



# 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](mailto: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"/> | <b>Main Stage</b><br>(156 seat capacity, 30' x 20.5' stage, manual pulley curtain system) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Spotlight Room</b><br>(75 seat capacity, portable stage)                               | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <b>Black Box</b><br>(50 seat capacity, 20' x 15' stage)                                   | <input type="checkbox"/> | <input type="checkbox"/> |

**COVID-19 UPDATE (3/6/2022):** Center Stage Theater is currently taking reservations for 2022. Masks are not required but strongly encouraged.

## Rental Dates & Times

| Requested Date(s) | Arrival Time<br><small>No later than 30 mins prior to show.</small> | Show/Event<br><small>Duration &amp; Intermission</small> | Exit Time<br><small>No later than 30 mins after show.</small> |
|-------------------|---|--|---|
|                   |   |  |   |
|                   |   |  |   |
|                   |   |  |   |

## Rental Rates

(subject to change)

|                                      |   |
|--------------------------------------|---|
| Main Stage                           | \$150 per hour                                |
| Spotlight Room                       | \$125 per hour                                |
| Black Box                            | \$100 per hour                                |
| *Technical Supervisor                | \$30/hour – required at all times*            |
| **House Manager                      | \$15/hour – required at all times **          |
| Microphones                          | \$30/day (per lavalier or single mic w/stand) |
| Projector & Screen – Main Stage Only | \$50/day                                      |

\*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.**

