



## **Lobby Rental – Theatre Three or Theatre Too!**

The Quadrangle Facility includes two separate lobby areas. Both spaces are ideal for receptions and cocktail parties. For a standing reception, the upstairs Theatre Three lobby (just inside the front doors of the theatre) comfortably allows for 100 people. The Downstairs Theatre Too! Lobby is smaller and more private and would comfortably allow a standing reception of 30 people.

The Fees are the same for either space.

Availability of the space is limited due to Theatre Three’s 2025-2026 production and rehearsal schedule.

### **BASE/USAGE FEES**

	Standard	(Non-Profit)
Hourly Rate	\$125/hr	(\$62.50)/hr
8 Hour Day Rate	\$1,000	(\$312.50)
5 Day Week Rate	\$7,000	(\$1,562.50)

### **LABOR/SERVICES**

Facilities Manager (4 hr minimum) *	\$50/hr	(\$25/hr)
Event Security (4 hr minimum) *	\$50/hr	(\$25/hr)
Set Up Fee	\$200	(\$100)
Custodial Services (per event)*	\$375	(\$125)

\*Required

### **GENERAL INFORMATION**

Outside Rental Groups are not allowed to change, or move, the existing production set or lighting plot without the written consent of the theatre’s Artistic Director or Managing Director.

Renter should, at their own expense, carry Commercial General liability insurance. The Certificate of Insurance shall include but is not limited to: Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined bodily injury (including death) and property damage limits of \$500,000 per occurrence, \$1,000,000 annual aggregate. Further detail included in the signed contract.

All outside rentals must be approved and placed in the Facilities Calendar by Theatre Three staff. Please complete the online rental form on our website <https://www.theatre3dallas.com/about/rental-request-form>