



Thank you for your interest in Peabody's Black Box Theater!

The Black Box is housed inside the Arc Works Community Art Center located at 22 Foster Street in Peabody, Massachusetts. You may recognize our building as the original Peabody Post Office. There is ample parking in the Peabody area with a map of over 500 spots viewable at www.livepeabody.com.

Our base rental rates are:

Midweek day rental (Monday to Thursday, 8am to 4pm)	\$500.00
Midweek evening rental (Monday to Thursday, 5pm to 10pm)	\$750.00
Weekend day rental (Friday, Saturday or Sunday, 8am to 4pm)	\$750.00
Weekend evening rental (Friday, Saturday or Sunday, 5pm to midnight)	\$1,000.00
Holiday rental (on designated Federal holidays and 3 day holiday weekends)	\$1,500.00
Weekly rate (based on a five day week)	\$2,200.00
Weekly rate (based on a 7 day week)	\$3,000.00

*Please note that all day rentals must end and be clear no later than 4pm. Rates are based on a six (6) hour rental per day inclusive of setup, event and tear down. Additional time can be added at \$150 per hour.

Theater set and capacities

Sit down dining (rounds) with large dance floor – 84 guests

Sit down dining (rounds) without dance floor – 96 guests

Theater style performance or viewing – up to 122 guests pending stage plot

Cocktail style (partial seating/cocktail high tops) – 155 guests

SRO (standing room only, no seating) – 238 guests

Included in your rental:

Private use of lobby bar, theater and green room

Complimentary on-site parking for event host & vendors (limited to 4 vehicles)

On-site, day-of venue coordinator

Use of up to 122 chairs

Use of ten (10) high top cocktail tables with silver linen

Up to six (6) 48" rounds, six (6) 60" rounds and six (6) 6' rectangular tables – linen is NOT provided

Use of pre-programmed color/effect lighting, house lights and spots

Use of house sound system and two (2) wired microphones

Use of screen and projector

Use of piano

Use of theater style risers (for performances only, upon request only)

Events for Minors

The base rate of \$1000 rental fee applies to all events where minors (18 and under) make up more than 20% of the guest list regardless of event day/date (i.e. – birthday parties, Sweet 16 parties, Bar/Bat Mitzvahs, etc.)

A cleaning fee of \$500 automatically applies to all events for minors

Total rental is \$1500.00 and must be secured by a credit card

Excessive cleanup or damage will be assessed at the conclusion of the event and charged accordingly

Evening rentals are restricted to end by 930pm – the space must be cleared of all occupants by 10pm

The maximum rental period is four (4) hours

General Liability insurance must be provided by the USER

One adult chaperone (21+) must be present for every ten (10) minors

One (1) officer from the Peabody Police Department must be hired for the length of the party at the expense of the USER

At no time is any liquor permitted during an event where minors are present

A further addendum will be provided to the USER outlining these requirements along with consideration rules for the property

Requirements for Rental

All Users of the Black Box are required to provide general liability insurance.

Coverage requirements and instructions are listed in the Space Agreement.

To secure your event with us, a copy of your signed rental agreement along with a 50% deposit is due. The balance, with all final details, timing and insurance is due seven days (7) prior to your event date.

A credit card must be on file with us for cleaning deposit. We have a strict “clean floor” policy that must be complied with or excessive charges of up to \$500 will apply.

Please see requirements under **EVENTS FOR MINORS** for other requirements for rental

All food and beverage policies and exclusivities must be followed at all times.