

Rental Information Packet

The Capitol Civic Centre is located in downtown Manitowoc within walking distance to beautiful Lake Michigan. It is surrounded by numerous restaurants, shops, and local attractions. With multiple renovations to provide modern conveniences, the Capitol stands ready to provide deluxe accommodations for your next event.



Receptions & Meetings

The Mertens Lounge

A 2,700 sq. ft. reception space able to accommodate up to 125 guests based on table layout; from a seated dinner (64) to a cocktail reception (125). A servery space with prep area and cold storage is available to your caterer. Rental includes a sound system with a microphone, tables, chairs, and linens as available.

The Grand Lobby

Providing over 7,000 sq. ft. of reception space, the Grand Lobby provides versatile accommodations for up to 300 guests for a wide variety of events. Spanning two floors, the Grand Lobby consists of the Salutz Lobby I, Salutz Lobby II, Mertens Lounge, and Webster Family Lounge. Rental includes tables, chairs, and linens as available.

Room Pricing

The Mertens Lounge\$60 per hour
 The Grand Lobby\$110 per hour

- Four (4) hour minimum rental
- 30% discount available for non-profit organizations

Add-on Pricing

Projector and Screen (4' x 6')..... \$25 per day
 Bar Service \$250 minimum
 Kawai 6' KG2 Piano (includes tuning) \$225 per event

Performances & Presentations

The West Auditorium

This 1,000 seat venue serves as the heart of the centre having been built in 1921. In addition to traditional on-stage performances, the theater is appropriate for large-attendance presentations and corporate meetings. Rental includes use of all public spaces, a technical staff member, and a front of house manager. Renters may choose to provide their own technical staff or have the Capitol provide staffing (see labor rates).

Event Pricing

Per Performance/Presentation \$1,100 for five (5) hours

- Includes auditorium, dressing rooms, loading dock, green room, all lobbies, a staff member and a house manager
- Front of house staffing based on expected attendance; see fee schedule
- 50% discount available for non-profit organizations

Additional Hours (rehearsals, setup, or breakdown)

Extended Performance/Presentation.....\$220 per hour
West Auditorium.....\$110 per hour
Green Room\$25 per hour
Annex Loft.....\$25 per hour

Event Ticketing

All performances or presentations with tickets must use the Capitol Civic Centre ticketing system. Your guests will be able to reserve their seats in-person or over the phone during normal operating hours and online 24 hours per day, seven days per week. Supplemental advertising is included on the Capitol's website, digital marquee, and lobby.

Ticketing Fee

All Tickets \$2.75 per ticket

- Up to twenty (20) free complimentary tickets per performance
- Includes promotion through the Capitol's advertising channels
- Waives fee for front of house staffing

Customer Fees

Handling Fee (tickets up to \$29.99)..... \$4.00 per ticket
Handling Fee (tickets \$30.00 to \$44.99)..... \$4.50 per ticket
Handling Fee (tickets \$45.00 to \$64.99)..... \$5.00 per ticket
Sales Tax.....5% of total order

- Customer fees cover the cost of credit card processing, system service fees, and a facility fee.
- Customer fees (except Sales Tax) can be included in ticketing fees if requested.

Event Labor

Technical Support (four hour minimums)

Lighting or Audio Operator	\$23 per labor-hour
Audio Engineer	\$450 per day
Follow Spot & Operator.....	\$28 per labor-hour
Lighting Designer	Negotiated
Sound Designer	Negotiated

Front of House Support (four hour minimums)

Ushers	\$150 per performance
Merchandise Seller	\$23 per labor-hour
Custodian.....	\$23 per labor-hour
Licensed Security Service	\$75 per labor-hour

Equipment Rental

Production Equipment

Wireless Microphone – Handheld (includes batteries).....	\$8 per day
Wireless Microphone – Lavalier (includes batteries)	\$8 per day
Projector and Screen (16' x 21').....	\$75 per day
Hazer	\$40 per day
Follow Spot	\$5 per hour

Pianos

Steinway 9' Concert Grand Model D	\$125 per day
Steinway 7' Grand Model B.....	\$75 per day
Piano Tuning.....	Cost + 10%

Other Equipment

Orchestra Setup (chairs, stands, risers, etc.)	\$23 per labor-hour
Acoustical Band Shell	\$150 per setup
Pit Cover Removal	\$150 per change

Additional Services

Marketing

Graphic Design	\$45 per labor-hour
Marketing Planning & Management	\$60 per labor-hour

Box Office

Custom Pricing & Discount Structure	\$30 per labor-hour
Custom Seating Map.....	\$300 per event