

Dowd Center Theatre

Rental Inquiry Information

Before submitting a rental inquiry, please read the following information regarding the use of our facility:

1. The Dowd Center Theatre hosts a variety of events and functions that are prioritized in the following order: Dowd ticketed events and concerts, movies, City of Monroe functions, performing arts organizations with residency agreements, local and regional civic gatherings, private individual and corporate bookings. The calendar and staffing for a multi-purpose performing arts facility like the Dowd is in constant motion, and these factors are a part of the scheduling process when you submit a rental request. To ensure full consideration of your application, we highly recommend choosing additional alternate dates for your booking.
2. The Dowd features separate and fixed performance and audience spaces. We are unable to support functions that require unmanageable door and backstage access, including competitions, conventions, recitals, private parties, or weddings.
3. Due to the demands of our programming calendar, rental opportunities are especially limited on Fridays and Saturdays. Sunday through Thursday bookings are often easier to arrange and are less expensive.
4. The Dowd seats 561 persons: Orchestra 245, Mezzanine 154 (30 seats are obstructed view), Balcony 162. Use of the balcony, however, is not routine for rental events and must be approved by Dowd staff. For Lobby and Gallery events only, the standing room capacity is 120 persons; seated capacity, including use of tables and chairs, is 75 persons. The maximum on stage capacity is 45.
5. Our application process is as follows:
 - Submission of the online rental inquiry form. *Please note: Submission does not guarantee availability or suitability of the event for our venue.* The form can be found here: <https://dowdcentertheatre.com/venue/rental-inquiry-form/>.
 - The Dowd staff will evaluate your submission, and if it receives preliminary approval, we will contact you to arrange a required site visit.
 - During your visit we will make arrangements to discuss any detailed technical information about your event (if applicable).
 - Upon further review, if your proposal is approved, we will provide a preliminary quote for the cost of your rental. If you agree to the preliminary quote, you will then be asked to sign a rental agreement. A non-refundable deposit of \$300 (which can be applied to the cost of the rental) will be required to hold the date of your event.
6. Rental process timelines vary according to the nature of your event. While inquiries and deposits can be submitted at any time, rental agreement payments are due 90 days before your event.
7. For more information, we encourage you to carefully consider our Fee Schedule here: <https://dowdcentertheatre.com/venue/rental-fees/> and our rental agreement here: