

## **Unity Theatre Facility Rental Policies**

Your rental time starts when you set up and ends when clean up is complete. Users are responsible for all set up, take down, clean up, and removal of trash.

There is a \$200 deposit required to reserve the date. It will be returned in two weeks after facility review minus any assessments. No exceptions.

If event is cancelled within two weeks of event date 50% of your deposit will be returned.

Payment is required in full two weeks prior to event.

All lobby rentals include the use of concession bar with refrigerator and sink.

Theatre rentals include use of stage area, seating, and basic lights. For theatrical stage lighting, add an extra \$25 per hour rented.

We do not provide table linens.

You are not required to use our tables and chairs. You may rent them from another supplier if you wish.

All parties must end by 12:00 am.

Lobby displays, decorations and seating must be set up under the supervision of staff.

Users may be required to provide proof of liability insurance.

Users may be required to provide proof of a non-profit status to obtain a 25% discount.

### **Tables and Chairs Information:**

**(11) 60" round tables—seats 8 people comfortably**

**(5) 46" round tables—seats 5 people comfortably**

**(4) 96" rectangular tables**

**(1) 70" rectangular table**

**60 black padded chairs**

**75 burgundy banquet chairs**