

LARK THEATER STANDARD RENTAL GUIDELINES

Access to the building is limited to times stated in the contract. Additional time will be charged at \$100 for each 15 minutes outside of above contracted time.

This includes any drop offs, guests early arrivals, setup and breakdown time.

Please take this into account when sending out your invitations and arranging for deliveries.

No one will be allowed in the building before the contract entrance time and everyone must be out of the building with their possessions at the exit time.

Example of an event timeline:

Contract entrance time 7:30pm - Hosts enter 7:30pm

Guests enter 7:45pm

Event start 8:00pm

Audience exit 9:45pm - Hosts and all equipment exit 10pm - Contract exit time 10pm

Rental fee includes concessions staff and security.

Renter must provide any additional staff such as box office, ticket takers, hosts/registration people and cleanup crew.

The security deposit will be returned as long as the building is left in a satisfactory condition, without any permanent damage to the premises requiring outside repair persons.

The Lark does not provide any marketing services such as marquee ads, website presence or inclusion in our e-newsletter. Any additional services are subject to additional charges and must be specifically provided in the rental contract.

Outside food and drink are not permitted. We are unable to provide refrigeration space for cakes.

The Lark provides catering services and event planning for a fee. We are happy to assist in your planning process.

Balloons are not allowed anywhere in the theater or lobby.

All children must be supervised in the theater with the presence of at least one adult per 10 children. Children are not allowed on stage without express permission from theater management.

Gift bags, fliers and handouts need to be passed out as guests leave the theater, not as they enter.

All signs, banners and posters posted in front of or inside the theater must be pre-approved by theater management. Only removable tape is allowed to avoid damage to walls, floors and fixtures.

The Lark is unable to provide any supplies, such as tape, copies, paper, cash change, etc. If processing credit cards, please bring your own carbon copies to process manually. Merchant terminals cannot be hooked up to our phone system.

Glass bottles are not permitted in the theater.

All fixtures, furniture and pictures cannot be moved unless approved by theater management.

Only theater staff is permitted in the projection room and behind concessions counter.

Any other exceptions, conditions, requirements must be agreed upon by LT and renter prior to your event.