

Hutchins Street Square

Rental Information



Hutchins Street Square
125 S. Hutchins Street, Lodi, CA 95240

Guest Services 209-333-6782
hss@lodi.gov



PARKS, RECREATION & CULTURAL SERVICES

Start Planning Your Special Event Today!

Set on 10 beautiful acres and conveniently located in the heart of Lodi, Hutchins Street Square provides a multitude of event options. This historical building and grounds have made Hutchins Street Square a popular destination, not only for weddings, but for meetings and events.

Reservation and Fee Information

Available Rental Times (Hall Rentals)

All halls and rooms can be rented for a full day or a half day except for Charlene Powers Lange Theatre which is only rentable for a full day. Kirst Hall is only rented for a full day on Saturdays.

Full day rentals allow the RENTER to begin decorating as early as 8:00am. The event can last until 11:00pm with cleanup to follow and end at 1:00am.

Half day rentals allow the RENTER 10 hours from decorating to cleanup. The event can last until 11:00pm with cleanup to follow and end at 1:00am.

The RENTER does not have to be here for the entire time allotted.

The event must end and guest leave by 11:00pm and all cleanup done by 1:00am. If RENTER, guests, or vendors refuse to leave at that time, the security staff will contact the Lodi Police Department and have them removed. If this happens, the deposit will be forfeited.

Reserving a Room and Obtaining a Permit

Reserving a Hall at Hutchins Street Square:

To reserve a hall at HSS please fill out the rental application and return it to HSS Staff during business hours (M-F 8a-5p). Rental Applications are accepted starting at 9:00am on the 1st business day of the month one year in advance – based on availability. The Rental Consultant will contact the applicant once the application is approved to set-up a booking appointment. Once the booking appointment is made, the event date is on hold until 15 minutes after the applicant's appointment time. After that, if the applicant fails to show, the date is opened up for anyone else to book.

Reservations are confirmed once the applicant signs the contract, pays the deposit, and a permit is created.

Application Fee:

The application fee is \$25.00 per application. It is additional to the deposit fee and due along with the deposit. The application fee is non-refundable for any reason.

Cleaning/Security Deposit:

The deposit is additional to the rental fee. It is held in case there is any damage/cleaning issues during the event or if the event lasts longer than contracted. Returned deposits (if applicable) are mailed to you within 4-6 weeks following your event or after a written cancellation notice has been received by the Rental Consultant.

Cancellations:

Any cancellations must be received in writing and acknowledged by the Rental Consultant.

- **Application Fee:** Non-refundable for any reason
- **90+ Days Before the Event:** 100% of the deposit is refunded
- **90 Days or Less Before the Event:** Deposit is non-refundable
- **45 Days or Less Before the Event:** ½ of all hall rental fees paid and the deposit is non-refundable
- **Ticketed Events:** Deposit and the \$4.00 facility ticket fee for each ticket sold is non-refundable.

Payments

Final payments are due by 45 days before the date of the event. If this date falls on a weekend or holiday closure, the payment is due the following business day.

If the event is booked less than 45 days before the event, the deposit, rental fee, and additional fees are due upon booking.

Hutchins Street Square accepts cash, checks (made out to City of Lodi), and/or Visa or MasterCard.

For Theatrical Productions: Production settlement will 4 – 6 weeks after the performance. At that time a check for any owed amount to RENTER shall be generated and mailed to the production designee. In the event that an amount is owed to Hutchins Street Square, a detailed invoice will be generated and sent to the production designee for payment. Payment must be made to Hutchins Street Square Box Office within 25 calendar days of invoice date.

Additional Fees**EVENT ATTENDANT**

All events held outside of normal business hours must have an Event Attendant on site from doors open to 30 minutes after doors close. Once the Event Attendant is onsite, he/she is on the clock until your event is over. RENTER is responsible for the cost of the event attendant. The Event Attendant's rate is \$22/hr.

SECURITY GUARDS

Security will be provided and managed by HSS at RENTER's expense. All private parties occurring outside of regular business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.) must have a licensed security guard(s). HSS requires one security guard for every 100 people or fraction thereof. One additional guard is required for youth-oriented events with alcohol.

Security rates are as follows: \$36.00 per security guard per hour with a minimum of (4) four hours per guard to apply. Overtime/Holiday rate is \$52.00 per security guard per hour.

PORTER

All rentals occurring outside of regular business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.) must have a porter(s). Porters will be in charge of cleaning and restocking all restrooms during the event. Porter rates are \$36.00 per hour per porter with a minimum of (4) four hours per porter.

100-200 guests – Minimum of 1 porter is required

200+ guests – Minimum of 2 porters are required

INSURANCE

The RENTER is required to purchase insurance for their event through the City of Lodi's online special event insurance program.

OR

Under the appropriate circumstances, the City of Lodi may accept personal insurance provided the RENTER lists the City of Lodi as additional insured.

SCENE TECH

Scene Techs will be provided and managed by HSS at RENTER's expense. All required Scene Techs are HSS employees and RENTER will be billed for services. RENTER is unable to provide their own/additional Scene Techs for their event. Scene Tech rates are as follows: \$27.00 per tech per hour with a minimum of (4) four hours per tech to apply. HSS reserves the right to increase Scene Tech. needs based on the nature of the event.

EQUIPMENT

Additional equipment can be requested for the event. RENTER should request this equipment early, but it must be request at least 30 days before the event. These items are available on a first come first serve basis due to the limited quantity.

- Pipe and Drape (Black): \$50.00 set-up fee
- Stage/Stairs (24" Tall): \$50.00 set up fee – flat rate
 - (6) 6 feet x 8 feet
- Drum Riser (8" Tall): \$50.00 set-up fee – flat rate
 - (2) 6 feet x 8 feet
- Projector/Screen/AV Cart: \$25.00
 - Theatrical Events: \$50.00
- Coffee Urns: \$25.00 rental fee
- Items with no fees:
 - W-Fi
 - Podium/Lecture
 - Microphones (Wired)
 - Rolling Bars 6ft or 8ft
 - Dry Bars – RENTER must provide ice, beverages/alcohol, and tenders
 - Flags and Stand
 - Metal Easels

HOUSE MANAGER (Theatrical Events Only)

House Managers will be provided and managed by HSS at RENTER's expense. House Manager rate is \$18.00 per hour. A House Manager is required for all ticketed events as well as non-ticketed events in CPL Theatre. The House Manager oversees the event, ushers, box office issues, and security guard placement.

BOX OFFICE (Theatrical Events Only)

All ticket sales go through HSS's Box Office ticketing system. For ticketed events, every patron must have a ticket to enter the performance – this includes babies and small children. There are no exceptions. If RENTER wishes to have babies and small children to be free, they must set that up in the ticketing system.

CONTRACT CHANGES

You may be charged an administration fee for changes to the contract. This includes date changes, room changes, layout changes, and time changes. Pricing of hall rental fee will be adjusted based on weekly rates (i.e. M-W, Th-S, Kirt Hall on Saturdays)

EVENT REHEARSALS (Hall Rentals Only)

Wedding rehearsals or other pre-event activities may be scheduled for an additional charge to the RENTER. RENTER must setup a time with the Rental Consultant to ensure the rehearsal does not hinder other events at HSS. Rehearsals are limited to 2-hour time blocks. There will be a \$22.00 per hour fee charged outside of business hours (M-F 8a-5p). HSS has the right to cancel or reschedule the rehearsal for any reason.

Cleaning Requirements

Hutchins Street Square and the rented space will be provided in a clean condition prior to the event. The RENTER will return the space in the same clean condition as it was found. General toilet janitorial will be provided by HSS.

The RENTER or an assigned responsible person will do a walkthrough before and after the event with the event attendant to help ensure the refund of your cleaning deposit.

If the RENTER does not clean the hall, the Cleaning Deposit shall be used to pay all costs (including staff time) of such clean up and repair. Should the costs and damages, outside of general use, exceed the value of the Cleaning Deposit, the RENTER shall be liable for the excess. RENTER is fully responsible for all vendors' compliance with all vendor responsibilities at the end of your Event. In the event extra cleaning is required after your event takes place, the following charges may be billed or deducted from your cleaning deposit as follows: Minimum one hour at \$100.00 per person, thereafter \$50.00 per hour per person, charged in 15-minute increments after first hour.

Kirst Hall

Kirst Hall is our largest hall. It holds up to 400 seated guests. It is famous for its original brick work from when Hutchins Street Square was a high school. Kirst Hall also has a beautiful private patio perfect for a quaint wedding ceremony or cocktail hours of up to 100 people.

Amenities:

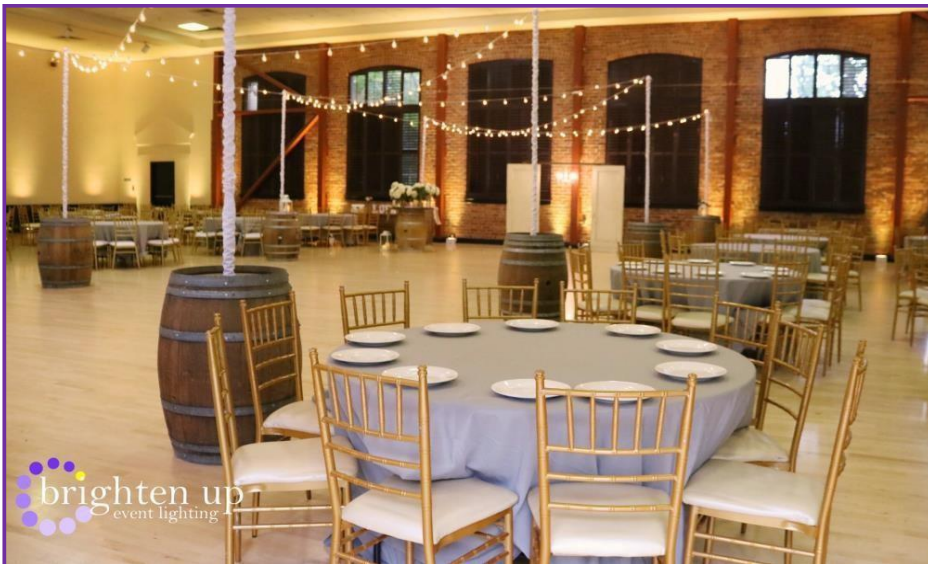
- Prep Kitchen
- Onsite Bathrooms
- Private Patio
- Twinkle Lights

Deposit: \$750

Rental Fees: Monday – Wednesday: Full \$2,300 / Half \$1,250

Thursday – Sunday: Full \$3,400 / Half \$2,100 (Saturdays are rented for full days only)

*Chairs pictured are client provided.



Crete Hall

Crete Hall can seat up to 200 people making it a perfect fit for any event. It can be dressed up for a beautiful wedding or dressed down for a business event. Crete Hall also comes with access to a full catering kitchen.

Amenities:

- Catering Kitchen
- Loading Dock
- Built in Projector and Sound

Deposit: \$625

Rental Fees: Monday – Wednesday: Full \$1,130 / Half \$820

Thursday – Sunday: Full \$1,475/ Half \$1,050



Cottage/Pisano Combined

Cottage/Pisano combined can hold up to 100 people. It has an attached (not private) patio that can be used by your guests. It is also close to West Park, which is perfect for family events.

Amenities:

- Kitchenette – Sink and Counter
- Carpet
- Patio

Deposit: \$425

Rental Fees: Monday – Wednesday: Full \$575/ Half \$325

Thursday – Sunday: Full \$800 / Half \$450



Cottage or Pisano

Cottage or Pisano are our smaller rooms making them great for your quaint get togethers. They are in close proximity to West Park, making it perfect for birthday parties. Each room holds up to 50 people.

Amenities:

- Kitchenette – Sink and Counter
- Carpet

Deposit: \$210

Rental Fees: Monday – Wednesday: Full \$310 / Half \$175

Thursday – Sunday: Full \$460 / Half \$255



Thomas Theatre

Thomas Theatre Gallery is a dual-purpose room that allows quant theatre performances or art shows. Food and drink are not allowed in the theatre. The capacity is 60 people.

Amenities:

- Hard Wood Floor
- Large Mirror Wall

Deposit: \$315

Rental Fees: Monday – Wednesday: Full \$450 / Half \$265

Thursday – Sunday: Full \$700 / Half \$400



Charlene Powers Lange Performing Arts Theatre

The stage and main house are shaped to allow for the greatest acoustical versatility, therefore meeting the needs of a variety of users from symphony orchestras to lectures, dance, and theatre performances. An orchestra pit is provided under the stage floor accommodating 25 musicians. A removable deck panel covers the orchestra pit when not in use. The walls are articulated with columns, echo recesses of the original auditorium windows and patterned bird's eye and mahogany wood paneling. The 12 glowing light sconces were designed to add a sense of movement and life to the space. Each six-foot-high sconce is individually handmade of a forged wrought iron body and a fused crystalline glass lens with a hand painted patina. Rental is for full day only.

Amenities:

- Seats 769
- Fly Galley
- Orchestra Pit
- Curtain

Deposit: \$725

Rental Fees: Monday – Wednesday: \$950
Thursday – Sunday \$1,550



Wishek Amphitheatre

The Wishek Amphitheatre provides a stage, outdoor, grass/cement theatre seating for 250. Theatre fees may apply based on the rental event.

Amenities:

- Chairs
- Outdoor Amphitheatre
- Private

Deposit: \$315

Rental Fees: Monday – Wednesday: Full \$365 / Half \$185
Thursday – Sunday: Full \$625 / Half \$315



Green Room

The Green Room is available for theatre events as well as small business meetings. It is a private room that can accommodate 12 people. The Green Room can also be rented as a bridal suite. The Green Room is included with the rental of the CPL Theatre.

Amenities:

- Large Square Table
- 2 Ensuite Bathrooms with Showers

Deposit: \$150

Rental Fees: Monday – Wednesday: \$21 per hour
Thursday – Sunday: \$31 per hour



Arts Classroom

The Arts Classroom is available for small meetings or break out rooms. It is a private room that can accommodate 12 people.

Amenities:

- 8ft tables with chairs
- 2 Ensuite Bathrooms
- Counters
- Sink

Deposit: \$150

Rental Fees: Monday – Wednesday: \$10 per hour
Thursday – Sunday: \$16 per hour



Rotunda

The lobby and rotunda area may be added to special events as an enhancement option, available exclusively with full-building rentals.

Amenities:

- Chairs
- Tables
- Restroom

Deposit: \$315

Rental Fees: Monday – Wednesday: Full \$275 / Half \$155
Thursday – Sunday: Full \$350 / Half \$195

