



DELAWARE  
THEATRE  
COMPANY

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# Delaware Theatre Company

200 Water Street, Wilmington, DE 19801

The Delaware Theatre Company rental packages feature many amenities with an elegant, theatrical atmosphere. We also offer highly competitive rates for non-profit organizations.

For additional questions and reservations,  
please contact:

**Elisabeth Kersey**  
**Patron Experience Manager**  
[ekersey@delawaretheatre.org](mailto:ekersey@delawaretheatre.org)

## Rental Rates\*

	<b>Standard</b>	<b>Non Profit</b>
Full Stage	<b>\$1,500</b>	\$1000
Apron	<b>\$700</b>	\$600
Gallery/ Lobby Event	<b>\$600</b>	\$500
Gallery Add-on for Full Stage/ Apron Rental	<b>\$200</b>	← Same

\*Rates and provisions are subject to change and do not include basic labor at \$22/hour per person (required DTC front-of-house staff and technical support personnel).

## Payment of Fees

A \$300 non-refundable deposit is to be returned with the signed contract, within one week after a Rental Agreement is issued. Failure to return the contract and deposit within this period will result in the release of your requested date. The final remaining balance is due at least two weeks prior to the scheduled date of the event. ***In addition to rental fees***, a \$250.00 refundable damage deposit is required, to be made in a separate check. The deposit will be forfeited if any damage to DTC's facility occurs during your event.

## Insurance

Renter must provide a Certificate of Insurance, which covers the duration of the event and specifically names the Delaware Theatre Company and Renter. This certificate will be provided to the theatre no later than two weeks before the event and will cover up to and including all amounts listed below:

- One million dollars (\$1,000,000.00) general liability
- Two million dollars (\$2,000,000.00) aggregate
- One million dollars (\$1,000,000.00) umbrella or access

**SALE OF ALCOHOL:** Delaware Theatre Company possesses a liquor license to sell alcoholic beverages. Renter is permitted to sell or provide alcoholic beverages on DTC property, **only** if licensed pourer is hired directly by renter, and copy of certification is provided to DTC.

**LIABILITY:** Delaware Theatre Company is NOT liable for injuries acquired as a result of neglect, unlawful and/or unsafe actions on the part of the Renter or Renter(s) and their guests. DTC is liable for injuries acquired through defects in the facility.

**CONTRACT:** Delaware Theatre Company acknowledges use of its facility and/or parts therein only on the receipt of a signed Contract. DTC does not acknowledge any so-called partnership between itself and any potential Renter unless agreed upon in writing and approved by the DTC's Executive Director.

## Setup

Additional set up must be arranged in advance and may involve additional costs. If you have any questions regarding your technical needs, please contact DTC's Rentals Manager. If you would like to bring in additional equipment, scenery, props, etc., please notify DTC in advance to coordinate usage, as some restrictions may apply.

## Personnel

For insurance and safety purposes a certain number of DTC personnel are required to be present for the duration of all rental events. This is determined by the technical needs of the rental and spaces used.

***NOTE:** DTC personnel are responsible for overseeing the safe use of the facility and for the operation of DTC's equipment. They are not responsible for presenting your event and will not serve as general labor for the event.*

## Full Stage

**The Full Stage Rental** entitles the Renter to use of all available stage areas, including: two backstage dressing rooms and the loading dock. Lighting cues are limited to "lights up" and "lights down." A wired microphone and microphone stand are the standard provision. All sound plays through two proscenium speakers. Only DTC personnel may operate lighting and sound equipment. Specifications for full stage rentals will be detailed in contract.

## Apron Rental

**The Apron Rental** is designed for events that require an auditorium seating, but do not necessitate a large stage area. The main drape will be closed; no access is permitted beyond it. Lighting cues are limited to "lights up" and "lights down." A wired microphone and microphone stand are the standard provision. All sound plays through two proscenium speakers. Only DTC personnel may operate lighting and sound equipment.

## The Gallery and Lobby Areas

**The Gallery and Lobby** are available as a package rental. This space is ideal for larger gatherings where guests can feel free to mingle. A small kitchenette adjacent to the gallery is available for your use. Rental includes basic table and chair set up.

## STAGE INFORMATION

**Loading Access:** From Water Street: Street level garage door (8'w x 9'h). Straight through scene shop (approx. 30') through loading door (8'w x 12'h) in upstage wall, stage right. Truck and auto parking directly adjacent to theatre.

**Auditorium:** Semi-circular tiers, steep rake. Good sight lines, good acoustics. Seats 389 people.

**Stage Type:** Proscenium with deep semi-circular apron.

**Floor:** Sprung hardwood.

**Surface:** Painted Masonite.

**Color:** Black.

**Dance Floor:** None.

**Orchestra Pit:** None.

**Access to House:** Down Stage Left, through small room, down three steps, into House Right, hidden from audience.

**Dressing Rooms:** Directly behind Stage (3 steps below stage level). 1 men's and 1 women's. Each holds 7 people comfortably. Each equipped with counter, mirrors, lights, 2 toilets, 2 sinks, and 1 shower.

**Crossover:** Up stage of set or through dressing rooms and multi-purpose room.

### Stage Dimensions:

**Proscenium Opening:** 20'h x 39'-6"w

**Plaster Line to Back Wall:** 23'-6"

**Plaster Line to Apron:** 13'-9" (deepest point)

**Stage Width:** 73'

**Center line to Stage Right:** 37'

**Center Line to Stage Left:** 36'

**Stage Floor to I Beams:** 36'

**Flying height:** approx. 33'

**Stage Floor to House floor:** 2'

### **Draperies:**

**House Curtain:** Rust Color, Travels open. Manually operated from stage left.

**Legs and Borders:** Black Velour, good condition, amount: 5 borders @ 6'h x 50'w, 24 legs @ 25'h x 8'-6"w.

**Cyc:** Seamless white RP 25'h X 50'w. – 1024 x 768 resolution

# DELAWARE THEATRE COMPANY TECHNICAL NEEDS

(Theater and Renter Supplied Equipment Options)

## **Altering the light plot:**

- Renter must pay labor charges for DTC tech personnel to move and/or focus the lights. If a lighting designer is desired, the renter is responsible for hiring the designer. Also designs must be presented to DTC's production department and approved.
  - *Note: Renter must also pay for labor to restore the light plot to its initial setup after the rental is complete.*

## **Other:**

- Wireless microphone equipment is available for an additional fee.

## **Notes:**

- At no time is a non-DTC person allowed to operate or alter any theater equipment
- Renter may bring and connect a laptop, MP3 player, or certain musical instruments into the theatre's soundboard. Please inform us as early as possible if you will use any such items.
  - *Please be aware there are a limited number of connections*
- DTC does not have musical instruments for rent
- Fog machines are prohibited due to interference with the fire alarm system

**For all technical needs, please coordinate with DTC in advance so we can verify your requests can be accommodated and best assist you. We would like to make your event as successful as possible.**