



Theater Rental Request

1665 Quincy Avenue, Suite 131, Naperville, IL 60540
630.355.9212 Fax: 630.355.9226 www.centerstage-theater.com
Email: info@fairladyproductions.net
Fair Lady Productions, Inc. is an Illinois 501c3 not-for-profit organization

Date: _____

An Agreement between Fair Lady Productions, Inc. and the following:

Company Name: _____

Mailing Address: _____

Web Address: _____

Business Phone: _____ Fax: _____

Primary Contact: _____

Phone #1: _____ Phone #2: _____

Email: _____

Secondary Contact: _____

Phone #1: _____ Phone #2: _____

Email: _____

Title of Event: _____

Is this event suitable for all members of a family? Yes No Rating? _____

Please Select One:

Rental Space		Performance	Rehearsal
<input type="checkbox"/>	Main Stage (156 seat capacity, 30' x 20.5' stage, manual pulley curtain system)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Spotlight Room (75 seat capacity, portable stage)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Black Box (50 seat capacity, 20' x 15' stage)	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 UPDATE (10/15/2020): Center Stage Theater is currently taking reservations for 2021. During Phase 4, masks are required inside the building by performers and audience. There is a max capacity of 50 (includes performers and audience) Social distancing is required when necessary and temperature checks are required prior to entering the building. Restrictions are in place until the state of Illinois enters Phase 5.

Rental Dates & Times			
Requested Date(s)	In No later than 30 mins prior to show.	Show/Event	Exit No later than 30 mins after show.

Rental Rates (subject to change)	
Main Stage	\$150 per hour
Spotlight Room	\$125 per hour
Black Box	\$100 per hour
Technical Supervisor	\$25/hour – required at all times
**House Manager	\$10/hour – required at all times **
Microphones	\$30/day (per lavalier or single mic w/stand)
Projector & Screen – Main Stage Only	\$50/day
COVID-19 Fee	\$100/day - required

*CST Technical Supervisor is required at all rehearsals & performances on the Main Stage

**CST House Manger is required at all rehearsals & performances

Add Ons:

Microphones How Many? _____

Lavalier Handheld

Projector & Screen

(Available on Main Stage Only)

REQUIRED: Insurance Certificate in the amount of \$2 Million due from Renter with Fair Lady Productions, Inc. named as the Insured Party, covered against all foreseeable losses and casualties that may arise as a result of the execution of the contract between Renter and FLP, Inc. The insurance requirement should be limits of at least \$1,000,000 per occurrence, \$2,000, 000 in the aggregate, and \$100,000 for Damage to rented Premises.

Rental terms and rates are subject to change without notice.

