



Event Space Rental Information (2026 Events)

***ALL rates are for a five-hour time period.** Additional hours may be purchased at \$75/hour.
Special packages available for weddings and receptions.

****Rooms can be rented during the business week from 8 a.m. to 5 p.m. at these rates for corporate meetings.**

All rates listed include tables and chairs for five hours of rental time. Along with down payment, application must be accompanied by a copy of renter's driver's license.

Marquee Room Rates (2nd Floor)

5-hour time period

Monday-Wednesday 10 a.m. - 10 p.m.	\$375
Thursday-Sunday 12 p.m. - 12 a.m.	\$500

***Table & Chair setup fee included**

3rd Floor Rates

5-hour time period

Monday-Wednesday 10 a.m. - 10 p.m.	\$550
Thursday-Sunday 12 p.m. - 12 a.m.	\$800

***Table & Chair setup fee included**

RENTAL INFORMATION

Please see attached agreement for more in-depth rules and regulations.

Payments:

- 50% deposit is due with application.
- Balance is due two (2) weeks prior to rental date.
- A \$100 per floor damage deposit, in the form of a separate check from rental payment, is due two (2) weeks prior to rental date. The damage deposit check will be returned after rental if there were no issues with the room.
- Cash, check and credit cards are acceptable forms for payment.

Refunds:

- Full refunds minus \$50 processing fee will only be considered if cancellation occurs more than 90 days prior to rental date(s). Within 90-30 days, a partial refund may be considered, within 30 days of event no refunds will be considered.

A/V equipment rental information:

- 65-in or 86-in HDTV For a five-hour rental. Cost is \$20
- MACKIE Freeplay with corded microphone five-hour rental. Cost is \$20

Marquee rental information:

- Use of the marquee during your event is \$50. The marquee has 2 lines and will hold 17 characters (including spaces) on each line.

Bar information:

- The Wildey must provide all alcohol. Please see separate bar information. All bar details must be provided by the 15th of the month before your event. Final head count must be provided two (2) weeks prior to your event.

Food and non-alcohol beverage information:

- The Wildey can also provide bottled water and canned soft drinks (Coke, Diet Coke & Sprite). You may bring in any non-alcoholic beverage that you want. The Wildey does not provide/serve food or recommend or restrict any caterers. Cooking is prohibited but food may be kept warm using Sterno or electric food warmers.

Tables, chairs and linens and setup:

- The Wildey will provide and set up the tables and chairs that we have available. The renter is responsible for set-up for tables or chairs that renter provides.
- The Wildey does not provide linens.
- Table options are: 6-foot round tables (holds 8 chairs) 8-foot and 6-foot rectangular tables, and high-top cocktail tables. The Wildey also provides plastic chairs. Pictures and details can be provided upon request.



Wildey Theatre Event Space Rental Agreement

Name: _____ Phone: _____

Address: _____ City: _____

Email: _____ State/Zip: _____

Rental Date & Time: _____ : _____ AM/PM to _____ : _____ AM/PM

Nature of Event: _____ Approx # of guests? _____ Event time: _____ : _____ - _____ : _____

ADD ON CHARGES:

Rental Rate (5 hours): \$ _____
Bar Setup Fee: \$ _____
2-Room Rental Discount: \$ _____
Total Rental Rate: \$ _____

- TV \$20
- Microphone/Bluetooth speaker \$20
- Marquee Message \$50
- Additional Hours: Number of hours ____ x \$75
- _____

Total Charge: \$ _____ 50% Deposit Due Immediately \$ _____ Balance \$ _____ Due by: _____

Office Use Only

Deposit \$ _____ Pymt method _____ Date Received ____/____/____ Insurance _____
 Balance \$ _____ Due By _____ Pymt method _____ Date Received ____/____/____
 Damage Deposit \$100 due by _____ Pymt method _____ Date Received ____/____/____
 Post Event Inspection By _____ Results: _____ Acceptable _____ Unacceptable
 Amount of Deposit Returned \$ _____ Date Processed ____/____/____

Details of event:

Remit Payment to:

City of Edwardsville, Attn: Wildey Rental, 118 Hillsboro Ave., Edwardsville, IL 62025
Wildey Office (618) 307-2053 email: wildeyrentals@cityofedwardsville.com

Thank You for Choosing the Wildey!

www.wildeytheatre.com

Event Space Rental Agreement (continued)

HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUP'S MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDERSTAND POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, its Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from the damage deposit. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and for legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or for replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

*** Applicant must initial all statements below.**

* I am over 25 years of age.

* I agree to adhere to all policies set forth by the City of Edwardsville.

* I acknowledge that my deposit may be kept to pay for damage caused by group or to clean facility after use.

* All information, to the best of my knowledge, provided on this form is truthful.

* I have read and understand the Wildey refund policy.

MARQUEE MESSAGE

The marquee is two lines and holds 17 characters on each line (including spaces).
Please use the guide below to tell us how you want your message to appear.

Event Space Rental Policies

- The Wildey may only be rented by a responsible adult 25 years or older.
- All decorations must be approved by staff. **PROHIBITED ITEMS INCLUDE OPEN FLAMES, CONFETTI, GLITTER, SMOKE MACHINES, SILLY STRING, PAINT OR MARKERS ON ANY SURFACES.**
- **DECORATIONS MAY NOT BE TAPED OR TACKED ONTO THE WALLS, NOR MAY THEY BE HUNG FROM THE SPRINKLER HEADS.**
- Parties where minors are present must have a ratio of one adult per every 12 minors. It is the responsibility of the adults present to chaperone the activities of underage guests to ensure that no inappropriate behavior occurs.
- Cooking of food is not allowed within the building.
- Smoking/Vaping is strictly prohibited inside all areas of the theatre per Illinois Law.
- Alcohol is permitted for all persons 21 years or older. In compliance with Illinois State Law and venue policies, all alcohol must be purchased from the Wildey Theatre and provided by its staff.
- It is the responsibility of the renter to return the room in the condition it was rented upon the conclusion of the event. This includes removing all decorations and disposing of trash in provided receptacles. Should trash spill out of these receptacles, it is the responsibility of the renter to bag additional trash separately. Trash bags can be provided by the theatre for cleanup.
- Rental of the 2nd and/or 3rd floor event spaces does not include the exit access stairwell or business office. All event activities and decorations must be kept inside of the room. In addition, other theatre patrons and staff may frequent these locations during your event.
- In a seated environment, the capacity of the 3rd Floor is 128 comfortably, 2nd Floor is 72 people. In a non-seated environment, the capacity of the 3rd Floor event space is 175 people, 2nd Floor is 100. Event attendance may not exceed this number.
- Damage superseding the damage deposit will be billed to the renter.
- Noise must not supersede 90db weight A. DJs and all other music presentations in the 2nd and/or 3rd floor event spaces must adhere to this volume regulation. (Needs to meet the approval of the in-house production manager.)
- **EVENT SETUP AND CLEANUP SHOULD OCCUR DURING THE DESIGNATED RENTAL TIME. ANY ADDITIONAL TIME WILL BE BILLED TO THE RENTER.**
- In an event of a theatre and 2nd and/or 3rd floor rental, the separate spaces will have separate rental times. It is expected that when the rental in either space ends, the cleanup of that space will be complete at that time.
- Liability & property insurance required for ticketed events open to the general public or events with vendors, *see attached Insurance sheet for requirements.*

Failure to adhere with any of these policies will result in the termination of your event at any time, including during the event itself, without warning or refund. These policies are enforced at the discretion of the Wildey Theatre staff and as measured/determined by these staff members.

Renters initials _____ Date _____

End of Event Maintenance:

Cleaning Supplies Provided:

Broom & Dust Pan

Spray bottle w/ vinegar & water (can be used on all surfaces including tables and floors)

Paper towels

Trash bags

Mop/Bucket (if needed)

The room should look as it does at the beginning, at the end, please look around and check box.

Before decorating, room is clean and maintained

(renter)

Detailed List of what's expected:

Sweep up all visible items off floor

No spills on tables, chairs, floor or window ledge

Trash in receptacles and bags

Receptacles and other waste moved to landing by elevator

All trash off bathroom floors

Place folded chairs on tables

(staff check mark)

Please make Wildey Staff member available of any major spills, messes or clean ups.

Also, you must have Wildey staff member do final walk through before leaving.

Renter

Wildey Staff

Date

(failure to meet these requirements, a portion, or all of your deposit may be withheld)

Comments: _____

