



## **Bohm Theatre Rental Information**

### **Bohm Theatre Mission/Vision Statement**

The *mission* of the Friends of the Bohm Theatre is to create a dynamic venue for film, performing arts, and arts education activities to meet the needs of Albion, Michigan and the surrounding area.

The *vision* of the Friends of the Bohm Theatre is to operate a premier film and performing arts facility in south-central Michigan, offering diverse artistic, cultural, and educational programming that will stimulate community engagement and collaboration, foster accessibility to the arts, meet the highest expectations of patrons, artists, and employees, and inspire individuals to expand their knowledge, involvement, and support of the arts.

**Rental Contact:** Nancy Doyal, Executive Director (517) 343-2112 or [nancy@bohmtheatre.org](mailto:nancy@bohmtheatre.org)

### **Bohm Theatre Technical Specifications**

- Main Floor: Capacity 300
- Balcony: Capacity 96
- Stage & Screen/Audio & Sound/Lighting
  - Stage area in front of curtain is approx. 8 feet in depth.
  - Entire Stage Area: *approximately* 24 x 34 feet of usable stage space
  - Stage has **no wing area** and **no fly system** and **no dressing rooms**.
- Projection: Christie Digital Projection; DoReMi System; DVD/BlueRay
- Projection Sound: Digital 7.1 Surround Sound
- Live Event Sound System: QSC

### **PLEASE NOTE:**

**The Bohm Theatre is contractually obligated with major studios to present first run movies Thursday through Sunday.** The Bohm Theatre is typically not available for rental Thursday – Sunday.

### **Rental Policies**

- Date holds are taken on a first-come basis.
- Rentals must be contracted by the first date of the month prior to the month in which rental is to occur or date is considered forfeited.
- Half of rental fee is due upon signing of contract.
- Balance of rental is fee due one week prior to rental date or with restoration fee, night of show.
- Contact **Nancy Doyal at (517) 343-2112** or e-mail at [nancy@bohmtheatre.org](mailto:nancy@bohmtheatre.org) for more information or to inquire about date availability.

### **Rental Rates**

Groups may reserve specific areas of the Bohm Theatre for their use or reserve the entire theatre. Rates vary depending on days of the week and time of day.

- Private Use of Balcony for Groups of 10-25 During Regularly Scheduled Movie  
\$50 + \$5.00 per ticket entrance to movie.



## Bohm Theatre Rental Information

- 1) Daytime Private Screening 10am-11am start; based on availability (3-4 hours total depending on the running time of the film or presentation)
  - Mon – Thu: \$200 Concessions Closed or \$400 Concessions Open
  - Fri – Sun: \$300 Concessions Closed or \$500 Concessions Open
- 2) Monday-Wednesday Theatre Rental 4 Hour minimum time block – based on availability
  - Non-profit Rate: \$400 (Balcony \$100 additional)
  - For-profit Rate: \$500 (Balcony \$100 additional)
- 3) Restoration Fee: May be charged for ticketed events to cover ongoing restoration and facility maintenance
  - Tickets priced at \$20.00 and above: \$2.00 per ticket sold\*
  - Tickets priced under \$20.00: \$1.00 per ticket sold\*Total amount to be determined from final ticket sales reports the evening of the event and DUE evening of event.

### **Base Rent Includes**

- Bohm Theatre Lobby and Auditorium access with screen in place for film or video presentation.
- Front of stage access with limited sound and lighting only.
- One Manager and Front of House Staff person. (Box office staffing requires additional charge. Additional staffing included if concessions open to the public)
- Auditorium lights, heat, cleaning, open and close of Theatre, limited number of folding tables and stacking chairs. (Fee does not include set up or movement of above items.)
- Projection of DVD or Digital Product (as outlined in Technical Information)

### **Additional Live Event Charges (4 hours unless indicated)**

- |   |                                  |
|---|----------------------------------|
| • Screen raised for full stage access                                   | \$150                            |
| • Stage Technician and Sound System                                     | \$150                            |
| • Stage Technician and Lighting System                                  | \$150                            |
| • Follow Spot Operation   | \$150                            |
| • Overtime hours for building/staffing                                  | \$100/hr                         |
| • Use and <i>tuning</i> of Grand Piano                                  | \$200                            |
| • One (1) Box Office Staff person, 2 hours                              | \$50                             |
| • 30-Day Screen Advertising   | \$100                            |
| • <b><i>Theatrical Screening Fee for any public or private film</i></b> | <b><i>varies (\$250-300)</i></b> |
| • Thurs – Sun rental premium rate <i>based on availability</i>          | +25-75% to base rate             |



## Bohm Theatre Rental Information

### **User Policies**

Because the Bohm Theatre is a historic building, great care is taken to insure the safety and preservation of our beautifully restored facility, as well as, its state of the art equipment. Please be aware of all of the following restrictions prior to your rental of the Bohm Theatre. Our Restoration Fee helps offset the cost and care of the Bohm Theatre. The Renter will be held liable for all damages incurred due to neglect or improper implementation of these guidelines.

- 1) The Bohm Theatre is a non-smoking facility.
- 2) Currently, the Bohm does not have an alcohol (beer and wine) licensing and is prohibited for sale.
- 3) Highly sensitive beam detectors are installed in the Main Auditorium. Anything crossing the beams (smoke, steam, balloons, mobiles, etc.) will cause the alarms to sound and the building will be evacuated.
- 4) Merchandise and Advertising:
  - PLEASE DO NOT, under any circumstances, use tape, pins, tacks or nails on any of the wood paneling, plaster or painted surfaces in the Outer Foyer, the Inside Lobby, Hallways, Main Auditorium, or Balcony
  - You may use the glass doors for taping items, at the discretion of the Manager. This DOES NOT include the glass in the Inner Lobby. All items are to be removed as soon as possible making sure that all tape and residual adhesives are cleaned off all surfaces. It is the responsibility of the renter to make sure all items are thoroughly removed.
  - The Bohm Theatre will provide you with a ladder, if needed, to assist with the placement of approved banners and/or marketing materials.
  - The Bohm Theatre has a limited number of tables and padded stacking chairs for Renter's use. Please consult with staff prior to moving balcony high tops and high chairs.
- 5) Please respect our facility and treat it kindly. To help insure this, all repairs, cleaning, and related expenses performed by staff or outside contractors will be billed to the Renter on a time and material basis.

### **Insurance**

Public Liability insurance must be obtained by the Licensee in the following amounts:

- Claims for personal injury or death or bodily injury or property damage: \$1,000,000, for claims of a single person.
- For any one occurrence: \$1,000,000.
- For claims in respect to property damage: \$1,000,000.
- Proof of insurance rider is required prior to occupying the facility.

### **Advance Promotion**

The Bohm Theatre will display a flyer for your upcoming event if provided with one. We will be happy to assist you in *limited* advance promotion of your event and offers several ways to display materials to help with this. The following are guidelines for promotional materials.

- All materials should be submitted to Management for proper placement in the theater. We reserve the right to remove any materials not submitted through the proper channels.
- We will announce your upcoming event on our lower marquee when appropriate and able to do so.
- Listings and or links on our Facebook, website and social media pages.