracted through The Orpheum Theatre are charged per the *a la carte* rates on page 5.

***Private* OR *Public* FREE MOVIE Events(only available to local organizations/groups): $750 flat rate**

**Local refers to organizations within 35 miles of Galesburg, IL*

Event day rental fee includes up to three (3) consecutive hours of occupancy of the theatre. Clock starts when any person affiliated with renting organization first enters the building and the clock stops when the last member from organization and/or patron leaves the building.

- Additional hours are charged at the rate of **$150/hour** for occupancy outside of the three contracted hours.
- At no time may admission be charged: if admission is charged, then the single/multiple event base rate rental charges apply.
- Rate includes use of sound & lighting systems, movie screen, projector, and operator.
- **A non-refundable 25% deposit is required upon submission of an executed contract.**
- Balance of base rental rate plus any other agreed-upon rental charges for services as outlined below are due ten (10) business days prior to the initial date of theatre occupancy. Additional charges will be billed to the Renter with net due in 10 business days from last day of theatre occupancy.
- Renter to provide movie on DVD, Blu-Ray, or DCP format at least seven (7) business days prior to the screening date
- Obtention of film license is required for all public movie events without exception.
- Orpheum will obtain licensing (when applicable) for film(s) to be screened. Renter will incur the licensing fee up to a rate of $350. Any cost for licensing above $350 will additionally be the responsibility of the Renter. If Renter possesses licensing for film(s) to be screened, Renter must provide proof of license prior to contract execution.

Box Office & Marketing - Ticket Sales, Preservation Fees, Ticket Surcharges, Convenience Fees

Included Box Office Services:

- Professional staffing of Box Office during Orpheum business hours and event day
- Event setup in ticketing software
- Ticket selling on Renter's behalf at ticket office during normal office hours and one hour prior to show start on performance day
- Online ticket sales
- Applicable Credit Card service charges and potential returned check fees
- Revenue and Attendance Reports supplied to Renter at close of show
- Use of ticket stock and printer when applicable
- Use of ticket scanners

***Included Marketing Services:**

- Inclusion on Orpheum Theatre website with event description and graphics (as provided by Renter) as space allows
- Inclusion on Orpheum Theatre's social media accounts
- Inclusion of Renter's sponsor and/or presenter on printed tickets (as space allows)
- Inclusion of Renter's event in The Orpheum Theatre's printed Schedule of Events
- Inclusion of Renter's event on Orpheum Theatre Marquee. The Orpheum Theatre makes no guarantees for a minimum amount of time your event will be featured on the marquee.
- Ask us about our additional cost advertising packages if you would like us to handle the promotion

**All relevant event information must be submitted to The Orpheum Theatre in a timely manner to most effectively service and market your show. The Orpheum Theatre staff can help Renters determine their ticketing and marketing needs during contract negotiations.*

The Orpheum Theatre will sell tickets for all ticketed events. ***NO EXCEPTIONS.***

RESERVED or GENERAL SEATING tickets sold by the **Orpheum Theatre** are assessed a **$5.00** Facility Fee which is inclusive of:

- **$2.50** Preservation Fee per ticket, regardless of price
- **$2.50** Ticket Surcharge per ticket, regardless of price

All tickets purchased using credit/debit online, over the phone, or in person will be assessed a convenience fee of not less than **$1.00**. The actual fee amount will be based upon the ticket face value of your admissions.

COMPLIMENTARY TICKETS are tickets for which no money is exchanged at the point of sale. Common complimentary ticket types are:

- RENTER COMP – Comp tickets that have been deemed eligible for distribution by the Renter, such as in exchange for vouchers, or for sponsors, special guests, etc. These comps ***include*** an assessment of ticketing fees.
- ORPHEUM COMP – Comp tickets that have been used by The Orpheum. Typically, The Orpheum contracts the use of ten comp tickets per Renter show. These comps do not include ticketing fees charged against the Renter.
- COMP 0-2 – Comp tickets that are used for when a patron brings an infant. They are issued this comp at the discretion of The Orpheum box office staff. These comps are not advertised, and the fees are not charged against the Renter.

FUNDRAISING EVENTS where admissions are sold are subject to all of the above rules and policies.

STAGE SET-UP PACKAGES

Prices do not include crew or engineer services for rehearsals or performances.
Any additionally required light and sound equipment is to be furnished by Renter.
Refer to "House Specifications" beginning on page 8 of this document for specific offerings.

Theatrical/Concert Stage Set-Up and Strike — **Nonprofits** $500 — **Commercial** $750

- **Professional Sound Package**
  - Allen & Heath GLD 112 Mixing Console
  - CD or MP3 Playback
  - Front of House Line Array
  - Audio Equipment Array, including four (4) powered Monitors
  - Full Microphone Array
    - 2 Wireless Handheld (SM58)
    - 6 Wireless Body Mics (ULDX1) with Lavalier Mics
  - Cabling and stands for microphones & speakers
  - Five (5) In-house Clear Com system
- **Professional Lighting Package**
  - House Lights
  - Theatrical Stage Lighting
    - Lights gelled to specifications
    - Design and Board Programming is charged on a per hour basis.
- Podium
- Risers or Platforms
- Soft Goods

Basic Stage Set-Up and Strike — **Nonprofits** $250 — **Commercial** $500

- **Basic Sound Equipment Package**
  - Allen & Heath GLD 112 Mixing Console
  - CD or MP3 Playback
  - Front of House Line Array
  - One Announcement Microphone
  - Cabling and Mic Stand
- **Basic Lighting Package**
  - House Lights
  - Standard Stage Plot
    - No programming and no gels included
- Podium
- Risers or Platforms
- Soft Goods

A la Carte Services		**Nonprofits**	**Commercial**
• House Manager	*REQUIRED for events **and** rehearsals*	**Included**	**Included**
• Ushers	*REQUIRED for all events*	**Included**	**Included**
• Cleaning Service	*REQUIRED per event*	**$100**	**$100**
• Audio Engineer		**$25/hr**	**$35/hr**
• Lighting Engineer		**$25/hr**	**$35/hr**
• Audio/Lighting Combo	*at discretion of management*	**$35/hr**	**$50/hr**
• Follow Spot Operator	(per person)	**$20/hr**	**$30/hr**
• Stage Crew	(per person)	**$20/hr**	**$30/hr**
• Plain-Clothes Security	(per person)	**$20/hr**	**$30/hr**
• Uniformed Police Security	(per person)	**$35/hr**	**$45/hr**
• Fire Watchers	(per person)	**$20/hr**	**$30/hr**
• Follow Spot Equipment Rental	(ea/ per event)	**$50**	**$100**
• Baby Grand Piano Rental		**$250**	**$350**
• Piano Tuning		**$125**	**$125**
• Cyclorama Rental		**$100**	**$150**
• Orchestra Shell Rental		**$250**	**$450**
• Stage Extension Rental		**$200**	**$400**
• Orchestra Pit Cover removal		**$200**	**$400**
• Projector Rental	*(includes 24'x32' movie screen)*	**$200**	**$300**
• Da-Lite Screen	(12'3"x21' - can be hung on any available batten)	**$100**	**$150**

Merchandise Sales

- Merchandise Splits
  - 20% to Venue if Venue Sell (*if available*)
  - 0% to Venue if Renter Sells
  - Includes table(s), table cloth(s), and chairs
- The Orpheum Theatre and its management retain the right to approve or deny sale of any merchandise in the Theatre. Merchandise sales must be approved upon signing of rental contract.
- Selling of merchandise without consent of the theatre will result in a fee of **$500** to the Renter and will be automatically deducted from gross receipts.
- Sales of any merchandise or any other goods/services must be approved by Orpheum management.

Concession Sales

- All concession sales and profits are the sole benefit of the Orpheum Theatre.
- The Orpheum Theatre reserves the right to serve any concession products of its choice, at any time.
- Renter will not sell food or beverage items at the Theatre at any time.

Insurance

A comprehensive liability insurance policy must be secured noting all days of occupancy including rehearsals. Policy must include public liability and property damage in the amount of **One Million Dollars ($1,000,000)** per occurrence.

- Proof of insurance policy must be received prior to load-in.
- Orpheum Theatre reserves the right to refuse access or occupancy of the theater until such time that proof of insurance is received in the theater administrative offices.
- The Orpheum Theatre reserves the right to require additional coverage(s) if a production requires exceptional or unusual effects (i.e. fire, water, etc) or physical demands (i.e. flying).
- Such policy will name and indemnify Orpheum Theatre, management, staff, ownership and contracted personnel against any claim which may arise during or as a result of the terms of the contract agreement, or thereafter, for any incident complained of having occurred during the Renter's occupancy of the Theatre.
- Renter's failure to provide such proof of policy within the time frame specified by Theatre management in either the Rental Contract makes the contract void at the option of Theatre management.
- Policy shall name as "Additionally Insured" as "Knox County Metropolitan Exposition, Auditorium and Office Building Authority" (*The Orpheum Theatre)*.

General Rules

- At least one (1) member of the Orpheum Theatre staff must be present during any hours of use.
- No one under the age of 14, unless directly involved in a show (i.e. cast or crew member) is permitted backstage during load-in, work days, rehearsals, or performances.
- Use of piano requires advance notification.
- Acoustic shell use must be requested **ten (10) business days** advance if not already included in rental contract.
- Scenery may be placed downstage of fire curtain line, however it **must not obstruct actual fire curtain line**.
- Rental organization's stage plot must respect the fire curtain line. Violation will result in the Orpheum contacting local authorities and reserves this right to cancel the event without refund.
- Base rental agreement permits Renter to use the stage, dressing rooms, main floor auditorium, basement restrooms, and authorized stage or basement storage space. Rental fees cover heating, air conditioning, lighting, and water with controls operated directly by or under the direct supervision of Orpheum staff. **Special permission must be granted for access to Mezzanine, Balcony, lobbies and the ticket office.** ***Renter may not use or occupy the concession area at any time.***
- The ticket office is not open during rehearsals.
- Per state and federal law, smoking is not permitted in any portion of the Orpheum Theatre at any time for any reason.
- Drinking or eating is not permitted on the stage or in the auditorium during rehearsal periods-- the only exception being water. Food and other non-alcoholic beverages are permitted in the dressing rooms only. The Concession area is not open during rehearsals.
- The possession of inflated helium balloons in the building is strictly prohibited. Any use of fire (candles, theatrical non-tobacco cigars/cigarettes, or pyrotechnics) or synthetic haze (water or mineral based) must be approved though The Orpheum Theatre Management and the Galesburg Fire Department.

- If the use of any special effects results in a false alarm response from the Galesburg Fire Department, any applicable charges will be assessed to the renting organization.
- ALL performers, crew, technical assistants, musicians, guests, and the press will enter and leave by the **stage door only**. Lobby doors will be locked during rehearsals.
- DO NOT LEAVE VEHICLES, SET PIECES, OR EQUIPMENT OF ANY KIND UNATTENDED IN ALLEY. The alley is used by Kensington staff and residents and is a FIRE LANE.
- Nothing will be tacked, nailed, pinned, ***taped***, or screwed to walls, carpet, or stage floor without permission from the Theatre Manager or Executive Director. DO NOT DRAG EQUIPMENT ACROSS STAGE FLOOR or risk incurring fees for damage.
- Use of non-theatrical tape in the dressing rooms, auditorium, or anywhere on stage is prohibited. Only gaffers tape, spike tape, glow tape, and other theatrical tapes will be permitted. If a renting organization does not have gaffers tape, etc., they can purchase rolls with advance notice from the Orpheum Theatre at **$25 a roll**. It is suggested that Renters bring their own theatrical tape. **The use of duct tape and packing tape is not allowed in the entirety of the Orpheum Theatre unless used for packaging or ductwork**.
- House equipment such as the sound system, movie screen, acoustic shell, Genie Lift and stage lighting are to be controlled by the Orpheum staff or an approved third party only. The use, set up, and striking of the fly system must be performed by or under the direct supervision of the Orpheum staff or qualified member of renting organization. Any such qualification must be approved by the Theatre Manager or Executive Director. The projection booth and attic space are off limits to all renting organizations.
- Renting organization agrees to maintain in good condition the interior and all existing fixtures and equipment of the theatre, fair wear and tear expected. Renter agrees to reimburse the Orpheum Theatre for any repairs to the house and/or stage area OR any replacement of any fixtures or equipment damaged or destroyed due to use, misuse, or abuse by any member of organization during the terms of this agreement.

HOUSE SPECIFICATIONS

House and Stage Information

1. House

- Total Seating Capacity: 922
- Main Floor Capacity: 400
- Mezzanine Capacity: 108
- Balcony Capacity: 400

2. Stage

- Type: Proscenium
- Floor Surface: Tongue and Groove
- Width:
    i. Wall-to-wall: 57’ (53’ excluding fly rail)
    ii. Proscenium arch: 34’
    iii. Center stage to stage right wall: 28’ 3 ½ ” (24’ 3” excluding fly rail)
    iv. Center stage to stage left wall: 28’ 10 ½“
- Depth:
    i. Apron to back wall: 28’ 6” Mainstage, 35’ 6” 1st w/ orchestra pit cover, 40’ 7” w/ extension
    ii. Plaster line to back wall: 27’ 11”
    iii. Curtain line to back wall: 26’ ½”
- Height:
    i. Stage floor to house floor: 3’ 5”
    ii. Proscenium: 24’
    iii. Stage floor to grid: 50’
    iv. Proscenium can be closed in with adjustable border
- Apron of Stage:
    i. Shape is variable (semi-circular)
    ii. Width: 30’ 2” (w/ pit cover), 37’ 3” (w/ extension)
    iii. Depth: 5’ 1” (w/ pit cover), 7’ (w/ extension)

3. Rigging

- Fly System: single-purchase counterweight with electric winch
- Location of fly rail: stage right
- Length of battens: 42’
- Maximum weight per batten: 2000 lbs
- Number of line sets: 27
- Number available for use: 16 (with 4 electrics)
- Distance from plaster line to first line: 3’ 3

4. Soft Goods

- Red grand drape: opens guillotine or traveler
- Cyclorama: soft white
- Borders:
    i. 3 black, 1 red
    ii. Height: 10’
    iii. Width: 42’

- Legs:
    i. Black, 7 pairs
    ii. Height: 6 pairs at 22', 1 pair at 23'
    iii. Width: 7'

5. Loading Area

1. Loading dock can accommodate up to a 75 foot tractor/trailer
2. Trucks cannot be left in dock for extended periods unless specified at least one (1) week ahead of arrival date
3. Nearby free parking available
4. Loading door located UL of stage
5. Loading door height/width: 10' x 8'
6. Loading dock level with ground

6. Orchestra Pit

- Distance from front of stage to front row of seats at center: 12' 2 ¼" without pit cover, 7' 4" at outer edges
- Pit is semi-circular in standard location
- Dimensions: 28' 9" x 7' 5"
- No elevator; stair access from dressing rooms
- Height from pit floor to main floor: 1' 8"
- Height from pit floor to stage floor: 5' 1"
- Maximum pit occupancy: 15
- Pit cannot be raised to stage level
- Pit can be covered to become part of stage

7. Electrics

- 3-phase, 120v/208vac, 400 amps, 4 wire and ground
- Location of power hookup: UR
    i. Located 33' 3" from downstage center
    ii. Electrical disconnect service available
- Only technical director or qualified crew member authorized to hook up equipment to power
- House lighting positions:
    i. Booms: 29' 11" from plaster line
    ii. Front of house bridge: 79' 9" away, 46' above
- Circuits:
    i. Circuits are L5-20 twist lock socket
    ii. Twist lock-to-Edison, Edison-to-twist lock, and stage pin-to-twist lock adaptors available
    iii. Front of house:
        a) Bridge: 20
        b) Booms: 6 each (of two)
        c) Orchestra pit: 5
    iv. Stage:
        a) Wall boxes: 4 boxes, 3 circuits each
        b) Floor pockets: 4 boxes, 3 circuits each
        c) First electric: 15 circuits
        d) Second electric: 15 circuits
        e) Third electric: 15 circuits
        f) Fourth electric: 24 circuits
        g) Each electric has 2 Edison sockets for work lights, etc.
        h) Edison sockets wired to a common dimmer
        i) House lighting control: dimmers

- Lighting Instruments:
    i. x50 LED Source Four 750 ellipsoidal (20 in FOH position)
    ii. x10 LED Fource Four 750 Zoom ellipsoidal
    iii. x30 Source Four 750 ellipsoidal
    iv. x1 Source Four 750 Zoom ellipsoidal
    v. x20 ColorSource Spot V
    vi. x15 ColorSource Fresnel V
    vii. x18 Source Four Fresnel
    viii. x14 Rogue R2X Wash
    ix. x6 Rogue R3E Spot
    x. x6 Rogue R3 Beam
    xi. x6 Colorado Batten 72X
    xii. x5 Altman 2' Spectra Strip LED Border Lights
    xiii. x2 Lycian Super Star 1.2 FOH Spotlights
    xiv. The Orpheum Theatre uses Rosco and Lee color filters for lights that require them
- Lighting Lenses:
    i. 10° - x20
    ii. 19° - x1
    iii. 26° - x20
    iv. 36° - x21
    v. 50° - x18
- Light Control Console:
    i. ETC Ion Xe
    ii. Location: Rear of balcony level or FOH at mix position
    iii. Distance to console from stage: 84' away, 46' above, or 40', 1' below, respectively
    iv. Number of dimmers: 150
    v. Dimmer capacity: 2.4 kw
    vi. Location of dimmer racks: basement

8. Audio

- Allen & Heath GLD-112 digital mixing console
- One 9-speaker RCF HDL10-A active line array module, hung center
- Four RCF ST 12-SMA active powered stage monitors
- Two RCF Sub-4008as powered subwoofers, placed at center between stage and audience
- Three RamTech 12 channel sub snake stage boxes
- ClearCom wireless communication system with 5 belt packs; additional headsets available through Telex system integration
- Two Shure ULXD2/SM58 handheld wireless microphones
- One Shure PG58 handheld wireless microphone
- Six Shure ULXD1 wireless body mic packs
- Six Shure WL185 cardioid lavalier microphones
- Six Countryman E2W6TSL tan earset microphones
- One Shure PGX1 wireless lavalier microphone
- Four Shure 55SH Series II cardioid dynamic vocal microphones
- 1/8" TRS inputs at control desk and backstage

9. Video

- Vivitek DU9000 12,000 lumen digital video projector with long and short throw lenses
- Crestron DMPS3-200-C 3-series digital media presentation system
- Christie CP4220 4k DCI-compliant cinema projector (only used for movies)

- Da-Lite 92095 Heavy Duty Deluxe Fast-Fold 12’3”x21’ projection screen
    - Screen can hang from batten or stand on legs
- 24’x32’ grand front projection full stage movie screen
- HDMI inputs at control desk and backstage

Support Areas/Hospitality

1. Dressing Rooms

- Five dressing rooms of varying size (3 small, 2 large) furnished with chairs and stools
- Two bathrooms with shower facilities
- Large makeup station with large, well-lit mirror and two sinks
- Four large wardrobe racks available
- Location: beneath stage at basement level

2. First Aid

- First aid kits are located in the box office, main floor concession stand, balcony concession stand, backstage DR, and in the large dressing room

3. Business Accessibility

- Ethernet connections and Wi-Fi available upon request and subject to approval by management

4. Piano

- Kawaii 7-foot baby grand
- Can be inverted and stored against wall offstage DL

5. Personnel Lift

- Genie Lift with working height of 20’