

Private Event Rental Packages & Fees for the Sherbino

The Ridgway Chautauqua Society owns and operates the Sherbino and the 610 Arts Collective. We actively produce programs in these spaces that serve our Mission. Because we are in the business of curating programs (over 150 public events a year and an additional 75 uses for rehearsals), **we no longer rent to individuals or organizations who are running a public event.**

Public events are events that are publicized and/or open to the public, as opposed to members or invitees.

Please note: if you are representing a non-profit organization and would like to collaborate with the Sherbino to present a program, please contact our Director of Programming. **We are very much open to partnered, balanced and mutually beneficial programs with organizations and individuals!**

About our Venue

The Sherbino Theater is a 3,200 square foot building that includes open, flexible space, a bar, a stage and a backstage area. The "open floor" is approximately 1,700 square feet. Without chairs and tables, the room can host about 150 standing. With Chairs in tight rows, it can seat 120. We have 120 black folding chairs on-site as well as ten black 6' folding tables, 10 round cocktail tables and four to eight small outdoor cafe tables with chairs. The bar offers beer, wine, canned cocktails and an assortment of candy, chips and sodas. *The 610 Arts Collective Gallery and Courtyard are not available for rentals.

Private Events (non-public) - All Day Access Rate

Inclusion

- 9am - 11:30 pm rental (set up & clean up included, any hours over this range are billed at \$75/hour)
- *1 Hour Wedding Rehearsal prior to rental day, as available
- Theatre Event Manager
- Access to existing tables and chairs (up to 100 black folding chairs and up to 10 black rectangular 6-foot folding tables, up to 10 small round tables)
- Existing Furniture (must remain in place)
- 4-8 small outdoor tables and chairs for front sidewalk (liquor license extends onto sidewalk space in front of Sherbino)
- Access to portable coat racks (if needed)
- Basic House Sound & use of microphone
- Basic House Lights
- **Up to 6 hours of Bar Service (Single bartender. \$25/hour additional hours)

*Rehearsal to be scheduled on a mutually agreed upon date/time within the week of the wedding

**See Bar Packages for Details

Rates

(All tables and chairs owned by the Sherbino, set-up & take-down included)

Friday - Sunday - \$1,500 (not available in October or November, 2021)

*Monday - Thursday - \$1,000

**Thursdays in July may not available*

Bar Packages

1 Bartender is included in base fees.

Additional bartenders may be added for \$100 each for up to 4 hours.

Option #1 - Cash Bar with existing inventory

Option #2 - Cash bar with special inventory - call for pricing

Option #3 - Open Bar with existing inventory - call for pricing

Option #4 - Open Bar with special menu - call for pricing

*Technical Additions

Use of projector & Screen - \$50

Sound Tech & Equipment for Live Music - \$35/hour

Lighting Technician - \$35/hour

**Please note - our sound board and light boards are ONLY allowed to be operated by our staff.*

Private Events (non-public) - 3.5 hour access

Private events are defined as invite-only, not publicized to the public. ALL private events subject to staff/board approval. No political or partisan events allowed.

Inclusion

- Access for 3.5 hours including set up and break down time
- Theatre Event Manager (billed at \$75/hr for overtime)
- Access to existing tables and chairs (up to 100 black folding chairs and up to 10 black rectangular 6-foot folding tables, up to 10 small round tables)
- Existing Furniture (must remain in place)
- 4-8 small outdoor tables and chairs for front sidewalk (liquor license extends onto sidewalk space in front of Sherbino)
- Access to portable coat racks (if needed)
- Basic House Sound & use of microphone
- Basic House Lights
- Does NOT include bar service

Rates

(All tables and chairs owned by the Sherbino, take-down included)

Peak Season: June - October

Daily, as available: \$450, 3.5 hour max, additional time may be booked at \$100/hour

Off Season: November - May

Daily, as-available: \$300, 3.5 hour max, additional time may be booked at \$75/hour

Bar Packages

\$25/hour, minimum 3 hours for one bartender

Additional bartenders may be added for \$25/hour, minimum 2 hours for each person.

Option #1 - Cash Bar with existing inventory

Option #3 - Open Bar with existing inventory (renter pays bill at end of event)

*Technical Additions

Use of projector, screen & microphone - \$50

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*Non-Profit Private Meeting Rental Rates

**IRS Designation Letter Needed upon rental request.*

Non-profit organizations may rent the Sherbino by the hour for non-public meetings or classes.

Organizations will be expected to set-up the space and then return the space to how they found it upon leaving the meeting, including possibly sweeping, cleaning bathrooms and taking out the trash.

Qualifying events would be closed to the public, at no charge and for members only.

Billable rental timing starts upon arrival and ends upon exit.

Payment and arrangement must be made by the organization or an authorized member of the org.

These base rates do not include the use of the bar or technical equipment.

Rates

Peak Hours:

15 days-out (as-available):

Thursday - Sunday, after 5 pm - \$25/hour, minimum 2 hours

Monday - Wednesday, after 5 pm - \$15/hour, minimum 2 hours

**Thursdays evenings in July are not available*

More than 15 days-out (taking the Sherb offline for programs):

Daily, after 5 pm - \$100/hour, minimum of 3 hours, \$15 orientation fee

**Thursdays evenings in July are not available*

During Regular Business Hours:

M-F, 10 am - 5 pm - \$15/hour

Early, Non-Regular Hours:

Daily, before 10 am - \$15/hour + \$15 open fee

*Technical Additions

Use of projector & Screen and one microphone - \$50

Sound & Light Technician- \$35/hr

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