

Liberty Magic Rental Package

\$300 minimum rental rate for 2 hour event in the space with reasonable set up (load in) and clean up (load out) time on either end. \$100 added for each additional hour requested.

Mandatory \$100 minimum staffing charge (Staffing charge is raised to \$150 for events including catered food and drink.) Staff charge includes opening the building, managing the venue during the event, oversee lighting, sound and/or video needs, standard clean up/housekeeping. Additional costs as applicable for additional special requests and needs.

- The rental of the space includes venue lobbies, performance space and parlor room.
- The theater must remain in an auditorium set up due to the risers creating a trip & fall danger. Seats 68, plus up to 8 additional seats on stage.
- Lobby spaces fit approximately 30 for a cocktail hour. A mobile bar and buffet can be set up in the lobby or the 'magician's closet' anteroom connected to front lobby space.
- Basic theatrical lighting, sound/music, and video playback/keynote is included. Additional tech needs, microphones, etc. can be arranged at an additional cost.
- The back room (known as the 'Parlor Room') can seat 20. This furniture can be moved to accommodate additional seating or set-ups for a modest additional charge.
- All events must be completed by 3 hours prior to the first performance of the day, if applicable. (Normal weekly performances occur Monday-Friday at 7:30pm, Saturday at 5:00pm and 8:00pm and Sunday at 6:30pm)
- Performance Buyouts that include a ticketed performance will be booked through the Group Sales office.
- Special Events that do not include a ticketed performance will be booked through and facilitated by Zoe Ruth, Liberty Magic Venue Manager and/or Assistant Management staff.
- The Trust can arrange several customizable short magical performances as part of any special event booking (walk around or stand up).
- Magic merchandise can be on sale during the event and we can arrange for the bulk purchase of magic props and/or magic tricks with enough advance time.
- Keys/ cards/ or other trinkets can be purchased from Liberty Magic to add a special welcome touch to the event.
- Guests are welcome to have their fortunes told by our working vintage Zoltar Fortune Telling Machine.
- The Trust can customize other 'surprise and delight' moments into the special event to ensure a memorable and unique experience. Organizers are encouraged to brainstorm these moments directly with Zoe and our magic artistic advisors.
- Food and beverage MAY be brought in for special events. Our preferred caterer is All In Good Taste Productions. Heavy hors d'oeuvres, coffee, tea, beer, wine, signature cocktails and desserts can all be arranged with All In Good Taste and make for a special evening event. All In Good Taste is also able to arrange for glass and tableware. Boxed lunches are also a great option for midday gatherings.