

**Rental Information Sheet For Music Rental**

St. Lawrence Arts & Community Center  
76 Congress St., Portland, ME 04101

The St. Lawrence most often does a 50/50 split of the gate for one night music events. For a 50/50 split of the door, the St. Lawrence will provide a box office person and lighting technician and the renter will provide a sound technician. For a straight up rental, renter is required to provide a box office person, a lighting technician and sound technician approved by St. Lawrence Staff.

Straight up rental rates are \$1250 per week (or weekend) for non-exclusive use of the theater. Daily music or theater rates are \$350 for 4 hour time periods on Monday, Tuesday and Wednesdays. Daily music or theater rates are \$500 for 4 hour time periods on Thursday, Fridays, Saturday, and Sundays.

**RENTALS INCLUDE:**

- Use of all lighting inventory (66 Source 4 lights, 22 parnels, 12 mixed fresnels, parcans and leecos)
- Use of ETC 24/48 control board and 60 1.2 K Leprechaun dimmers.
- 110 stackable padded chairs (95 with arms).
- Support for concessions and lobby control.
- Use of on-site box office for show dates only (no advance sales on St. Lawrence phone).
- Use of sound system including 16 channel Mackie board, 2 JBL 15 inch Powered Speakers, 2 Yamaha powered monitors, 6 shur 58 microphones, 2 shur 57 microphones, microphone stands, 3 DI's, Effects and Equalizer.
- Comfortable dressing room with backstage toilet.
- Use of Stage 12 ft deep and 20 wide. (Add-ons subject to availability: stage size is then 12 ft x 30 ft)
- Listing in regularly-issued St. Lawrence Schedule.
- Use of lobby for promotion prior to show.
- A listing in regularly-issued St. Lawrence schedule, on the website and use of lobby for promotion prior to show.

St. Lawrence Arts & Community Center Theater Rental Application

Name of Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Type of organization: \_\_\_\_\_ (non-profit, professional, unorganized, amateur, etc.)  
 Contact person: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Requested dates: \_\_\_\_\_  
 Key personnel: \_\_\_\_\_  
 Lighting technician \_\_\_\_\_ lighting tech's phone# \_\_\_\_\_  
 Sound technician \_\_\_\_\_ Sound Technicians phone # \_\_\_\_\_  
 Project title: \_\_\_\_\_  
 Number of performances: \_\_\_\_\_  
 Dates and times of performances: \_\_\_\_\_  
 \_\_\_\_\_  
 Ticket prices: \_\_\_\_\_  
 Project description: \_\_\_\_\_  
 \_\_\_\_\_

I certify that all information on this application is true and correct:

\_\_\_\_\_  
Date: Signature of Authorized Individual

-Complete and sign St. Lawrence Arts Center application form.

Please send completed application form: Friends of the St. Lawrence 76 Congress St. Portland, ME 04101  
For more information please call (207) 347-7177

**PLEASE NOTE: To secure dates, you must include deposit equal to 50% of rental fee. Once dates are secure, deposit will be refunded only upon completion of rental and determination of no damage to the premises by St. Lawrence management. The deposit is non-refundable once dates are secured and until renter uses the space no damage is determined.**