RENTING THE WHITESIDE THEATRE

For over 100 years the Whiteside has stood as a pillar within our community, providing a place for people in Corvallis and neighboring communities to delight in our historic architecture while being captivated by the performance on our grand stage. Since 1922 we have stood as a monument for both local performers and out of town screenings and performances, and our mission centered around community has not changed. From hosting your next **concert, parties, gals, meetings, and screenings,** contact one of us today to check out our venue and see how we can help you get started.

Whiteside Theatre Rental Information Packet

CHECK OUR RENTAL PICTURES BELOW.

Explore our Venue

361 SW MADISON AVE
CORVALLIS, OR 97333

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FILL OUT A REQUEST FORM

Take a look at what we have to offer. Fill out a form and a member of our staff will reach out to you!

Form Link

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GENERAL OVERVIEW OF RATES

Description	Weekend Rate	Weekday Rate	
Hourly Theatre Rate	$250	$200	
Hourly *nonprofit* Theatre Rate	$200	$150	
Sound Technician		$40	/hr
Flat Rate Fees			
Concession/Bar Area Open		$40	
Concert Equipment Usage		$250	
Movie Screening Usage		$150	
Staffing (per member)		$40	/hr
Marquee/Poster Promotion		$100	
Event Social Media Promotion		$100	

Rental of the Whiteside Theatre includes:

(*fees apply)

- *Auditorium Main Floor (300 Seats)*
- *Stage (44' wide w/thrust depth from 10'10" to 17'10")*
- *Mezzanine and Lobby*
- *Dressing Room, Stage Left (110 sqft)*
- *House Manager on Shift*

Equipment

- *Digital Projector and 30' Screen**
- *PA/Concert Sound System**

Others

- *Marquee promotion**
- *Box Office Services**
- *Concession Services **
- *Sound/Film Technician**

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WHAT IS AVAILABLE AT OUR VENUE

Our historic venue offers a unique vintage cinema theatre experience! Renting the Whiteside gives you access to the main floor of our *auditorium,* capable of seating up to *300 guests,* our unique *stage*, plus exclusive access to our green room, good for hosting smaller bands or performers! Plus all rentals include a house manager on staff to help guide and help you with any day of needs!

AVAILABLE SPACES

- *Auditorium Main Floor (300 Seats)*
- *Stage (44' wide w/thrust depth from 10'10" to 17'10")*
- *Mezzanine and Lobby*
- *Dressing Room, Stage Left (110 sqft)*
- *Mezzanine (perfect for meetings or other event needs)*
- *Balcony [FOR EVENT NEEDS. SEATING NOT AVAILABLE]*
- *Lobby and Ticket Booth Area.*

AMENITIES

- *2 Vintage Gendered Bathrooms located in the Mezzanine level.*
- *ADA bathroom located in the Lobby*
- *Bathroom/Sink located in the dressing room.*
- *Chairs and Tables (inquiry staff for exact number)*
- *General Microphone Usage (not for performance purposes)*

OTHER AVAILABLE FEATURES *(*Some fees apply)*

- *House Manager on Staff*
- *Digital Projector and 30' Screen**
- *PA/Concert Sound System* (perfect for performances and concerts)*
- *Concessions and Bar Services**
- *Sound/Film Technician* (required for all screenings and performances)*

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WAYS TO ENHANCE YOUR EVENT

The Whiteside Theatre offers a multitude of additions to enhance your rental to make sure your event is a delight for both you and your guest! Look at the options below and see which interest you and make sure to bring it up during a conversation with our staff.

Concession/Bar Area Services.

Do you want to have general theatre concessions with the added addition of Beer, Wine, and Cider sales! Open up our Concession and Bar Area at your event. With this option we will open up our concession area and sell our concessions supplies found at every Whiteside Theatre event.
Maybe you obtained sponsors who have donated concessions/alcohol for you to vend! Open up our concession area with these options below:

Option 1: Open concessions without Staffing **$40 FEE**

This option opens our concession area. If you have any volunteers or your own workers planning to staff the event. They can be taught how to run our concession area. RESTRICTIONS APPLY. Contact a representative for more information.

Option 2: Open concessions WITH Staffing **$40/hr FEE**

This option opens our concession area allowing for already trained Whiteside Staff to run the concession for your event! No hassle and let us take care of it while you run your event.

(Proceeds from concessions support the Whiteside Theatre Foundation, unless vendors are selling their own supply at the event.)

MARQUEE PROMOTION PACKAGE. $100 FEE

This includes a physical on site promotion package to help advertise and promote your event to the surrounding community. This includes:

- ADDED TO OUR MARQUEE ROTATION
- ADDED TO OUR MULTIPLE POSTER ROTATION (poster provided by vendor)
- YOUR EVENT TICKET LINK LISTED ON OUR WEBSITE

DIGITAL PROMOTION PACKAGE. $100 FEE

This includes a digital on site promotion package to help advertise and promote your event in our social media space. This includes:

- ADDED TO OUR FACEBOOK AND INSTAGRAM
- ADDED TO OUR PRESCREEN ADVERTISEMENT FOR EVERY WHITESIDE FILM PRIOR TO YOUR EVENT
- YOUR EVENT ADDED TO OUR WEEKLY EMAIL FOR EVERY WHITESIDE EMAIL 2 MONTHS PRIOR TO YOUR EVENT

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STAFFING

$40/hr per staff member

Need extra hands for your event! Let us know about and we can provide staffing for your event needs. From greeting guests to helping run the show, Whiteside can provide staff to help you have a stress free show!

(Not all fees may be reflected on this packet, please contact one of our employees to see what other needs maybe needed for your event)

IMPORTANT INFORMATION.

Please review some of the important information that may be useful during your rental. For any questions or concerns please let a member of staff know during your consultation.

VENDING

ALL WHITESIDE PROVIDED PRODUCTS SOLD WILL BE RETAINED BY THE WHITESIDE THEATRE. If selling any other products during the event please confirm the items you plan to sell during the event with a member of our staff prior to the event hosting. We reserve the right to refuse any certain items to be sold within our premises.

ALL ALCOHOL SALE MUST COMPLY WITH THE GUIDELINES IN PLACE SET BY THE OLCC. Contact staff members for our current alcohol regulations.

MOVIE SCREENINGS

ALL SCREENINGS SHOWN AT THE WHITESIDE MUST HAVE THE LICENSING TO BE ABLE TO SCREEN THE FILM AT THE VENUE. This does not include streaming or owning the physical copy as this is reserved for private at home viewing. IF YOU DO YOU NOT HAVE LICENSING OF THE FILM WE CANNOT SCREEN IT AT THE VENUE.

ALL SCREENINGS MUST BE OPERATED BY A WHITESIDE THEATRE EMPLOYEE.

LIVE PREFORMANCES

All live performances technical aspects are operated by a Whiteside Theatre employee. The purchaser may not provide a technician to operate our equipment unless specifically authorized prior to the event.

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CONTACT INFORMATION:

ADDRESS: 361 SW MADISON AVE, CORVALLIS, OREGON 97333

PHONE: 541-752-0437

MAILING ADDRESS:

P.O. Box 1105, Corvallis, Oregon 97339

ASSISTANT OF OPERATIONS

LUIS CARRILLO
Once the form is submitted
Please submit an email to arrange a phone call.
LCARRILLO@whitesidetheatre.org

General Policies

No Endorsement

Whiteside Theatre's agreement to allow the use of its property does not constitute an endorsement of any organization, group, issue, or perspective related to programs presented at the theatre.

Right to Refuse or Cancel Use

The Board of Directors reserves the right to refuse or cancel any Use Agreement if deemed necessary for the best interest of the Whiteside Theatre. Misuse or abuse of any part of the property or its surroundings may result in immediate cancellation.

Denial of Use

The Whiteside Theatre reserves the right to deny use of the property to any person or organization, to the extent permitted by law, at its sole discretion.

Compliance with Laws & Non-Discrimination

Any group or organization using the property must comply with all federal, state, and local laws, including non-discrimination policies. Users must also adhere to the Whiteside Theatre Foundation's non-discrimination policy, which prohibits discrimination based on race, color, national origin, religion, sex, age, marital status, disability, or sexual orientation.

User Representative

Users must provide the Whiteside Theatre Licensing Liaison with the name, address, phone number (including cell), and email of their designated representative (UDR). The UDR will be the sole point of contact authorized to make decisions, negotiate terms, and address issues with the Licensing Liaison. The UDR must be present at all performances, rehearsals, or activities related to the use of the property.

Staff Right to Entry

Whiteside Theatre personnel may enter any part of the property at any time for any function performed on behalf of the theatre.

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Performer Contracts

Users must provide, upon request, a copy of any signed contract and rider between the User and any performers or speakers appearing at the event. Financial details may be redacted.

Vendor Contracts & Third-Party Contractors

All vendors and third-party contractors must be disclosed to Whiteside Theatre Foundation before the event date. All vendors and third party contractors must confirm their understanding and compliance with all general policies to the House Manager day of event.

Display Materials

All Whiteside Theatre signage, posters, and displays must remain in place during the User's licensed use period.

Cleaning

The Whiteside Theatre provides cleaning services after the event. As a courtesy, Users may dispose of trash, recyclables, and disposable materials. The use of confetti, glitter, rice, or similar materials is strictly prohibited.

Damage to Property

The use of duct tape, clear packaging tape, nails, staples, adhesives, or any damaging material on any surface inside or outside is prohibited. Only easily removable painter's tape is permitted without approval. Any damage to walls, floors, curtains, or other theatre property—including writing or marking on surfaces—will result in charges to the User. Vendors, performers, or technicians must not install nails, tacks, stage screws, or similar items without prior written approval from the Licensing Liaison.

Capacity Limits

Users may not sell or distribute tickets beyond the theatre's current seating capacity. At no time may actual attendance exceed the stated capacity of the venue. Standing room is not available. For current capacity ask an associate.

Licenses, Permits & Taxes

Users are responsible for obtaining all necessary licenses and permits, as well as paying any applicable taxes related to their event. This includes, but is not limited to, licenses for the American Society for Composers, Authors, and Publishers (ASCAP), Broadcast Music Inc. (BMI), film rights, and permits from the Oregon Liquor Control Commission (OLCC).

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