

Rental Fees:

All rental charges are based on an ala carte basis determined by the equipment required by each performance. The pricing table below does not include theatrical lighting, sound, other technical needs, or staffing. Gallery pricing does not include tables, chairs, and any A/V requirements.

New Auditorium Pricing: 2025-26

	STANDARD	NON-PROFIT	COMPETITION
MON-WED	1600 vs 12% of gross	1200 vs 10% of gross	2500
THUR-SUN	2000 vs 12% of gross	1600 vs 10% of gross	3500
2ND PERF	1000	800	N/A
DARK DAY	50%	50%	N/A
OVERTIME	PRORATED PER HOUR		

2025-26 Gallery Rental for Gallery Only Event (Per Hour- 4-hour min.):

One Gallery: \$200
Two Galleries: \$400
All 3 Galleries: \$500

For events that add galleries onto Auditorium rental:

Commercial: 33% discount. Ends up being (134/ 268/ 335)
Non-Profit: 50% discount. Ends up being (100/ 200/ 250)

Mendenhall Transportation Terminal:

Rental based on availability. Base rent is \$1000 per day. City of High Point Special Events Permit required. All other fees are based on an ala carte/ as needed basis, including electrical, barricades, street closure, portable stage, labor, and security.

Rental Service Charges and Miscellaneous Equipment

Rental Deposit:

Renting organization must pay a non-refundable deposit based on the total projected rental and other charges. This deposit must be received prior to any booked date being guaranteed.

Food and Beverage:

The facility reserves the right to provide beer and wine beverage services and concessions sales for all events and receptions. Renting organizations are prohibited from bringing in outside alcohol.

Tickets:

All ticketed events at the High Point Theatre must utilize the High Point Theatre Box Office to ticket their event. The box office accepts Visa, MasterCard, American Express, Discover, and Cash. Tickets will be available for purchase in person, over the phone, and online. Renting organizations will be billed applicable processing fees, including ticket stock and printing.

Theatre Equipment rental:

A variety of sound, lighting, rigging, and audiovisual equipment is available to renting organizations at an additional fee. Please refer to the Tech Manual for equipment information and contact the Theatre for exact pricing.

Ushers:

Ushers are required by the Theatre during all auditorium events. To ensure the smooth and safe operation of the Theatre, the Theatre reserves the right to determine the number and function of ushers.

Security Personnel: Uniformed Police Officers and/or other security are required at Theatre events and are charged to the renting organization. The High Point Theatre Staff determines the number and function of security officers needed for any event. Security officers are mandatory at all events where alcohol is served.

Stagehands:

Stagehands are required for all auditorium events. The operation of lighting, sound, etc. Are charged to the renting organization. The High Point Theatre Staff determines the number and function of stagehands.

Rental Policies

1. **LEGAL REGULATIONS:** The renting organization, in conducting any performance or event, shall comply with the theatre's written contractual agreement, and abide by all applicable federal, state, and municipal regulations.
2. **CONTENT –** As a custodian of public trust, High Point Theatre reserves the right to deny rental opportunities on the basis of content. Public events cannot include elements of offensive subject matter, language, or nudity without expressed written consent from the Theatre Director and appropriate warning labels on all marketing materials. Additionally, tribute bands are not permitted.
3. **CONDUCT:** The renting organization is responsible for the conduct of its representatives, casts and workers while in the theatre.
4. **BACKSTAGE ACCESS:** Members of the renting organization involved in the production must enter the theatre via the stage entrance door located on the Hamilton Street side of the facility. A unique renter combination code will be assigned to each organization to provide to their members.

5. FRONT OF HOUSE ACCESS: During a performance, performers and technicians should not enter the auditorium from the stage or go backstage directly from the auditorium.
6. BOX OFFICE: No one is allowed in the box office, without the prior consent of the High Point Theatre management.
7. SMOKING: Smoking is strictly prohibited anywhere in the theatre.
8. FOOD AND BEVERAGES- Outside food and beverages are not permitted in the auditorium, on the stage or in the lobby without prior consent of the High Point Theatre management. All food and beverages must be properly disposed of following each period of facility use.
9. ALCOHOLIC BEVERAGES- Alcoholic beverages are not allowed in the facility without the prior consent of the High Point Theatre management.
10. LOBBY DISPLAYS- All lobby displays must have the advance approval of the High Point Theatre management. The use of nails, screws and tacks in attaching items to the theatre or lobby walls is prohibited.
11. LOBBY SALES- All rights to concessions, beer/wine, and lobby sales are reserved for the High Point Theatre. Should the renting organization or their agents desire to conduct such sales, the renting organization must make prior arrangements with the theatre management. Upon written agreement, the High Point Theatre will allow the renting organization to conduct lobby sales. This agreement will be contingent on:
 - (A) The High Point Theatre shall receive 20% of the gross sales.
 - (B) The sale of goods is appropriate for the event held in the theatre.
 - (C) The organization shall be responsible for all applicable licenses, taxes, and permits.
12. ANIMALS- Animals are not permitted in the facility unless they are an essential part of a production or required as a service animal by individuals with disabilities.
13. CLEANLINESS- General cleanliness is expected of everyone that uses the facility. The theatre maintenance staff will empty trash receptacles as needed. It is the responsibility of the renting organization to leave the facility in the same state of cleanliness and order as it was when they arrived.
14. PAINTING, CONSTRUCTION- Scenery painting and construction is discouraged. In the event of an emergency, scenery painting and construction may be permitted, at the discretion of the Production Manager, and only in areas designated by the Production Manager. At no time will painting or construction be permitted on the sidewalk, on the loading dock, or in any other public access area. Painting materials such as brushes, rollers, buckets, etc. must be cleaned in the basement mop room's slop sink. The mop room is located in the basement hallway stage left.
15. TICKETING: Each individual attending a performance at the High Point Theatre must hold a ticket, regardless of age. Tickets and/or box office services are provided by the High Point Theatre Box Office. For information, call the Box Office Manager at 336.883.3402.
16. STAGE FLOOR-
 - (A) Theatre approved dance floors are required for all events involving tap dancing or clogging. Dance floors are recommended for all dance performances.
 - (B) The removal and replacement are the responsibility of the renting organization, and will only be performed with Theatre Staff supervision.

(C) If the floor is damaged during the course of an event (for example spilled paint, holes, gashes, etc.), then Theatre Staff will determine whether the renting organization will be responsible for the repairing and/or re-painting of the floor.

(D) All tape on the floor is to be removed by the renting organization at the conclusion of an event

(E) The scenic painting of the floor is permitted using water-based paint only. It is the responsibility of the renting organization to re-paint the floor following the event using a theatre approved flat black latex paint. The theatre can supply paint and painting materials for this purpose at an additional cost with two weeks prior notice.

(F) It is the responsibility of the renting organization to sweep and mop the stage and wings at the conclusion of an event. The floor must be cleaned to the satisfaction of the Theatre Technical Staff or it will be done by a theatre supervised crew at an additional hourly expense.

(G) Failure to comply with any of the previous stage floor regulations may result in a damage charge which will be added to the final rental billing statement. Damage charges will be assessed based on the degree of damage and cost of repair.

17. LABOR- The High Point Theatre shall determine how many technicians, backstage workers and ushers are needed for an event. Labor for technicians, backstage workers and ushers will be charged to the renting organization. Please see the Theatre Technical Manual regarding crew requirements for the operation of the rigging system.
18. PYROTECHNICS, SMOKE EFFECTS- All flash powder, explosives, fire or other dangerous devices or activities must meet all applicable safety and fire regulations. The Theatre Staff must be notified if the renting organization intends to use any potentially dangerous effects, pyrotechnics, open flames, stage fog, or smoke!
19. PRE-SHOW ANNOUNCEMENT: All performances will be preceded by an announcement that contains emergency exit information and requests the silencing of mobile phones and electronic devices.
20. PROPERTY REMOVAL, STRIKE- It is the responsibility of the renting organization to remove all scenery, props, costumes, etc., from the facility at the conclusion of the event. The theatre is not responsible for items left following the departure of the renting organization. Scenery, props, etc., that the renting organization intends to throw away cannot be left in the loading dock area following the event.
21. PHOTOGRAPHY- Flash photography during a performance is not allowed. Non-flash photography during a performance may be allowed with prior consent of the rental organization and the theatre management. Videotaping during a performance is restricted to one camera in the booth area and must be approved by the rental organization and the theatre management. Photography and videotaping of any kind during rehearsals may be allowed with the prior consent of the rental organization and the theatre management.