



116 East 3rd Street
Jamestown, NY 14701
Box Office: 716-484-7070
Main Office: 716-664-2465
Fax: 716-661-3829

Room Rental Rates*

Library 3rd Floor 10 ppl (Available Late 2018)

Comfortable and private room overlooking 3rd street.

\$75 for 8 hours (M-F 9 a.m. – 5 p.m.) or \$30 hourly, 2 hour minimum.

Additional charges apply after 5 p.m., before 9 a.m. or weekends and holidays.

Conference Room 2nd Floor 12 ppl (Available Late 2018)

Executive style room with built in video conferencing capabilities.

\$95 for 8 hours (M-F 9 a.m. – 5 p.m.) or \$30 hourly, 2 hour minimum. Includes media set-up.

Additional charges apply after 5 p.m., before 9 a.m. or weekends and holidays.

Pre-Function Space 3rd Floor 60 ppl (Available Late 2018)

Larger space for gatherings adjacent to the Multi-Media Studio.

\$150 for 4 hours (M-F 9 a.m. – 5 p.m.) \$250 for 4 hours (Nights, Weekends and Holidays)

Or \$50 hourly, 2 hour minimum.

Includes tables, chairs and normal clean up.

3rd on 3rd Gallery 80 ppl (Available Fall 2018)

A truly one of a kind space for that special event.

\$300 for 4 hours (M-F 9 a.m. – 5 p.m.) \$450 for 4 hours (Nights, Weekends and Holidays)

Includes tables, chairs and normal clean up.

Multi Media Arts Studio 3rd Floor 100 ppl (Available Late 2018)

A true performance studio set up for live streaming or just a cool place for a party.

\$150 for 4 hours (M-F 9 a.m. – 5 p.m.) \$250 for 4 hours (Nights, Weekends and Holidays)

Includes tables, chairs and normal clean up.

Live streaming will require our technician \$150

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Theater Rental Rates*

Main Theater Private Event 1200 ppl

The ultimate wedding venue, your name up in lights, the red carpet. (Search lights extra)
(Private Event, Wedding, Etc. When the general public is not invited) \$950 for up to 6 hours, same day.
Includes use of the Lobby and Mezzanine and 1 stage hand.

Theater Lobby & Mezzanine 200 ppl (Available fall 2018)

An amazing spot for your Hors de oeuvres reception.
\$300 for 4 hours (M-F 9 a.m – 5 p.m) \$500 for 4 hours (Nights, Weekends and Holidays)
Includes tables and chairs as requested and normal clean up.
Projectionist add \$150. Each additional hour \$175.00 plus labor.*

The Screen Room 70 ppl (Available Late 2018)

Great place to meet before or after the show.
\$150 for 4 hours (M-F 9 a.m. – 5 p.m.) \$250 for 4 hours (Nights, Weekends and Holidays)
Or \$50 hourly, 2 hour minimum.
Includes tables and chairs as requested and normal clean up.

Main Theater Production 1200 ppl

Full production starting at \$750 for up to 6 hours, same day. Each additional hour \$175.00 plus labor.*
Film presentation \$250 for 4 hours. Additional charges apply - \$50 per hour over 4 hours.*
Rehearsals \$250 per day (if main stage cannot be used during rehearsal schedule).*
Any changes to approved lease agreement requested day of event will result in additional \$100 charge.
Theater Restoration fee is charged for each individual in attendance.

**All Main Theater Rentals - Additional applicable fees for box office, Front of House personnel, and all stagehand labor fees per LATSE Labor Union 266 current contract.*

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Additional Information

- Reservations for use of the facilities at the Reg Lenna Center for the Arts are not confirmed until lease agreement is signed by and distributed to all concerned parties. Deposit may be required.
- Certificate of Liability naming Reg Lenna Center for the Arts as additionally insured required for all rentals.
- One pre-event meeting with designated facility representative is required.
- Further charges and/or deposit may apply if equipment or furniture rental is required.
- Group ticket discounts available for birthday parties scheduled in conjunction with theater performances.
- Changes to approved lease agreement requested day of event will result in additional \$100 charge.

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