



Facility Rentals

FACILITY RENTAL INFORMATION

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

The Ordway Center for the Performing Arts offers a range of spaces that can be tailored to a variety of performances, events and meetings. Our versatile venues include the 1,900 seat Music Theater, which is ideal for large productions, high capacity presentations and conferences. Our “acoustically pristine” 1,000 seat Concert Hall is suitable for smaller, more intimate presentations. We also have flexible lobby areas and rehearsal rooms that can be customized to fit a variety of set up requests including rehearsals, networking events, meetings, receptions, workshops and more. Our team works closely with clients to ensure that each event is tailored to their specific needs, providing services such as audiovisual and catering support.

The Ordway offers several features that make it uniquely qualified for your event:

- **Prime Location:** The Ordway is situated in downtown St. Paul with views of Rice Park, Landmark Center, and George Latimer Central Library. Ordway is accessible and is located near hotels, museums, activities, restaurants, and ample parking.
- **Welcoming Lobbies:** Our welcoming, expansive lobbies create a sense of drama for guests while creating unique opportunities to gather and mingle.
- **State-of-the-Art Facilities:** Our theatrical venues are equipped with advanced audiovisual technology and lighting systems. The “acoustically pristine” Concert Hall has been named among the best sounding venues in the state.
- **Catering and Hospitality:** We provide catering support and have partnerships with local vendors to ensure high-quality food and beverage options.
- **Professional Staff:** Our experienced guest service and technical staff provide support to ensure that every event runs smoothly. Our team is skilled in managing multiple events and can offer solutions such as staggered timings or alternate spaces to ensure that all needs are met without compromising the quality of either our programming or client events.

CONTACT INFORMATION

Ordway Center for the Performing Arts
345 Washington Street
Saint Paul, MN 55102
www.ordway.org

Direct your rental inquiries to facilityrentals@ordway.org or 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 st level)	709 seats
Mezzanine (extension of the Orchestra level)	578 seats
Balcony (3 rd level)	349 seats
Gallery (4 th 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

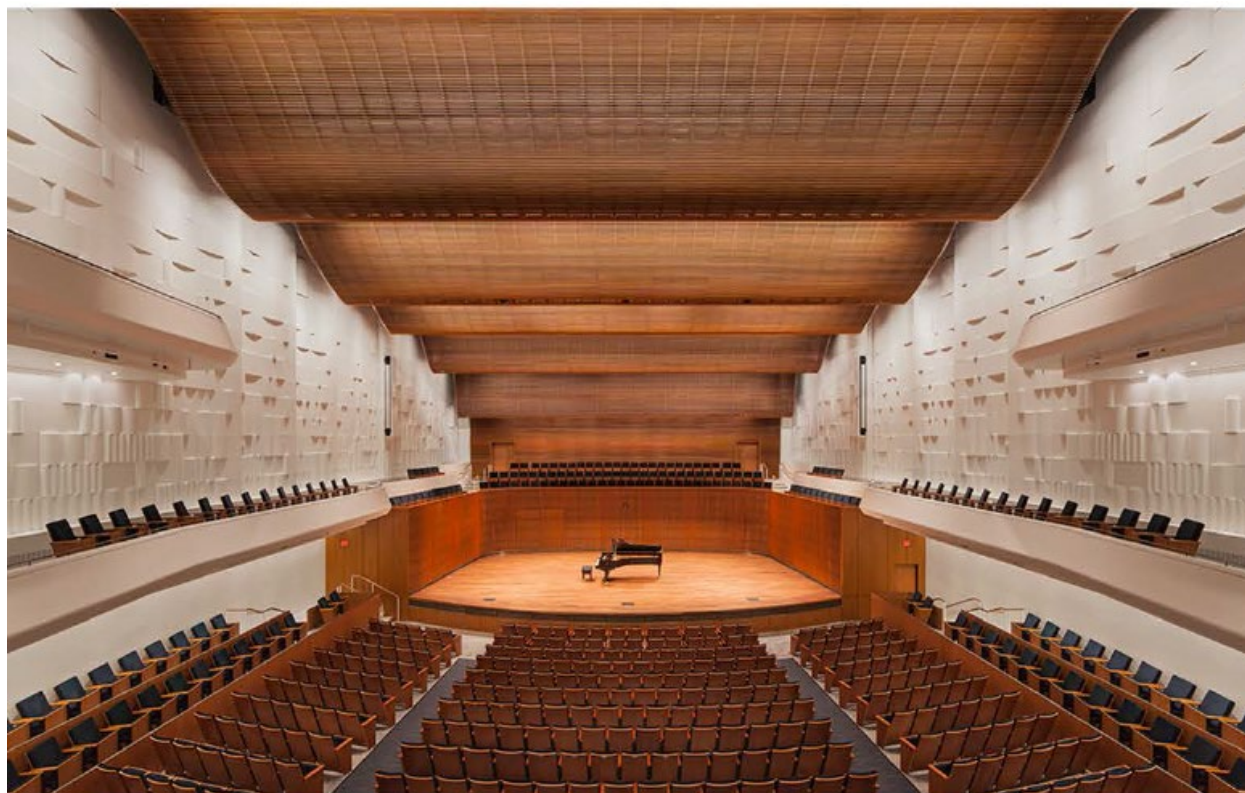
Rental rates do not include staffing, additional equipment or additional services that may be necessary for the event.

For-profit	Non-profit**
\$7,700	\$5,650

Rates above are per performance day. There is no rental 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, 1st 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 st level)	535 seats
1 st Tier (2 nd level)	173 seats
Choir Loft (2 nd level behind stage)	118 seats (optional patron or choral seating)
2 nd Tier (3 rd 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.

For-profit	Non-profit**
\$2,975	\$2,150

Rates above are per performance day. There is no rental 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.

	For-profit	Non-profit**
Orchestra Right Lobby Capacity for mingling event = 100	\$375	\$325
Target Atrium Capacity for mingling event = 250 Capacity for banquet seating = 120 (15 tables of 8)	\$1,800	\$975
Securian Balcony Lobby* Capacity for mingling event = 100 Capacity for banquet seating = 64 (8 tables of 8) <i>*Most of the Securian Balcony Lobby space is not accessible for people with certain disabilities.</i>	\$375	\$325
US Bank Rehearsal Hall (1,170 sq. ft.) Capacity for mingling event = 40 Capacity for banquet seating = 24	\$375	\$325
Drake Rehearsal Hall (3,125 square feet) Capacity for mingling event = 150 Capacity for banquet seating = 110	\$525	\$475
Concert Hall Lobbies*	For-profit	Non-profit**
1st Tier Lobby Capacity for mingling event = 60-80	\$375	\$325
Securian Sky Lobby Capacity for mingling event = 80-100 Capacity for banquet seating = 40	\$375	\$325
1st Tier Lobby/Securian Sky Lobby combined use	\$675	\$525

**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

Orchestra Right Lobby	\$1,600
Target Atrium	\$5,200
Securian Balcony Lobby	\$1,600
Photo Shoot*	\$750

**Most photo shoots will also require an electrical technician to be scheduled. Labor cost based on requirements of event; minimum 2 hour call.*

STAFFING RATES

STAGEHAND LABOR

The Ordway stage and production crew are represented by the Local 13 IATSE union. Production labor represents the most significant investment for most Users. Estimates are customized to your event requirements and are available upon request. An estimate consultation will be scheduled with the User prior to booking the event.

GUEST SERVICES and FRONT OF HOUSE LABOR

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 with an insured, licensed, 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.

BARTENDING STAFF: \$95 labor fee per bartender

SECURITY AND SAFETY SUPPORT

The Theater has a secure backstage area which is not accessible to the public and a Stage Door Attendant is present at all hours. Ordway reserves the right to include additional security to the User's event, and to notify the User of additional security needs at the Ordway's discretion to be billed back to the User. User may opt to procure additional security from an Ordway approved 3rd party vendor. Backstage admission is not permitted by guests except by express written authorization of the User and the Ordway.

MANDATORY ST. PAUL POLICE PRESENCE: \$126/hr per officer.
Hourly minimums apply based on venue and event details

WAYFINDING STAFF: \$350/3 Ordway wayfinders at 4 hours

The Ordway provides additional backstage support for groups of 50 or more to ensure your artists, staff and volunteers feel confident in their navigation, privacy and security of backstage areas.

CATERING AND HOSPITALITY SERVICES

A 10% service fee and 20% gratuity shall be added to final billing for Food & Beverage service.

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
 - Hosted items may be pre-determined by beverage type or transacted by drink voucher supplied by User
- Cash
 - Food and Beverage Services labor is waived, all items sold on cash basis.
 - **Required sales minimum = \$500**

BEVERAGE RATES

Non-Alcoholic beverages:

Soft drinks, Water, Coffee \$4.00

Alcoholic beverages:

Beer	\$7.00
Wine	\$9.00 per glass / \$30.00 per bottle
Champagne	\$9.00 per glass / \$30.00 per bottle
Liquor	\$7.00 - \$11.00
Double Liquor	Additional charge
Corkage fee	TBD based on event type

Specialty item rates are available upon request.

Ordway does not provide plates, silverware, serving ware, utensils, napkins or other food 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.

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

In accordance with state law, Ordway reserves the right to refuse liquor service to any person under the legal drinking age or 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 10:30pm.

ADDITIONAL SERVICES

MERCHANDISE SALES

Ordway Commission	20% of Gross Merchandise Sales
MN State Sales Tax	9.875%
Credit Card Fee	4%

Upon request, Ordway shall provide space and 1-2 tables for User to sell merchandise during their event. User shall provide staff, POS and cash bank for merch sales. Merchandise settlement shall be handled directly with Ordway's Guest Services Department. Food items are not permitted to be sold at the merchandise tables.

HOSTED 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

- 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.

Linens *(subject to availability)*

Table linen and skirting service automatic unless notified in advance. Specialty linens may be rented from external vendor.

OTHER OPTIONS AVAILABLE AT COST

Street Meter Hooding, Accessibility Services (ASL, Open Captioning, Audio Description)

TICKETING and MARKETING SERVICES

TICKETING SETUP AND SUPPORT

\$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). Once the Ordway Ticketing Set-up form has been completed, it takes approximately 2 weeks 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, on the [Ordway app](#), by phone at 651.224.4222 or in person at the Ordway Box Office 1-hour prior to the event start time. All ticket purchasers may access their digital tickets via the Ordway app.

TICKETING FEES

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

- \$5.00 per ticket Facility Fee added to all sold tickets (paid by guest)
- \$4.00 - \$10.00 per ticket Service Charge on all tickets sold by Ordway (paid by guest)
- \$3.00 per ticket Service Charge for all User subscription tickets (billed to User)
- \$3.00 per ticket Facility Fee on all complimentary tickets (billed to User)
- \$3.00 per ticket Service Fee on all virtual event tickets (paid by guest)
- 4% credit card commission on gross ticket sales at settlement (billed to User)
- 9.875% MN State Sales Tax (not applicable for tax-exempt organizations)

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.

- All ticketed events will be listed on 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.

STAGING ASSETS and EQUIPMENT

All equipment subject to availability. Equipment rental costs will apply if event demand exceeds house supply or capabilities

HOUSE EQUIPMENT

Wi-Fi Access

11' x 17' Screen, Projector

A variety of sound reinforcement microphones

Choral Risers (Wenger Signature, 4 steps)

Tables/Chairs/Rugs

Orchestra Chairs

Music Stands & Lights

4 x 8 Platforms of each size: 8", 16", 24, 32"

ADDITIONAL EQUIPMENT

PIANOS & TUNING

Piano Rental

9' Steinway: \$200 Rental + \$180 tuning

\$380.00

6' Yamaha: \$175 Rental + \$180 tuning

\$355.00

Additional Piano Tuning

\$180 each

AUDIO/VIDEO

Sound System (Target Atrium only)

\$200 (plus stagehand labor)

STAGING ASSETS

Marley Flooring

\$100 (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 30 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

User agrees to adhere to all union and building policies during its use of the Space and to all Ordway policies and rules and applicable laws regarding the use of the Space. User must enter and exit through the Travelers Artist Entrance on the Fifth Street side of the Theater and sign in and out. User must not enter or exit the Theater through the front entrance at any time.

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 5th 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 5th 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 must carry a backstage pass or other unique credential 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 four (4) weeks 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

General parking is not permitted at the Loading Dock or the Travelers Artist Entrance (Stage Door). One spot for one personal vehicle may be made available upon request. Metered parking is available on 5th 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.