



— STATE-OF-THE-ART —
facility in the heart of the

Rocky Mountains



“
This is one of the most beautiful theatres, if not the prettiest, that we've ever had the chance to play in.
—ALISON KRAUSS

“
This is the #1 house for sounds and beauty... it's better than fabulous.
—ART GARFUNKEL



RENTAL GUIDE

WELCOME TO THE VILAR PERFORMING ARTS CENTER (VILAR)

Thank you for considering the *Vilar* as the perfect place for your next event, located in the charming Beaver Creek village in the heart of the Rocky Mountains. From the magnificent mountains to the lavish accommodations, our location offers something for guests from all walks of life while our facility staff provide the professionalism and expertise to make any event a success.

We are one of the most elegant, state of the art facilities in the Colorado Rockies and are well equipped to help you produce any style of event you can imagine. We have hosted touring Broadway productions, rock concerts to opera, world famous ballet premiers to local dance recitals, corporate meetings to business incentive travel, wedding receptions, private parties, religious gatherings and more. From our top of the line equipment, beautiful interior, and experienced, dedicated staff; we are here to make your event something extraordinary, that your guests will never forget.



Halls of this size are oftentimes accurate, but few are as warm and generous (referring to the quality of the acoustics).

— **CHRIS THILE**
of the Punch Brothers



...some popular destinations have a vibrant cultural scene such as Beaver Creek, Colorado, which is home to the Vilar Performing Arts Center, which hosts high-caliber plays and music performances.

— **NEW YORK TIMES**



In my effort to help secure larger programs for the resort I work closely with the staff at the Vilar. Every opportunity I have to bring a client to the venue is always a great experience and often lends to winning the business. The Vilar is a key centerpiece in Beaver Creek and to the success of group programming for the destination.

— **ANGIE BUSBY**
Visit Beaver Creek/Beaver Creek Resort



Our wedding reception on stage at the VPAC was a unique and magical setting for our celebration! Seeing the stage when we arrived truly took our breath away! The Vilar team made the entire process from start to finish so easy and stress free. It was a memorable and wonderful evening.

— **JOE & LAUREN MENENDEZ**
Lauren Hopkins Interior Design Inc.

AVAILABLE SPACES

All our spaces are designed to be multi-use venues. We are open to any requests you may have and will work with you to make your event very special. These venues include:

Theater

The theater can seat up to 530 people including the balcony level. This space lends itself well to various types of traditional live performances, movie screenings, lectures, meetings, product launches, fundraisers, awards ceremonies and more. The stage can be configured for multiple events in the same day if needed.

Theater Stage

Aside from its obvious use as a performance space, consider hosting a private dinner party or wedding reception on stage. We have hosted sit-down dinners for up to 150 people on stage or slightly smaller groups with room for a dance floor and a band on the front edge of the stage. Corporate gatherings not requiring 530 seats have been held on stage seated at round tables or rectangular conference tables with AV setup on stage.

Upper & Lower Lobbies

Max capacity 120 in each lobby. These spaces have been utilized for pre or post event reception spaces, vendor booths, conference check in, hosted cocktail hours, culinary events and even additional performance space. These spaces are included with rental of the theater space.

May Gallery Patrons Lounge

Max capacity 120 standing, 60 seated dinner at round tables. This space is our private patron lounge available to donors prior to all *Vilar* produced performances. It has recently been completely remodeled with upgraded AV capabilities to better support rental events. This space can be used for receptions, corporate meetings, private dinners and cocktail parties, wedding receptions, baby showers and other private events.



RENTAL RATES

Usage Rates*

COMMERCIAL GROUPS

Theater	\$4,000.00 per day performance day	\$750 per hour overtime rate
	\$2,000.00 per day rehearsal day	\$375 per hour overtime rate
May Gallery	\$3,000.00 per day	\$550 per hour overtime rate

NON-PROFIT GROUPS

Theater	\$2,000.00 per day performance day	\$375 per hour overtime rate
	\$1,000.00 per day rehearsal day	\$125 per hour overtime rate
May Gallery	\$1,500.00 per day	\$280 per hour overtime rate

*Rates are based on a maximum eight hours of use. Any use past eight hours will incur overtime charges per the rate schedule.

The following staffing is required for each usage at the Vilar Performing Arts Center facility:

	Non Profit Day Rate/ OT Hr. Rate	Commercial Rate/OT Hr. Rate
Technical Director	\$360 day/\$67.50 hour	\$440 day/\$82.50 hourly
House Manager	\$280 day/\$52.50 hour	\$360 day/67.50 hourly
Facilities Manager (Facilities Manager only required to coordinate bus and truck parking)	\$360 day/\$67.50 hour	\$440 day/\$82.50 hourly
Food & Beverage Manager (F&B is only required if there is a concessions or catering component)	\$280 day/\$52.50 hour	\$360 day/67.50 hourly



The following department staffing may be required and will be advanced with you prior to the event. Labor amount is based on a four hour minimum. Overtime is charged at 1.5 times the hourly rate following eight hours of work. After 12 midnight, labor will be charged at 2 times the normal hourly rate. Work calls starting before 8am, labor will be charged at 2 times the normal hourly rate.

	Non-Profit Per Hour	Commercial Per Hour
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TECHNICAL/THEATRE LABOR

Production Manager	\$40	\$50
Sound Engineer	\$50	\$70
Lighting Supervisor	\$35	\$45
Video Technician	\$35	\$45
Stage Manager	\$35	\$45
Rigging/Fly Rail	\$35	\$45
Spot Operator/Stage Hands/Wardrobe Asst.	\$25	\$35
Production Designer/Manager is available	Billed at prevailing rates, based on individual event needs.	
Fixed asset depreciation fee	\$1/person	\$2/person

FOOD & BEVERAGE LABOR (IN ADDITION TO BASE RATE ALL F&B LABOR IS PAID A \$50 GRATUITY)

One (1) bartender per 50 guests (6 max)	\$30	\$35
One (1) bar back/busser or server per 100 guests	\$30	\$35
One (1) server per 12 guests for plated meal service.	\$35	\$40

FRONT OF HOUSE LABOR

Coat Check Attendant, one per 50 guests (6 max)	\$15	\$20
Ushers, one per 100 guests (6 max)	\$15	\$20
Security, unarmed per person	\$40	\$45
Security, armed per officer plus transport costs	\$65	\$80
Cleaning Fee	\$300/day	\$300/day
Cleaning Fee, if food is served	\$600/day	\$600/day

BOX OFFICE LABOR & TICKETING FEES

Ticket event build fee	\$350/event	\$500/event
BC Assessment fee deducted from gross sales	5%	5%
Credit card processing fee on gross credit card sales	4%	4%
Box office window staffed, two windows	\$65	\$85
Ticket processing fee (added to ticket price)	\$3/ticket	
Online ticket fees (in addition to base ticket fee)	\$2/ticket plus \$1 per order	

EQUIPMENT CHARGES

The following equipment is not provided as a part of the basic rental package, but is available for the additional fees listed below:

	Non-Profit	Commercial
Piano, Steinway Concert D	\$400/day	\$500/day
Piano, Steinway upright	\$100/day	\$200/day
Piano Moving, at cost	\$900 per move	\$900 per move
Piano Tuning as needed	\$300/tuning	\$350/tuning
Orchestra Shell	\$150/day	\$300/day
Portable sound system for Lobby or May Gallery	\$150/day	\$300/day
Audio Monitor package (more than 4 mixes, requires additional engineer)	\$500/day	\$750/day
Wireless microphone package, up to 12 mics	\$150/day	\$300/day
Follow Spots (plus labor), per light	\$75/event	\$125/event
Moving Light package, plus programming labor	\$500/day	\$1000/day
Marley dance floor	\$200/day	\$300/day
Cyclorama	\$150/day	\$300/day
Riser package, up to 10 4'x8' decks	\$100/day	\$200/day
LCD Projector, 8500 LUMEN (user supplied source, no laptop provided, HDMI connection preferred, permanently mounted front of house)	\$250/day	\$500/day
14'6" x 25' (16:9) Screen	\$100/day	\$200/day
Hazer	\$40/day	\$60/day
Linen table skirts for 6' & 8'in house tables	\$25/table	\$35/table
Wireless internet connection (WiFi) for 10 users	\$125/day	\$175/day
Wireless internet for public use or high speed /high bandwidth internet required for production or video streaming:	Inquire for fees and request in advance. Minimum 30 days.	
Consumables (lighting gel, gaffer tape, spike tape, batteries, etc.)	Charged based on usage.	

FREQUENTLY ASKED QUESTIONS

What is included in the rental fee?

The rental fee includes the space you have selected, an event manager to coordinate your needs, house inventory of 6' & 8' rectangular tables, house inventory of chairs and basic house sound and lights.

When does event information/layout need to be submitted?

A mandatory production meeting (this can take place by email or phone) must take place at least 30 days before the event day. All information pertaining to setup must be submitted by this date.

Do I need to rent time for setup, tear down and clean up?

Yes, please include all time you need access to the building, including setup, rehearsals, tear down and equipment removal.

How late can my event run until?

Vilar requires all customers and guests to be out of the building by midnight. Most events end by 11pm in order to clean up and exit by midnight. Exceptions may be permitted with approval of VPAC management, additional fees will be incurred.

Does Vilar permit outside caterers?

While we do use preferred caterers, you may bring your own caterer if you wish. If you bring your own caterer, they will be required to sign a waiver with the venue, provide a copy of their catering license and provide proof of insurance naming the venue as additional insured. Caterer will need to be approved by the venue.

Does VPAC permit clients to provide alcohol for their events?

No, Vilar carries the liquor license for the building and will handle all alcohol serving and sales. No outside alcohol may be brought into the venue.

How do I confirm an event?

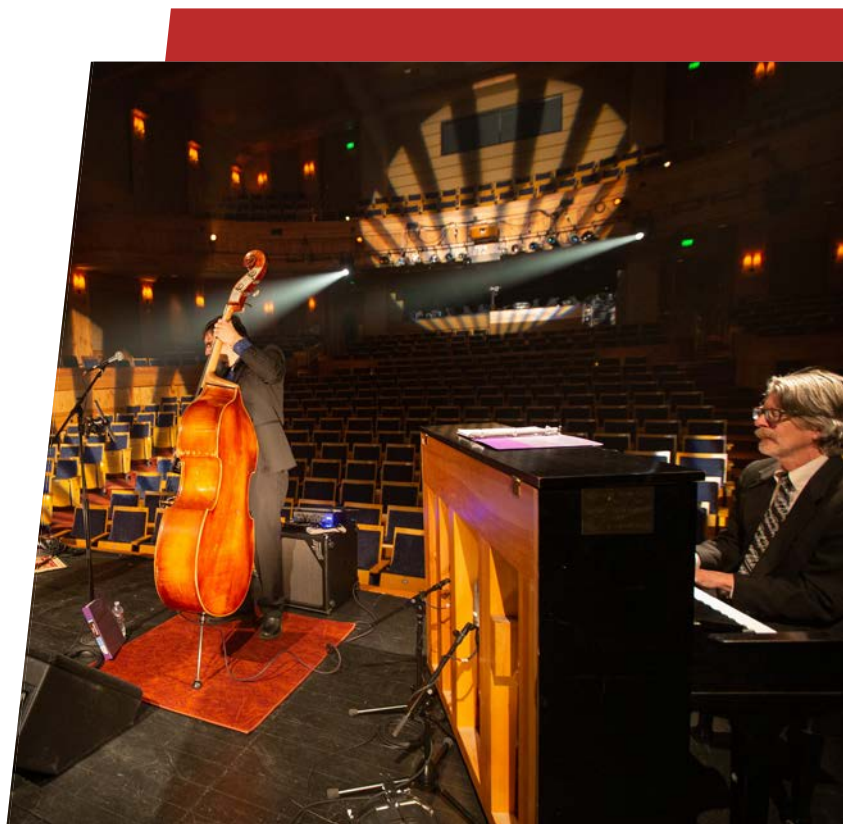
Once your information has been submitted, you will be sent a venue contract. Sign the contract and return along with your nonrefundable deposit. A countersigned copy of the contract will be returned to you and your event is considered confirmed. Your proof of liability insurance will be due 14 days before your event date, the details regarding insurance are covered in your contract.

What if I need to cancel?

You can cancel your event up to 48 before your first contracted date. If cancelling before 48 hours, you will forfeit amounts equal to the base contracted room rate plus any hard cost incurred by the venue as it relates to your event, including but not limited to orders placed with any third party vendors on the client's behalf.

Is there a charge for parking?

Parking for the Vilar Performing Arts Center is available in the Villa Montane and Ford Hall Parking Garages. During the summer season, parking in these garages is free. During the winter, if your event is ticketed through our box office, parking is included. If it is not a ticketed winter event, you would have to arrange parking through the resort company.



Reserve Your Space Today!

VILARPAC.ORG



*Amazing crew and gorgeous theatre.
We love you!*

—BALLETX



VILAR PERFORMING ARTS CENTER

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