

Visalia Fox Theatre
Rental Information

The Visalia Friends of the Fox Theatre, a 501(c)3 non-profit organization was started by a dedicated group of volunteers in 1996. Through their efforts, the Visalia Fox Theatre reopened in November 1999 after an extensive, three year renovation. This renovation took the theatre back to its original 1929 stature.

Today, the Fox is responsible for bringing the international touring artists and productions to Visalia. It is also home to the Tulare County Symphony. With 1,275 seats, the Fox is able to present a wide variety of entertainment. In addition, the Fox is available to rent for a variety of local events including graduations, recitals, live theatre, and other formats.

For budgeting purposes, the rates provided here are effective November 1, 2014, however, they are subject to change without notice and should be verified during the initial planning of your event. We welcome the opportunity to assist you throughout the planning and final execution of your event

Friends of the Fox	
Staff (559) 625-1369	Fax: (559) 733-7638
Kent Stahl, Operations Supervisor & House Manager	
Executive Board Members:	
Sue Tharp, President	
George Christansen, Vice President	
Stan Johnson, Treasurer	
Dena Cochran, Past President	
Max Lupercio, Member at Large	
Steve Renton, Member at Large	
Ed Bergreen	B. J. Perch
Karen Lindberg	Karolina Perry
Sam Sciacca	Marty Zeeb
Nancy Lockwood	

Sound & Lighting
Sound and lighting costs will be billed in addition to all other costs noted. The Fox's preferred sound provider is ASB Sound. Please contact the Fox for information regarding sound and lighting for your event.

Theatre Rental Fees	
Commercial: 12-hour (8-12 hrs.)	\$1,900.00
Non-Profit: 12-hour (8-12 hrs.)	\$1,500.00
Commercial: 6-hour (minimum)	\$950.00
Non-Profit: 6-hour (minimum)	\$750.00
Extra Hour(s): Commercial	\$150.00
Extra Hour(s); Non-Profit	\$125.00
Box Office Only	\$85.00
Lobby Only (4 hours)	\$65.00/hr.
Lobby Only (after 4 th hour)	\$60.00/hr.

Cleaning Fees (based on attendance)	
Up to 300 seats	\$195.00
301 - 500 seats	\$275.00
501 - 800 seats	\$375.00
801+ seats	\$450.00

Facility Staff (*required)	
Operations Supervisor	\$27.00/hr.
Electrician	At Cost
* Technician (2 minimum)	\$22.50/hr. ea.
Security (required w/alcohol) - 4 hr. minimum per guard	At Cost
* House Manager	\$300.00/6 hr. \$500.00/12 hr.

Ticketing Restoration Fee (required)	
Commercial	\$4.00
Non-Profit	\$4.00

** ALL TICKET SALES ARE FINAL **

*** TENANT must receive Fox written approval for any ticket discount once the event is on sale ***

1. Prior to Event

Due thirty (30) days prior to event

- Half (50%) of estimated balance
- Signed Rental Agreement
- Insurance Policy (See Item #2)

NOTE: Failure to submit these items will result in the forfeit of any paid deposits and the **cancellation** of your event. A \$500 security deposit is required to confirm your date and is refundable post-event upon inspection of the premises. Smoking in the dressing/green rooms will result in the forfeiture of your deposit.

2. Insurance Policy

Tenant shall furnish the FOX not less than thirty (30) days in advance of rental with a certificate in duplicate showing the Tenant as a named insured with the Fox named as an additional insured for a minimum combined bodily injury and property damage public liability insurance of one million dollars (\$1,000,000) for any one incident.

3. Late Payment Penalties

Late payment penalties of 1.8% per month will be added to the unpaid balance if final payment has not been received within 30 days of final billing date.

4. Advertising

All ad materials to be produced by Tenant. Venue to post a minimum of one (1) 4x4, one (1) 2x3, and two (2) 11x17 flyers on site no less than 45-days prior to event date. Venue to post Tenant events on marquee no less than 30-days prior to event date. Tenant may hang 4'x8' banner from marquee no less than 60 days out from event date. Tenant to design and send a maximum of two (2) e-blasts to Venue email list. For each event, Venue and Tenant will schedule e-blasts, Facebook, and Twitter posts on Venue social networks. Venue shall not commit Artist, or any of its members, to any personal appearances, interviews, or any other type of promotional appearance at any time without the express clearance of Tenant after approval from Artist management. Venue shall not commit Tenant to any unapproved forms of advertising or promotion. The venue reserves the right to post any type of fundraising information or manned table at any event.

5. Signage

Tenant is responsible for supplying Fox staff with the following signage that will not be returned unless requested in advance. Your event will be listed on the **marquee** no later than seven (7) days prior to your event date.

- Six (6) 11x17 flyers
- One (1) 2x3 flyer

6. Merchandise

All merchandise sales must be approved by Fox Theatre management in advance. Twenty (20) percent gross sales to Fox Theatre if staffed by renter, twenty-five (25) percent gross sales if staffed by Fox. Payment will occur on the day of the event, unless other options are approved in advance by Fox Theatre management.

7. Concessions

Unless other arrangements are agreed upon, all concessions, including beer and wine, are run by Fox Theatre staff. All proceeds benefit the Fox Theatre

8. Storage Fee

\$50 per day charge will be added to the final billing if equipment, supplies, props, etc. are left in the theatre for more than two (2) days after scheduled event.

9. Security

The Fox proudly utilizes the security services of Western Executive Protection and Matson Alarm Company. W.E.P. requires 1 guard per 100 patrons in attendance.

10. 3rd Party Companies

All 3rd party companies - including but not limited to sound, lighting, and catering - must have valid liability insurance and business license.

11. Parking

There is a 3-hour limit when parking on Main Street, Monday-Friday, until 5:00 p.m. There is an all-day parking lot behind Wells Fargo Bank one block west of the Theatre. Parking on Center Street behind the Theatre are also all-day spaces. There is a parking structure on Acequia Street one street to the South of the Theatre which provides public parking on the 3rd and 4th levels.

12. Organ/Piano

The producer of any event utilizing the organ or the piano shall determine if the instrument requires tuning and shall be responsible for the actual cost of any such tuning. If the piano is stored underneath the stage at the time of your event, a \$400 fee will apply.

13. Additional Information

For additional information, please contact the Visalia Fox Theatre office, Monday-Friday, 9:00 a.m. - 4:00 p.m.