



CENTER FOR THE ARTS, INC.

453 Northampton Street, Easton PA 18042

Promoter Request Statement

As a center for the arts in Easton, The State Theatre Center for the Arts, Inc. presents a wide variety of arts and entertainment events of its own, and also welcomes requests to lease the facilities from community organizations, businesses and other users.

However, our experience and that of other Centers suggest that certain types of events may not be appropriate for us. We have spent six (6) million dollars to restore the theatre, and we do not wish to bring in events where there is a real potential for damage to the facilities, personal injury to those attending, or for the reasons outlined below.

Therefore, we retain the right to refuse the use of our facilities in certain situations, including but not limited to the following:

- Events where there is a real potential for crowd behavior problems that might result in personal injury or damage to the facilities, etc.
- Events whose nature is not appropriate to the historic facilities or a performing arts center.
- Events that would conflict with something already on our schedule.
- Situations in which the new sponsor or promoter cannot supply satisfactory references from prior events at other facilities. The expertise and business reputation of the sponsor or promoter are key factors in the success or failure of the event, and they need to have the ability to organize, produce and promote the proposed event.
- Situations that are inconsistent with the mission or the philosophy of the State Theatre Center for the Arts, Inc.

Enclosed please find a Promoter Reference Check form, recognized by ConsERT (Consortium of Eastern Regional Theatres) and required by the State Theatre Board of Directors of all first-time promoters at our theatre. Please fill this form out and return it to me at your earliest convenience, either by fax at 610-258-2570 or mail to State Theatre Center for the Arts, Inc. 453 Northampton St. Easton, PA 18042.

Procedures for leasing the State Theatre are outlined elsewhere in this packet of information. For more information or to discuss potential leases or dates, please contact Mark Rafinski, VP of Production at 610-258-7766 ext. 211.



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Promoter Background Check

General Information

Promoter Company Name: _____ Contact
Name: _____ Title: _____ Tax I.D. # or S.S.
#: _____ Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Venue / Vendor Reference Check

Venue / Vendor Name: _____ Contact:
_____ Address:
_____ Phone Number:

Venue / Vendor Name: _____
Contact: _____ Address:
_____ Phone Number:

Venue / Vendor Name: _____
Contact: _____ Address:
_____ Phone Number:

Bank Information

Name of financial institution: _____ Phone: _____
Contact: _____ Address: _____

Account Type: _____ Account #: _____

I authorize a State Theatre Representative to contact the above references & institutions and have released, information required by the State Theatre to determine credibility, as a promoter, at the State Theatre.

Signed: _____ Date: _____



CENTER FOR THE ARTS, INC.
453 Northampton Street, Easton PA 18042
Office 610-258-7766/ Fax 610-258-2570

Promoter Information

Contact: _____ Address: _____

Phone: (____) - ____ - _____ Fax: (____) - ____ - _____ Proposed Artist:

_____ Requested Date(s):

Stage and Theatre Expenses

FEES (Based on one performance in one day)

Commercial base lease fee for one performance on one day(Monday through Thursday): \$4,500.00

Commercial base lease fee for one performance on one day(Friday through Sunday): \$5,000.00

Non-Profit base lease fee for one performance on one day(Monday through Thursday): \$4,000.00

Non-Profit base lease fee for one performance on one day(Friday through Sunday): \$4,500.00

(Base Lease fee includes the services of our VP of Production for the day (12 hour period), the use of our sound and lighting equipment, housekeeping for one performance, and the use of two follow spots. No discount for services not used.)

2nd Performance on same day: \$2,500.00 (plus applicable charges)

Semi concert grand piano and one tuning: \$300.00

• Parking: \$350.00/performance

STAFF & LABOR (All rates include payroll and labor related costs)

Stagehand cost per hour: \$25.00/Person/hour (Double during show-calls for filming)

Security (Minimum 6 guards for 5 hours): \$23.00/Person/hour

Box Office Employees (above hours listed in agreement) \$18/hour/person

ADDITIONAL REQUIREMENTS

No date is guaranteed unless a contract is returned with the required deposit, signed by both the licensee and a theatre representative.

Dates may be held for up to a maximum of 48 hours without a deposit.

No date may be advertised until a fully executed contract exists between the licensee and theatre.

Licensees must adhere to the theatre's marketing regulations and restrictions provided with the contract regarding all print ads and mailings.

Sound Level: The State Theatre enforces a strict 95 db "A" sound level cap measured from the sound board. There will be no exceptions. As the promoter of this event you are obligated to enforce this policy. Should Artist's personnel refuse to adjust decibel levels to conform to house policy, the State Theatre Center for the Arts shall have the right to charge the promoter \$1,000.00 after the first warning and for each subsequent infraction of this policy in addition to all other charges incurred for this event.

All advertising (print, radio, television, internet or any other form) MUST be approved by a State Theatre representative before it runs and/or is aired. NO EXCEPTIONS

Liability insurance coverage of \$1,000,000.00 naming the State Theatre as additionally insured.

14 complimentary tickets reserved for the State Theatre at no charge to the theatre. STAGE AND THEATRE LEASE EXPENSES 3 • A house commission of 25% on all merchandise sold during the day

FEES AND RATES ABOVE SUBJECT TO CHANGE WITHOUT NOTICE.

BOX OFFICE FEES/Marketing Information

The State Theatre reserves the right to be the sole location to distribute tickets.

A \$1.00 / ticket printed fee will be charged to licensee at settlement.

A \$ 5.00 / ticket fee will be charged to licensee at settlement for every ticket returned to the Box Office for resale.

A credit card fee of 4% will be charged to licensee at settlement on all money received through credit card sales.

A \$7.00 processing fee per order will be charged to the customer NOT the licensee. In addition, an Internet Service Fee of \$1.50 per ticket will apply to all orders placed online.

A City of Easton Amusement Tax will be added to the ticket price on top of the licensee's selling price. (5% of the ticket price, max \$2.50 per ticket). The term "Fees Apply" must be advertised in all promotional material and ads for the show.

Please use the following telephone numbers and website in all advertising:

BOX OFFICE / 610-252-3132

24 HOUR CREDIT CARD HOTLINE / 610-991-7828

www.statetheatre.org

Use of the State Theatre's 1-800 number is not permitted in advertising.

Box Office Hours

10AM TO 5PM - Monday through Friday

10AM TO 2PM - Saturdays

2 hours before every performance

(Additional hours over and above those listed will be charged at a rate of \$18.00/hour/person)

Licensee's show shall be added to and made available for sale through the State Theatre website at www.statetheatre.org

Promotional material can be placed at the State Theatre on a space available basis, per the discretion of the Marketing Department.

The house seats 1,549 at maximum capacity.

2 Boxes with 8 seats in each

993 Orchestra seats

252 Loge seats

288 Balcony seats