



Facility Rentals

## **FACILITY RENTAL INFORMATION**

Thank you for your interest in facility rentals at the Ordway!

## **CONTACT INFORMATION**

Ordway Center for the Performing Arts  
345 Washington Street  
Saint Paul, MN 55102  
[www.ordway.org](http://www.ordway.org)

Ordway Center for the Performing Arts  
Travelers Artist Entrance and Loading Dock

- Located immediately off Fifth Street between Washington Street and West Seventh Street adjacent to the River Centre/Roy Wilkins Auditorium.

Leslie Brandt, Director of Rentals & Contracts  
[facilityrentals@ordway.org](mailto:facilityrentals@ordway.org)  
651.282.3112

## Venues and Capacities

### Music Theater



Rental of the Music Theater includes use of the Orchestra Lobby, Target Atrium, and Balcony Lobby, and up to 13 dressing and ensemble rooms based on requirements of event.

The Music Theater seats 1,910 and has 4 seating sections plus 52 standing room locations:

Orchestra (1 <sup>st</sup> level)	709 seats
Mezzanine (extension of the Orchestra level)	578 seats
Balcony (3 <sup>rd</sup> level)	349 seats
Gallery (4 <sup>th</sup> level)	274 seats

The Music Theater orchestra pit/thrust stage configurations are the most versatile aspect of the staging. The Music Theater has the capacity for three configurations for orchestra pit options plus three configurations for thrust stage options. Orchestra level seating capacities change based on the optional staging configurations.

### Music Theater Rental Rates

Rental rates do not include staffing, additional equipment or additional services that may be necessary for the event.

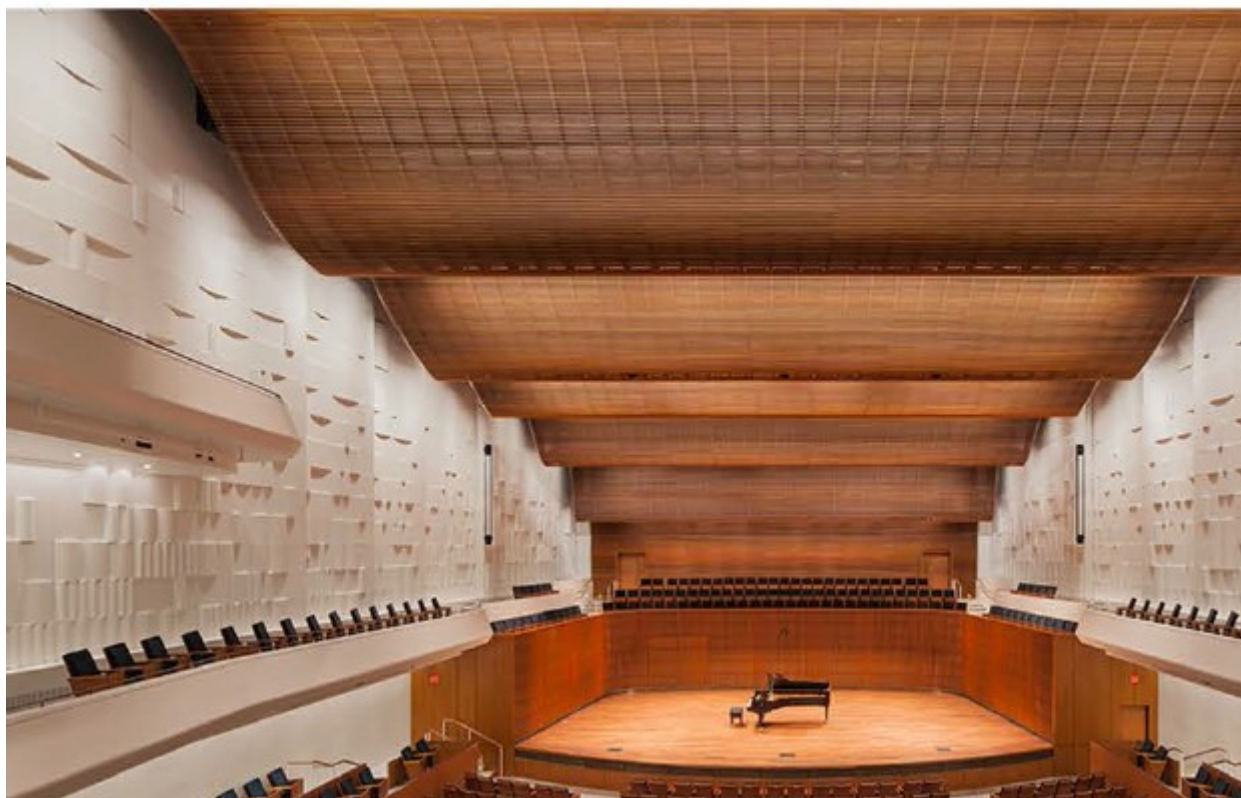
For-profit	Non-profit**
\$7,500	\$5,500

*Rates above are per performance day. There is no charge for one rehearsal during a performance day.*

*\*\*Non-profit organizations will receive not-for-profit discounted rates with proper documentation (501c3 Certificate).*



## Concert Hall



Rental of the Concert Hall includes use of the Securian Sky Lobby, 1<sup>st</sup> Tier Lobby, 4 dressing rooms, conductor's dressing room suite, and green room and shared use of the common lobbies.

The Concert Hall seats 1,085 and has 4 seating sections:

Main Floor (1 <sup>st</sup> level)	535 seats
1 <sup>st</sup> Tier (2 <sup>nd</sup> level)	173 seats
Choir Loft (2 <sup>nd</sup> level behind stage)	118 seats (optional patron or choral seating)
2 <sup>nd</sup> Tier (3 <sup>rd</sup> level)	259 seats

The Concert Hall's performance platform measures 48' wide x 32' deep and is a sprung wooden mahogany floor.

## Concert Hall Rental Rates

Rental rates do not include staffing, additional equipment or additional services that may be necessary for the event.

<b>For-profit</b>	<b>Non-profit**</b>
\$2,900	\$2,100

*Rates above are per performance day. There is no charge for one rehearsal during a performance day.*

*\*\*Non-profit organizations will receive not-for-profit discounted rates with proper documentation (501c3 Certificate).*

**REHEARSAL, MEETING ROOM, AND PERFORMANCE-RELATED RECEPTION/EVENTS SPACES**

Rental rates do not include staffing, additional equipment or additional services that may be necessary for the event.

Rehearsal, reception & meeting rooms billed at 2 hour minimum plus per hour rate over 2 hours.

	<b>For-profit</b>	<b>Non-profit**</b>
<b>Orchestra Right Lobby</b>	\$350	\$300

Capacity for mingling event = 100

<b>Target Atrium</b>	\$1,750	\$950
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Capacity for mingling event = 250

Capacity for banquet seating = 120 (15 tables of 8)

<b>Securian Balcony Lobby*</b>	\$350	\$300
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Capacity for mingling event = 100

Capacity for banquet seating = 64 (8 tables of 8)

*\*Most of the Securian Balcony Lobby space is not accessible for people with certain disabilities.*

<b>US Bank Rehearsal Hall</b> (1,170 sq. ft.)	\$350	\$300
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Capacity for mingling event = 40

Capacity for banquet seating = 24

<b>Drake Rehearsal Hall</b> (3,125 square feet)	\$500	\$450
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Capacity for mingling event = 150

Capacity for banquet seating = 110

	<b>For-profit</b>	<b>Non-profit**</b>
<b>Concert Hall Lobbies*</b>		
<b>1<sup>st</sup> Tier Lobby</b>	\$350	\$300

Capacity for mingling event = 60-80

<b>Securian Sky Lobby</b>	\$350	\$300
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Capacity for mingling event = 80-100

Capacity for banquet seating = 40

<b>1<sup>st</sup> Tier Lobby/Securian Sky Lobby combined use</b>	\$650	\$500
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*\*Concert Hall Lobby rental fees are waived if use is in conjunction with Concert Hall rental.*

*\*\*Non-profit organizations will receive not-for-profit discounted rates with proper documentation (501c3 Certificate).*

**WEDDING AND PRIVATE FORMAL EVENT SPACES**

<b>Orchestra Right Lobby</b>	\$1,500
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<b>Target Atrium</b>	\$5,000
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<b>Securian Balcony Lobby</b>	\$1,500
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<b>Photo Shoot*</b>	\$750
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*\*Most photo shoots will also require an electrical technician to be scheduled. Labor cost based on requirements of event; minimum 2 hour call.*

## STAGEHAND LABOR

The Ordway stage and production crew are represented by the Local 13 IATSE union. Estimates are based on event requirements and are available upon request.

## GUEST SERVICES

Staffing needs will be determined by the Ordway based on facility and event requirements.

Double time labor rates apply for staff working on holidays.

Catering needs will be discussed during contracting process. All food service must be arranged and contracted for with an Ordway approved caterer or drop off service, in compliance with the State of Minnesota.

Beverage service is billed by actual consumption. Items not normally stocked by Ordway that are requested for the event are billed to the User in full and remain the property of the Ordway. Invoice billing takes place as a part of the event settlement.

### Beverage/Bar Service Billing Options:

- Hosted
  - User pays labor, all costs incurred are billed to the User
- Limited hosted
  - User pays labor, hosted selections (as determined by User) are billed to the User
- Cash
  - Food and Beverage Services labor is waived, all items sold on cash basis.
  - **Required sales minimum = \$150**

Ordway will provide compostable service items. Rental of glassware may be coordinated with an approved caterer or from a rental vendor. Invoice billing takes place as a part of the event settlement.

Food and Beverage stations are located throughout the facility. Ordway retains 100% of revenue generated from food and beverage sales.

***Ordway reserves the right to cease liquor service to any person or group when intoxication is imminent or apparent\*. Ordway's liquor license allows liquor service until 11:30pm. Last call will occur at 11pm.***

*\*The law governing the dispensing of alcohol in the State of Minnesota states:*

*"No intoxicating liquor shall be sold, furnished or delivered for any purpose to:*

*A. Anyone under the legal drinking age:*

*B. Any person who is obviously intoxicated.*

**FOOD AND BEVERAGE RATES**

Bartender \$95 labor fee plus 20% sales gratuity per bartender

## Alcohol free beverage rates:

Coffee	\$3.00
Soft drinks	\$3.00
Bottled water	\$4.00
Tea	\$3.00

## Alcoholic beverage rates:

Beer	\$6.00
Wine	\$9.00 per glass \$30.00 per bottle
Champagne	\$9.00 per glass \$30.00 per bottle
Cocktails	\$8.00 - \$12.00
Corkage fee	Wine: \$28 per bottle Beer: \$3.00 per bottle / can

*Specialty item rates are available upon request.*

**MERCHANDISE SALES**

Ordway Commission	20% of Gross Merchandise Sales
MN State Sales Tax	8.875%
Credit Card Fee	4%

Upon request, Ordway shall provide space for User to sell merchandise during an event. User shall provide seller for merchandise. If requested by User, Ordway will staff merchandise table at a rate of \$80 per seller per performance/event with a minimum of 30-day notice in advance of the performance/event. Merchandise settlement shall be handled separately from the event revenue/expense settlement with Ordway's Guest Services Department.

**COAT CHECK**

\$4.00 per item

The Music Theater and Concert Hall have serviced Coat Check counters. Complimentary Coat Check may also be available when arranged in advance and billed to User upon settlement.

**HOUSEKEEPING SERVICES**

\$300 (\$200 non-profit)

Housekeeping services includes preparing areas in advance, event clean-up, and refuse disposal. Additional charges may apply for excessive set-up or cleaning requirements.

Tables (subject to availability)

- Five-foot round banquet tables
  - Accommodates up to 8 per table
- Six-foot oblong banquet tables
  - Accommodates up to 3 people per side
- Seated cabaret tables
  - Accommodates 4 per table
- Standing cabaret

Additional tables may be arranged to be rented from external vendor. All labor for set up and strike of rental items will be a direct charge to User upon settlement.

Chairs (subject to availability)

- Black, plastic, stackable chairs

Additional or specialty chairs may be arranged to be rented from external vendor. All labor for set up and strike of rental items will be a direct charge to User upon settlement. Invoice billing takes place as a part of the event settlement.

Linens (subject to availability)

Table linen and skirting service automatic unless notified in advance. Specialty linens may be rented from external vendor. Invoice billing takes place as a part of the event settlement.



**TICKET SERVICES**

\$500 per performance

All events requiring tickets, registration, or reservations will be processed through Ordway Ticket Services on the AudienceView ticketing platform. According to the Minnesota Department of Revenue Notice #03-14, a signed agreement and deposit must be in place before any tickets are sold ([http://www.revenue.state.mn.us/law\\_policy/revenue\\_notices/RN\\_03-14.pdf](http://www.revenue.state.mn.us/law_policy/revenue_notices/RN_03-14.pdf)). Once the Ticketing Set-up form has been returned, it takes approximately 1 week for tickets to be available for purchase. No Users will be permitted to self-ticket or use outside ticketing services.

Tickets are available for purchase online at [www.ordway.org](http://www.ordway.org), by phone at 651.224.4222 or in person at 345 Washington St., Saint Paul, MN 55102.

**Per Ticket Fees** (*per ticket fees are subject to change*)

- \$4 - \$5 per ticket Facility Fee on all sold tickets
- \$3.00 per ticket Facility Fee on all complimentary tickets (billed to User)
- \$3 - \$7 per ticket Service Charge on all tickets
- 4% credit card commission on gross ticket sales at settlement
- 8.875% MN State Sales Tax (not applicable for tax-exempt organizations)
- \$0.35 per Drop Count Insurance

**MARKETING**

All renters of Ordway venues are responsible for promoting and publicizing their own events. However, there are several complimentary benefits included in the rental of our venues. Marketing support packages are negotiable.

- ✓ All ticketed events will be listed on [www.ordway.org](http://www.ordway.org).
- ✓ All ticketed events will be given a location to hang one 3-sheet poster with magnetic backing to be provided by User.
- ✓ All ticketed events will be included in the **Encore e-newsletter** to Ordway patrons approximately 1 month prior to event.
- ✓ A location for User to display brochures in the Ordway's front lobby brochure rack.

## ADDITIONAL SERVICES

Street Meter Hooding	Charged at cost
Sky Motion Spotlights	Rental at cost
Dance Floor	Rental at cost
Accessibility Services (ASL, Open Captioning, Audio Description)	Charged at cost

## HOUSE EQUIPMENT *(all house equipment subject to availability)*

Orchestra Chairs  
 Music Stands  
 Music Stand Lights  
 4 x 8 Platforms of each size: 8", 16", 24, 32"  
 A variety of sound reinforcement microphones  
 Wi-Fi Access

## EQUIPMENT *(all equipment subject to availability)*

### PIANOS & TUNING

Piano Rental	\$350/day including 1 tuning
9 Ft STEINWAY	
House Piano	\$125/day
Piano Tuning	\$140 each
Projector, Screen, Lens	
Concert Hall projector	\$150/day
Music Theater projector	\$150/day
Rental of screen and lens through vendor	Rental at cost
Choral Risers (Wenger Signature, 4 steps)	\$200
Tables/Chairs (beyond house equipment)	Rental at cost
Sound System (Target Atrium only)	\$200 (plus stagehand labor)

## **FACILITIES USE RESERVATION AND DEPOSIT POLICY**

The following policies apply to the reservation of space in the Ordway Center for the Performing Arts (the “Ordway”) facilities:

### **Deposit Policy**

A non-refundable rental deposit and fully signed Facilities Use Agreement are required to reserve space in the Ordway facilities for a specific time and rental date.

*At the discretion of the Ordway, users with no previous rentals of the Ordway facilities, inadequate financial underwriting or no local institutional affiliation may be required to provide a deposit equal to the full cost of the rental and estimated labor/services in advance before booking is confirmed as determined by the Ordway in its sole and absolute discretion.*

### **Cancellation**

If the User cancels its performance or engagement under the Facilities Use Agreement for any reason other than Force Majeure, the User shall forfeit the entire rental deposit amount to the Ordway. A partial cancellation of the rental arrangement will result in the forfeiture of the rental deposit equal to the rental amount for the cancelled portion of the rental as determined by the Ordway in its sole discretion.

In addition to the retained rental deposit, the User agrees to reimburse the Ordway for all costs related to the rental paid, incurred or contracted for prior to such cancellation. These expenses may include, but are not limited to, facilities use fees, labor expenses, ticket printing, staff planning or production time as determined by the Ordway in its sole discretion. The Ordway will provide written documentation of such expenses to the User as soon as reasonably practical after the cancellation. User shall reimburse the Ordway within three (3) business days after receipt of such written documentation.

### **Initial Payment**

Unless otherwise provided in the Facilities Use Agreement, fifty percent (50%) of the remaining estimated rental fee and estimated expenses minus any previous deposit is due and required to be paid by the User to the Ordway at least 60 days prior to the first date of the engagement.

### **Settlement Payment**

The final settlement payment of the User fee and expenses shall, unless as otherwise provided in the Facilities Use Agreement, be payable by User to the Ordway within five (5) business days of the date the Ordway provides User with a written settlement statement for the direct expenses and unpaid rental fee for the User’s use of the Ordway facilities without abatement or deduction whatsoever. If applicable, actual expenses will be subtracted from ticket sales revenue received by the Ordway and the remaining unpaid balance payment as provided above. If the amount of the ticket sales revenue received by Ordway and the amounts paid by User exceed the User’s rental fee and expenses, the Ordway shall pay any amounts due to User within a reasonable time after such determination.

If the terms of the policy set forth above conflict with the terms of the User’s Facilities Use Agreement, the terms of the Facilities Use Agreement shall supersede the terms of this Policy. These terms are subject to change from time to time by the Ordway at its sole discretion.

## **GENERAL POLICIES**

All known rates and estimated event costs will be listed on event estimate and event contract. User is responsible for covering all actual direct expenses related to the use of the Space. A deposit is required to secure a date on the Ordway's calendar.

The Ordway does not allow use of any open flames such as candles within the facility. LED or battery-operated candles are permitted.

The possession and use of firearms is prohibited in the Ordway.

Nothing may be affixed to the facility interior or exterior walls, floors or architectural elements. Decorations, signs or artwork may not be placed in any rooms, hallways, lobbies, or theaters without prior approval by Ordway.

All lost and found items will be securely stored at Patron Services during the event. If not claimed, all items will be brought to the security office at the Travelers Artist Entrance (Stage Door) on 5<sup>th</sup> Street. Items of value will be locked up for extra security. Inquiries for lost and found items may be answered in person at the Travelers Artist Entrance or by calling 651.282.3070.

For performance-based events, late seating is determined by the artists. All late arrivals will be seated according to the wishes of the artists and at the discretion of management.

## **SECURITY**

The backstage areas are private and not open to the public or event attendees.

Any event and working staff involved in the execution of your event is required to enter and exit the facility through the Travelers Artist Entrance (Stage Door) located on 5<sup>th</sup> Street. For security purposes everyone working the event will be required to sign in upon their arrival and sign out at the conclusion of the event. Anyone with backstage access will be issued a backstage pass that must be displayed at all times in the backstage areas.

Backstage sign-in sheets and VIP lists should be provided to the facility one week in advance of event.

Special security issues or requests must be communicated to the venue at least one week prior to the event.

All backstage visitor requests will be directed to the Travelers Artist Entrance (Stage Door) where they will be held until the performers exit.

## **PARKING**

Parking is not permitted at the Loading Dock or the Travelers Artist Entrance (Stage Door). Metered parking is available on 5<sup>th</sup> Street and surrounding streets and parking ramps are widely available in the area (<http://www.saintpaulparking.com/>).

## **ACCESSIBILITY SERVICES**

The Ordway welcomes everyone and is committed to making our facility accessible and inclusive to all in our community, including those with disabilities.

The Ordway's main entrance is accessible. Elevators operate between the 1st, 2nd and 3rd levels. The Travelers Artist Entrance (Stage Door) entrance has an accessible entrance.

A gender neutral, family and accessible companion care restroom is located next to coat check on the south side of the Ordway's main lobby and in the lower level of the Concert Hall. Other accessible restrooms are located on the second and third floor as well as the lower level of the Concert Hall.

Service animals are allowed in all areas of the facility where people are allowed unless the animal poses a direct threat, a fundamental alteration, is not housebroken or is not under the control of the person with the disability.

Assistive listening devices amplify and clarify sound by cutting down or eliminating ambient noise. Infrared assistive listening systems are installed in both theaters and headsets may be used at any seat. Headsets are distributed free-of-charge on a first-come, first-served basis from Patron Services.

Ordway doorkeepers are available prior to all performances to assist patrons in getting from the front of the building to the theaters. At the theater, medics are available to assist patrons to their seats or wheelchair-accessible locations. Mobility aids that cannot be stored safely within the guest's seating area and wheelchairs for those guests who transfer to a theater seat will be stored outside the theater as close as possible to the guest's seat. At intermission, medics make every effort to check in with patrons who may need to use the restrooms or concessions counters.

The Ordway encourages the provision of Braille and large print programs by the User. Upon request, vendor information will be provided by Ordway to User.

## **BEVERAGE SERVICE AT THE ORDWAY**

Beverages in compostable cups and bottled water are allowed in the Music Theater and Concert Hall. Lids for hot beverages will be required before entering the performance areas. Food items may be enjoyed in the lobby areas but may not be eaten inside the halls.