



THE WASHINGTON CENTER

for the performing arts

512 Washington St SE • Olympia, WA 98501
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Rental Rates and Information **JULY 2009 -- JUNE 2010**

WASHINGTON CENTER GENERAL INFORMATION

The Washington Center, Olympia's largest performing arts facility, is committed to providing a wide variety of entertainment and cultural activities for South Puget Sound. Located in the heart of the capital city, the Washington Center has become a community-gathering place that provides a focus for the arts, educational programs and cultural enrichment unique to the region. Not only available for the performing arts, the Center's Stage I, Stage II and lobby areas have and continue to be used for public and private events, seminars, workshops, weddings and receptions by various business and civic organizations, schools, community groups and individuals.

Our multi-purpose facility contains a 983-seat main stage proscenium theater with four seating levels in a three-and-a-half story auditorium, and our Black Box theater houses a smaller flexible seating space which accommodates a multitude of uses.

Since 1985, the Washington Center has hosted over 6000 events and over two million theater-goers. Our history is as rich as our purpose. The Washington Center could rightly be called the grandchild of the old Liberty Theater, a vaudeville house opened on the same site in 1924. The Liberty was then renovated and refurbished for movies in 1948, becoming the Olympic Theater. The Center still retains the flavor of the old 1924 façade, although the interior was completely redone. The theater is now an elegant performing arts center and community facility.

MISSION STATEMENT

The Washington Center for the Performing Arts is a primary link in the encouragement and development of the cultural horizon for the entire South Puget Sound area. To meet this mission the Center will operate a well-equipped and well-maintained performing arts facility for rental use, present a selection of professional arts performances to meet needs not otherwise being met, and be operated in a fiscally responsible manner.

To accomplish these goals, the Center will remain responsive to the needs and interests of those groups using or interested in using the facility, take an arts leadership role with those events chosen and presented by the Center, and acknowledge the importance of arts education for all ages.

WASHINGTON CENTER RENTAL RATES

The Washington Center is designed to accommodate two fully separate events concurrently in two distinctively different theater and lobby spaces. Stage I, our Main stage, and Stage II, our Black Box, may be rented together to provide additional connecting space.

Stage I - MAIN STAGE:

Included in the rent of the Main Stage is the green room with two star dressing rooms, two chorus dressing rooms, a production office, and a limited kitchen area with a refrigerator and a microwave, and a full size washer and dryer.

REGULAR RATE*	RENT	DEPOSIT
Full day rental	\$1200	\$600.00
Full day (4 or more consecutive days)	\$ 960	\$600.00

*Regular rental rates for Stage I will be either the amounts listed above OR 10% of the gross ticket sales, whichever is greater. The City of Olympia levies a 5% Admission tax on gross ticket sales on For-Profit events.

NON-PROFIT ORGANIZATION RATE †	RENT	DEPOSIT
Full day rental	\$775	\$387.50
Full day (4 or more consecutive days)	\$620	\$387.50
Education Rate ‡	\$550	\$275.00

STAGE II - BLACK BOX:

Theater space with versatile seating options for up to 125, or for standing receptions of up to 200 with small adjacent lobby. Dressing room accommodates up to 8 people. Commercial Rentals in the Black Box by Special Arrangement only - Rates are negotiated at that time.

NON-PROFIT ORGANIZATION RATE †	RENT	DEPOSIT
Full day	\$195	\$97.50
Full day (4 or more consecutive days)	\$165	\$97.50
Education Rate ‡	\$140	\$70.00

NOTE: A Non-refundable deposit to reserve either space is 50% of one day's rent regardless of number of days rented. Dates on the calendar are free to hold, but if another party or group wants the date(s) you are holding, you will be offered the right of first refusal. We will make a good faith effort to contact you, but if we are unable to, you will forfeit rights to the date(s). In order to keep your date, you will have to enter into a contract or release the date.

† Non-profit rates may be available, at The Washington Center's discretion, to those charitable organizations who meet the requirements determined by the IRS as tax-exempt under IRC section 501(c)(3).

‡ Education Rates may apply to those non-profit organizations whose primary purpose is to present the performing arts to public school age audiences or to provide the opportunity for public school age students to perform and who meet the requirements determined by the IRS as tax-exempt under IRC section 501(c)(3).

IMPORTANT: All known event expenses will be withheld from any gross ticket or other receipts and balance will be paid or invoiced no later than five working days after your event. Any and all additional expenses will be billed as received. For any events in which the Washington Center for the Performing Arts is not holding gross ticket or other receipts, 100% of the rental amount (and insurance money when applicable) must be paid prior to the date of the scheduled event. Any balance due the Washington Center for the Performing Arts must be paid in full within 15 working days of invoice date. Any unpaid balances will accrue interest at the rate of 1.5% per month. If your organization has not promptly paid a bill to The Washington Center in the past, or if this is your first use of the Center, we retain the right to require advance payment of 100% of the rental amount and all projected expenses.

permission. Images for the web site are to be provided as .jpg files. The Marketing Department reserves the right to edit provided material and to crop and size images as needed.

All advertising schedules under WCPA contract must be pre-approved by the Washington Center marketing department. The Washington Center has contracts with several area newspapers offering discounted advertising rates. When producing publicity materials, you may not use The Washington Center logo or fonts similar to those used by The Washington Center, or in any other way suggest that your performance is being presented by The Washington Center. (If time allows, please send a copy of your materials to the Center before they are produced.)

Mailing Labels (requires 2 weeks advance notice)	
Set up fee	\$50
Per label charge	\$0.05

Distribution Service (requires 2 week advance notice) \$18.00 per hour

Poster and flyer distribution material promoting your event at the Washington Center can be arranged in advance and is subject to availability. Distribution covers the tri-city area with approximately 350 posting sites.

MUSIC RIGHT FEES: Any user who performs copyrighted musical works in public, and whose performances are not specifically exempt under the Law, needs a license from ASCAP and BMI. This includes musical works performed or incorporated in an event on which "Dramatic Rights" have not been contracted. Events that are subject to ASCAP and BMI fees may be contracted for directly with an ASCAP and BMI agency or can be arranged through the Washington Center. To determine if your event is subject to these charges, please inquire during the contracting period.

PRIVATE PARTY RENTAL INFORMATION

The Liberty Lounge/Stage II Theater Package	\$ 720
The Grand Staircase Package	\$ 940
The MainStage Package (include Grand Staircase)	\$2000
The Washington Center Package (all spaces)	\$2300
Cleaning/Damage Deposit required for all private events	\$ 250*

(Inclusive of labor and available equipment, additional charges per hour after 10 hours) Liability Insurance is required for all events.

A 50% non-refundable deposit of your anticipated rental fee is required at the time of contracting. All fees must be paid in full two (2) weeks prior to your event. We will hold a date on the calendar, but if another party or group wants the date(s) you are holding, you will be offered the right of first refusal. We will make a good faith effort to contact you, but if we are unable to, you will forfeit rights to the date(s). In order to keep your date, you will have to enter into a contract or release the date.

*This is a refundable deposit as long as the Center is left in the same condition as when you arrived for your event. All garbage, bottles, cans, etc. must be bagged and placed in one location. Any items or decorations brought into the Center must be removed at the end of your allocated time. Additional time required by Center Staff required to restore center to pre-event condition will be deducted from cleaning/damage deposit.

