

THANK YOU FOR YOUR INTEREST  
IN RENTING A SPACE IN

# THE HISTORIC DESOTO THEATRE



**SPACES AVAILABLE FOR RENTAL:**

- **The Auditorium**
- **Vestibule**
- **Lounge**
- **Gallery / Concessions Area**
- **Second floor Reception Hall**
- **Marquee**

For more information about making your next event unforgettable, contact Caroline Clonts at 706-591-8377 or via email: [cclonts@thedesoto.org](mailto:cclonts@thedesoto.org)

**Tours and in-person meetings are available by appointment only.**

# THE AUDITORIUM

## Booking the Auditorium

The DeSoto Theatre, the last remaining historic theatre in Rome, GA, lights up Downtown Rome's Broad Street and provides a venue for films, live entertainment, and corporate or private events.

- Beautiful Art Deco auditorium
- seats 500 and features
- a projector, movie screen,
- four dressing rooms backstage.
- Daily rentals start at \$750 a day for for-profit organizations and discounted rates for non-profit and community-based organizations.



## Auditorium Specifications

### Permanent Seating

#### TOTAL CAPACITY: 500

Maximum seats available:	498
Orchestra:	177
Mezzanine:	321
Wheelchair spaces:	2 (in Orchestra)

Audience seating on stage aprons permitted upon approval.

Audience seating on stage wings or aisles not permitted.

**See seating chart attached on next page.**

### Disability Access

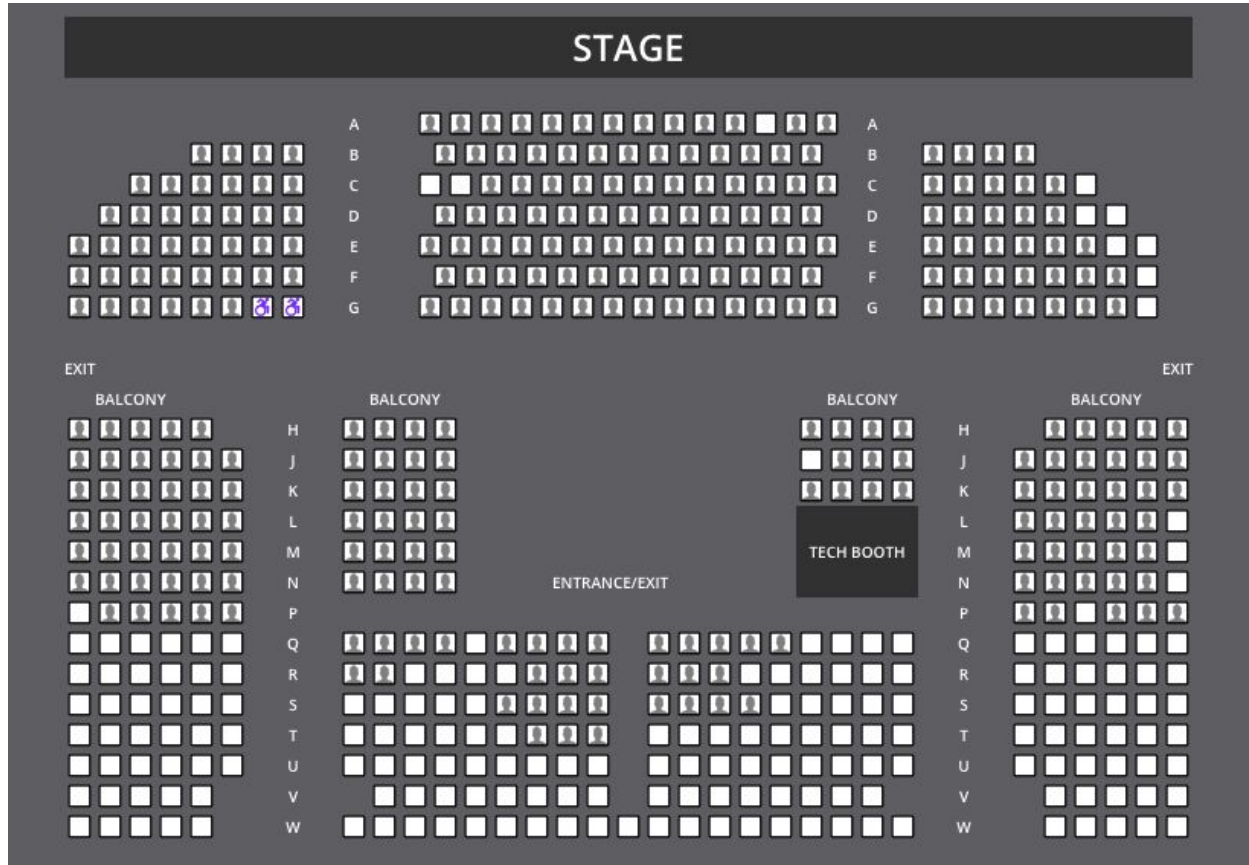
Accessible Seats

Removable Seats

Wheelchair Seating

# THE AUDITORIUM *Continued.*

## Seating Chart



## Stage Dimensions

Proscenium width	35' 8.5"
Proscenium height	14'
Stage depth (behind curtain)	23' 9"
Stage depth (front of curtain)	11' 1.5"
Stage wings	12' 1.5" x 14' 7"

**Load-In/Out** is through either a double door from the side entrance (through alleyway) or through the front entrance double-doors. The backstage door is only a single door size. No loading dock is available.

# THE AUDITORIUM *Continued.*

## Additional Stage Details

- Deck is solid black painted wood
- Front curtain is hand pulled
- Mid-stage traveler and upstage traveler
- Orchestra Pit - Accommodates 8 to 10 musicians. Accessible with removal of floor panels.
- Front projector and motorized projection screen
- Five pipes on counterweight system
- Approx. 13' of fly space above usual trim. Drops may require reefing.

## Technical Equipment

Information available upon request

## Dressing Rooms

Backstage consists of one makeup room, three dressing rooms, and three restroom facilities. The combined areas can accommodate 40 to 50 performers. Access to the back parking lot is allowed ONLY during certain times of day or evening. Side load-in doors. Stage Manager's podium available.

### UPPER LEVEL

<b>Hair/Makeup Room</b>	12' 8" x 15' 7" – Accommodates 4–6 chairs
<b>Dressing Room 1 (Green Room)</b>	22' 11" x 11' 3.5" – Accommodates 10–15 people
<b>Dressing Room 2 (Storage Room)</b>	12' 8" x 15' 7" – Accommodates 6–10 people

### UPPER LEVEL

<b>Dressing Room 1</b>	22' 11" x 11' 3.5" – Accommodates 10–15 people
<b>Dressing Room 2</b>	15' 7.5" x 10' 5" – Accommodates 10–15 people

# LOWER LEVEL AREAS

## Vestibule

- Room Dimensions: 25' x 16'
- Occupancy: 50
- 30 Seated in rows or 50 Standing
- Access to Men and Women's restroom
- Note: this room has a slight sloping floor



## Lounge

- Room Dimensions: 23' 4.5" x 25' 9"
- Occupancy: 50
- 35 Seated or 50 Standing
- Access to Men and Women's restroom



## Gallery / Concessions Area

- Room Dimensions: 24' 1" x 25'
- Occupancy: 35 Seated or 50 Standing
- Includes access to Concessions Counter and Catering Kitchen that is equipped with drink/ice containers, popcorn machine, sinks, refrigerator, ice machine and warming oven.
- Access to Men and Women's restrooms



## ALSO AVAILABLE: Adjacent Large Community Room

The 7 Hills Fellowship (our resident church tenant) has a Community Room available for rental, —separate from the DeSoto rental— for groups of 100–200 people. It is accessible to the theatre through a connecting hallway. Contact information for this space available upon request.



# UPPER LEVEL AREAS

## Reception Hall

**On Second Floor, Overlooking Broad Street.**

- Private entrance from Broad St. via stairs
- Large windows that overlook Broad St.
- Lots of natural light
- Room Dimensions: 24' x 13' (L-shaped room)
- Occupancy: 75
- 60 Seated or 75 Standing

Upper level areas include access to one restroom



## Inventory

### **Available Inventory at no additional charge**

- 60" Round tables – 8 available (each seats 8)
- 48" Round tables – 3 available (each seats 6)
- 6' Rectangular tables – 8 available (each seats 8)
- 4 High Boy tables
- 50 Chairs - black
- 25 Folding chairs (metal), with padded seats
- Ice machine, food warmer, refrigerator, catering kitchen

### **Available upon request at an additional charge**

- Black tablecloths in miscellaneous sizes

# RENTAL RATES

**Fees**

choose only one category

**Professional**

(for-profit organizations)

**Non-Profit**

(proof required)

Auditorium (per event day)	750.00	375.00
½ day rehearsal/load in or out	375.00	185.00

Parlor (per day)	250.00	125.00
Parlor (with Auditorium)	150.00	80.00
Parlor (per hour)	75.00	50.00

Concessions Room (per day)	300.00	150.00
Concessions Room(w/ Auditorium)	175.00	90.00
Concessions Room (per hour)	85.00	45.00

Reception Hall (per day)	300.00	150.00
Reception Hall (per hour)	85.00	45.00

Restoration Fund	1.00 per ticket	1.00 per ticket
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**Other fees**

Cleaning- Auditorium	150.00
Cleaning- Interim	100.00
Cleaning- per room	75.00
Facility Manager (per day)	75.00
Marquee (per day)	50.00
Damage Deposit	100.00

**Marquee Rental**

Without Theatre (per day)	100.00
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**FOR MORE INFORMATION:**  
[cclonts@thedesoto.org](mailto:cclonts@thedesoto.org) or call  
**Caroline Clonts at 706-591-8377.**  
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**All checks are made payable to:**  
 Historic Desoto Theater Foundation  
 c/o Caroline Clonts  
 530 Broad Street  
 Rome, GA 30161

# RESERVATION REQUEST FORM

## TELL US ABOUT YOU

Organization Name: \_\_\_\_\_

For profit     Non-profit     Community org    FEI# \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Email address: \_\_\_\_\_

## TELL US ABOUT THE EVENT

Event Date(s): \_\_\_\_\_

Requested open/close time each day: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ticketed event:     Yes     No    Ticket price(s): \_\_\_\_\_

Other details/requirements: \_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE THE ABOVE AND CONTACT:  
cclonts@thedesoto.org or call Caroline Clonts at 706-591-8377.  
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