



OFC  
*Creations*

Theatre Center

RENTAL GUIDE

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# AN **EXCITING SPACE** FOR theatre **AND** special events!



## WELCOME TO THE OFC CREATIONS THEATRE CENTER

Our theatre is the picture-perfect setting for performances, conferences, meetings, award shows, fundraisers, streaming events, and more. The Center's Main Stage is the primary attraction with new fixed theatre seats and sizable stage, while the Lobby & Lounge is a wide open space with multiple set up options for social events. The back of The Center includes the Dressing Room/Billy DeMetsenaere Green Room with the brightest vanity lights you'll ever need! Our second floor includes a new 1,000-square-foot dance studio and private lesson studio. Both can double as additional dressing room spaces, if needed.

The Center was fully renovated from floor to ceiling in Spring 2020 and officially opened in July. We are thrilled to welcome you to our new home!

Different packages and options are available as a "one stop shop" to ensure your event is a no-stress success! Contact us today!

Photos by Samper Images unless otherwise noted.

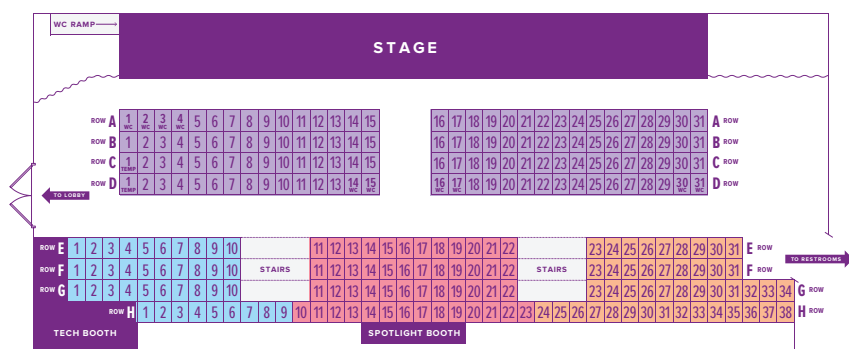




# MAIN STAGE



- 260 brand-new theatre seats, including accessible and handicap seating
- Stage dimensions: 56 feet wide by 20 feet deep
- New stage curtains including main drape, mid traveler, and back traveler, as well as teasers and backstage masking. A new fourth traveling curtain is upstage behind the mid that a drop or curtain of your choice can be installed on. Traveling curtains provide you options for different stage sizes and hiding set pieces. Swivel masking curtains are positioned between the main and mid as well as between the mid and upstage curtains.
- Additional rigged bars are hung above the stage for creative use of stage drops— One bar behind mid-traveler and one bar behind back traveler. Must use ladder to hang/remove drops.
- 37-foot projection movie screen (from a former movie theatre) mounted back of stage
- Professional 8000 ANSI lumen projector, pre-mounted
- Sizable raised wings for easy set changes and lower wings for extra storage, quick-change space, and pit-bands. Wings are the areas hidden behind the curtains for entrances/exits
- Four movable stair units lead up to the stage from the wings, a fifth portable unit can be positioned to the front of the stage leading from the aisle (for audience entrances).
- Over 60 theatrical lighting instruments and Chauvet Intimidator moving lights are hung over the audience and above the stage. A full sound system will soon be rigged in front of the curtains and backstage monitors. OFC's tech inventory is continuously being updated
- Rental of Main Stage includes use of main first floor dressing room and lobby
- Additional dressing room available upon request
- ADA accessible ramp to the stage (on stage right)
- FM loop system for hearing aids
- Snacks and beverages may be taken into the theatre
- Two spotlights available from center tech booth
- ASL Interpreters available on request through Hands-In Entertainment
- Recently upgraded air conditioning and heat system
- Newly-installed HEPA filters to battle the spread of COVID-19
- Additional larger restrooms connected to theatre with access for actors from backstage
- “Seat Service” available, where bartenders come to audience seats to take and serve orders
- Floor plan and lighting plot available upon request



## IDEAL FOR:

THEATRICAL EVENTS, FUNDRAISERS,  
BUSINESS MEETINGS, AND PRESENTATIONS

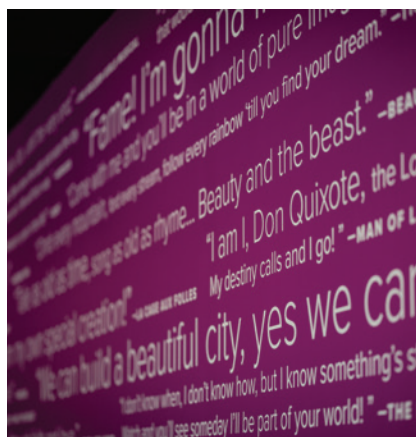


# LOBBY & LOUNGE

## IDEAL FOR:

CABARETS, SILENT AUCTIONS, DINNER  
THEATRE, RECEPTIONS, DINNERS/LUNCHESES,  
AND SOCIAL HOUR

- Comfortably fits 50-70 people, max capacity of 100
- Baby grand piano on raised stage
- Theatrical lighting for mini performances
- Beer and wine bar with concessions
- Three connected unisex ADA accessible restrooms
- Configurations with high-top tables with stools or low-top tables with chairs (with linens) available for rent
- Blackout curtains for front windows to create “performance” darkness as needed
- Connected to our 750-spot parking lot
- Recently upgraded air conditioning and heat system
- HEPA filtered
- Floor plan for table and event layout planning is available upon request





## DANCE/REHEARSAL STUDIO

### IDEAL FOR:

SHOW REHEARSALS, CLASSES,  
MEETINGS, COSTUME CHANGES,  
AND MINI PERFORMANCES

- Comfortably fits 25-35 people, max occupancy of 50 people
- Usable dance space: 35 feet wide by 20 feet deep, roughly size of main stage, minus the wings
- 30-35 feet (width) of wall-mounted mirrors to rehearse
- Drapes pre-hung to hide mirrors as needed
- Theatrical lighting for mini performances
- Multipurpose room can be used as additional dressing room space for large cast shows
- Set on the second floor of OFCTC, two connecting staircases to backstage left for stage entrances and to costume storage
- 20 standard black folding chairs included in space
- Recently upgraded air conditioning and heat system
- HEPA filtered



## PRIVATE LESSON STUDIO & BILLY DEMETSENAERE GREEN ROOM/ DRESSING ROOM

### IDEAL FOR:

COSTUME CHANGES, SHOW PREP,  
MEETINGS, AND SMALL REHEARSALS

- Comfortably fits 22 actors, each with their own "station." Max capacity of 30 with added seating
- 25 new dressing room mirrors with vanity lights
- Counter tops for actor stations and wig-prep station
- Connecting staircase to second floor dance studio/additional dressing room
- Connecting utility closet for building services
- Connected backstage left for stage entrances and connected to shared audience restrooms
- 25 standard black folding chairs included in space
- Recently upgraded air conditioning and heat system
- HEPA filtered



# ADDITIONAL AMENITIES

## FOR RENT

- Cabaret Tables (Round High Tops), includes cushioned stools
- Dining Tables (Round Low Tops, seats 4-6), includes cushioned chairs
- Café Tables (Skinny Round Low Tops, seats 2-4), includes cushioned chairs
- Up to 65 standard black folding chairs available, more upon request
- Linens (multiple colors available)
- Standard plastic 4' Tables and 6' Tables
- Circular-Base Microphone Stands and Boom Microphone Stands
- Electric Keyboard
- Tuning of Baby Grand Piano (located in Lobby & Lounge)
- Music Stands
- Battery-Operated Music Stand Lights
- Handheld Wireless Microphones
- Wireless Body-Attached Microphones
- Basic Portable Projector and Portable Screen (100-Inch)
- Professional 8000 ANSI Lumen Projector Pre-Mounted in Theatre
- Professional Spotlights and Moving Lights
- Wireless Headset Systems For Communication
- Professional Antari B-200 Bubble Machines
- On-stage shimmer curtain / backdrop
- On-stage red opera curtain / backdrop
- On-site washer and dryer for basic laundry

*Costs will be included in your formal estimate based on quantity used.*

## AVAILABILITY

All dates are rented on a “first come, first served” basis and are subject to approval by OFC Creations. OFC books a limited number of months in advance to allow for internal events and groups to have first choice of dates.

## COST

Event rentals as of Fall 2020 are \$750 per performance. Discounts are available based on frequency of use, time of year, length of rental, multiple performances on the same day, non-profit status. Please contact us with general event details for a formal quote including rental cost and support staff hourly costs.

## BOX OFFICE SERVICES

The OFC Box Office is located within the Lobby & Lounge and will be solely utilized for all outside groups selling tickets. OFC's ticket agent, AudienceView Professional, is the industry standard ticketing provider for quality tickets. A separate ticketing agreement will be included in your contract with the option for your event to be reserved or general seating, pricing structure, coupon codes, and more. The OFC Box Office is normally open Monday-Friday in the afternoons for patrons to call the OFC box office or come in person to purchase tickets. Patrons may also order tickets 24/7 through an online interactive link for tickets which can be printed at home, held at will-call, or mailed via USPS; Staffing for weekday service is included for free in your rental. Box office staff usually arrives 1-hr prior to showtime which includes will-call service. Additional fees apply for ticketing, set up, and day of show staffing, which is outlined in our Ticketing Agreement.

## BEER/WINE, CONCESSIONS, MERCHANDISE

Beer/wine and concessions are sold through OFC Creations' In-House Food & Bar partner, CRB Beer and Wine Bar. These items will only be sold through CRB Beer and Wine, who will obtain and hold the proper license to do so. Drinks and snacks may be taken into the theatre. Merchandise may be sold by renter. More details on our In-House Food & Bar is online at [www.ofccreations.com/foodandbar](http://www.ofccreations.com/foodandbar)

## INSURANCE REQUIREMENT

All renters must provide a certificate with coverage detailed out in rental contract, with “OFC Creations” and “OFC Creations Theatre Center” and “Winton Place” listed as additional insured for the duration of your time within OFCTC. Contact us for more information.

# ADDITIONAL SUPPORT STAFF

**BUILDING SERVICES** On site cleaning support for spills, restroom upkeep, sanitation.

**HOUSE MANAGER** Building manager from the OFC Team to assist with attendees, access, extra equipment, emergency preparedness, and site questions

**TECH SUPPORT** A lights/audio technician is available to run basic set up on stage or in mini performance locations. For more complex presentations a designer may be required

**SPOTLIGHT OPERATOR/BACKSTAGE CREW** Additional support is available for running spotlight, opening/closing stage curtains, or assisting backstage

**BOX OFFICE STAFF** Available for selling tickets “day of show,” typically 1hr prior to performance, this will be billed on your estimate. Weekday box-office staffing is available and complimentary

**ASL INTERPRETERS** Exclusively partnered with Hands-In Entertainment, will provide quality interpreters upon request

**VIDEO & STREAMING SERVICES** Non-exclusively partnered with BPM Video Rochester, will provide quality live streaming or recording services for future viewing

**BEER/WINE & CONCESSIONS** Our exclusive in-house catering partner will handle all beer/wine and concessions for your event in our Lobby & Lounge. Drinks and snacks may be taken into the theatre. For more details, visit [www.ofccreations.com/foodandbar](http://www.ofccreations.com/foodandbar)

*Costs will be included in your formal estimate based on hours in The Center.*

## PARKING

OFC Creations Theatre Center has access to 750 spaces for parking within close proximity to the building. Numerous handicapped parking spaces are also available. Multiple restaurants are also in the Winton Place Plaza within walking distance. For load-in/load-out purposes, parking and access to the building is available in rear.

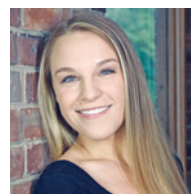
## HOUSEKEEPING

No open flames are permitted within OFC Creations Theatre Center at any time. Hanging of items with nails, screws, staples, or other damaging fasteners is strictly prohibited within the center. Additional cleaning and house management expenses are included in rental contract.

## MARKETING PACKAGES

OFC now offers a range of marketing, advertising, and promotional packages to get your event in front of the right audience! Members of the OFC Team have countless years of experience in event promotions and access to the best rates with local newspapers, radio stations, social media/ email campaigns, internal promotions, and more. OFC's connections with top-of-the-line graphic designers and videographers will give your event an extra POP! Join us as we “Think Outside The Box” for getting your event noticed and the seats filled!

## INTERESTED IN FINDING OUT MORE? CONTACT US!



**Courtney Schutt**  
**Sales and Rentals Manager**  
**Courtney@OFCCreations.com**  
**585-667-0954 ext 3**

HOST YOUR **NEXT EVENT AT OFCTC!**

**CALL TODAY** (585) 667-0954



**OFC Creations**  
Theatre Center

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[OFCCreations.com](http://OFCCreations.com)

