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Rental Rates & Key Policies

EFFECTIVE JULY 1, 2024 – SUBJECT TO CHANGE WITHOUT NOTICE
Non-Profit Rates: A per hour discount applies to all non-profit organization space rentals (\$50 per hour for the main theatre and \$25 per hour for all other spaces). There is no discount for equipment rentals and services.

Main Theatre – 1,200 seats (four-hour minimum rental)

Public Performance:

Monday – Wednesday	\$350/hour
Thursday – Sunday	\$400/hour

Rehearsal* (use of stage only):

Monday – Wednesday	\$150/hour
Thursday – Sunday	\$200/hour

*Open rehearsals incur a \$700 flat fee and admission fees may not be charged.

Studio Events Space – 125 to 200 seats (four-hour minimum rental)

Monday – Wednesday	\$125/hour
Thursday – Sunday	\$150/hour

Studio Catering Kitchen	\$100/flat
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Additional Event Spaces (four-hour minimum)

Signature Club (capacity: 70)	\$125/hour
The Wren’s Nest Gallery (capacity: 60)	\$125/hour
Chorus Dressing Room – Lower Level	\$25/hour
Green Room – Lower Level	\$50/hour
Main Lobby (included with Theatre & Studio Rentals)	\$150/hour

Event Labor & Security (four-hour minimum)

Production Technician	\$25/hour
<i>Required for more advanced lighting and sound production</i>	
Event Security – Main Theatre performance	\$150/hour
Event Security – Studio event	\$50/hour
Event Fire Watch	\$30/hour
House Management & Ushers	\$80/hour
Ticketing Setup & Event Publishing	\$100/flat

Equipment Rental & Services: (includes set-up within venue)

Yamaha C7 Grand Piano (Studio only)	\$450/event (tuning included)
Steinway D Grand Piano (Stage only)	\$1500/event (tuning included)
Tablecloth rental (Black)	\$5 each
Folding Tables (rectangle or round)	\$2 each
Padded Chairs	\$0.50 each
Choir Risers or Portable Staging	\$40 per unit
Ballet Marley Dance Floor	\$550
Orchestra Pit Usage	\$1,400 flat fee
Wireless Microphones	\$25 each per performance
Projection System (main theatre – 30k)	\$825 per performance
Projection System (main theatre – 10k)	\$425 per performance
Projection System (Studio)	\$250 per performance
Premium Lighting Design	\$350 minimum
Glitter/Confetti/Feather/Sparkle Fee	\$1,500 minimum

*All equipment & services should be requested two full week prior to the rental start date. For items requested within two weeks of the rental start day, a 25% surcharge will be added to the above costs.

Bar Pricing for Studio/Reception Events*:

Wine served in OPAC souvenir cup	\$6/6oz. serving (refills: \$5)
Beer served in OPAC souvenir cup	\$6/12oz. serving (refills: \$5)
Wine served in approved renter-provided glass	\$4/6oz. serving
Beer served in approved renter-provided glass	\$4/12oz. serving
Bartenders	\$16/hr (four-hour minimum)

*All alcohol consumed on premises shall be distributed only by the OPAC-operated bar. Hard liquor may not be sold or consumed on OPAC property.

Facility Renewal Fees: (paid by ticket buyer/patron)

Base Ticket Price	Facility Renewal Fee Main Theatre House Seating & Studio events	Facility Renewal Fee Box Seating in Main Theatre
\$1 - \$14	\$2 per ticket	\$5 per ticket
\$15 - \$39	\$3 per ticket	\$8 per ticket
\$40 - \$100	\$5 per ticket	\$10 per ticket
\$101 & up	7% of base ticket cost	10% of base ticket cost

- The minimum Facility Renewal Fee assessed is \$400.00 per ticketed show in the Main Theatre and \$200.00 for the Studio.
- Facility Renewal Fees must be included in the final advertised ticket price.

Box Office Transaction Costs

The Renter will be assessed 3.5% + \$0.30/transaction on all credit/debit card sales for processing and merchant gateway fees.

Box Office Services

Complimentary Tickets (50 max per show)	\$0.50 each
Complimentary Tickets (above 50)	\$3.00 each

Availability & Scheduling

OPAC events and rehearsals may be held during the following hours*:

Mondays, Tuesdays, & Thursdays...7:00am until 12:00 midnight

Wednesdays.....7:00am until 4:00pm

Friday – Saturdays.....7:00am until 12:00 midnight

Rental Fees include:

The individual space rented, fifty (50) padded chairs, eight (8) tables, basic sound (one microphone + background music), basic lighting, normal post-event cleaning, HVAC, and one (1) OPAC event staffer for Studio events or two (2) OPAC event staffers for Main Theatre Events.

Rental Fees do not include:

Rooms not rented, Police/security staffing (as required by OPAC based on event attendance and event type), bar service, additional technical & house staff, additional microphones, lighting, piano, tables, risers, staging, tablecloths, additional cleaning, and/or rental insurance. The theatre lobby and seating areas are not included for Studio rentals.

Key Rental Policies:

- Reservation time must include all activities for the event, from loading in of materials through final loading out by lessee. The lessee cannot obtain access to the space before the "reservation time" begins, even for deliveries.
- To be eligible for non-profit rates, organizations are required to submit proof of 501c3 IRS status.
- Performance Rental Rates and Non-Performance Rates may NOT be combined on a single day. The Renter must select the Performance Rate if the building will be open to the public on a given day.
- The balcony will only be opened for events expected to sell a minimum of 700 seats. Box Seats are available for use with a higher facility renewal fee. If Box Seats are used, the individual sponsor for each box shall have right of first refusal to purchase those seats at the advertised ticket price.
- Special terms and conditions may apply to certain rental spaces.
- During high-capacity main theatre events, the Studio is used as a secondary, ticketed entrance and may only be used as a pass-through space unless rented as part of the agreement. The Studio may not be used as dressing room space and shall be considered open to the public during Main Theatre events.
- All renters shall provide written proof of current liability insurance that covers the event and all related activities within ten (10) business days of the start date of the lease. See Insurance Requirements document. OPAC can acquire rental insurance on behalf of the renter (at cost plus 15%) if requested. Please contact the Events Manager for pricing.
- OPAC requires any renter who has not booked the facility in the 12 months prior to the initial application date to submit a deposit amounting to 25% of the estimated rental fee in order to secure a date. An additional deposit of \$200 is required for use of the Studio Catering Kitchen.
- If a lease is cancelled within sixty (60) days of an event, 50% of the rental fee is still owed to OPAC. If a lease is cancelled within ten (10) days of an event, 100% of the rental fee is still owed to OPAC. The lessee will be responsible for all ticket fees, and refund fees incurred as a result of an event cancellation. Event Cancellation Fee: 10% assessment on all credit card sales + \$500

To begin the rentals process, please visit oxfordpac.org/rentals