

THEATRE RENTAL RATES

(Revised Sept 2011)

Schedule A: All renters except those eligible for Schedules B, C or D

Schedule B: - Salt Spring resident individual artists/performers

- Salt Spring resident amateur arts groups

- Salt Spring non-profit community organizations

Schedule C: Schools or other organizations putting youth in performing experiences (the whole cast).

Schedule D: Currently under review and unavailable. The complete schedule of fees is currently under review.

PERFORMANCES/EVENTS (audience in attendance; use of the full theatre.)

	A	B	C	
Fri, Sat (4hr block)	\$485	\$385	\$340	
Sun-Thur (4hr block)	\$445	\$340	\$300	
3 performance package*	\$1,200	\$975	\$905	*3-5 performance package include 6 free hours of rehearsal time
4 performance package*	\$1,610	\$1,300	\$1,205	
5 performance package*	\$2,010	\$1,625	\$1,500	
6 performance package**	\$2,380	\$1,925	\$1,785	** 6 performance package includes 12 free hours of rehearsal time
Rehearsal/load-in/load out per hour (min 3 hours)	\$25	\$25	\$25	

NON-PERFORMANCE (use of stage or backstage for purposes unconnected with performance)

Per hour (min 3 hours)	\$95	\$80	\$20
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OTHER CHARGES

Piano - base	\$75	\$75	\$25	- Piano tuning is not included in rental
	- each additional performance	\$25	\$25	

Sound - Simple	\$50	\$50	\$50	- One microphone and CD player - Microphones, monitors, laptop connection
	- Full	\$100	\$100	
Note: Sound technician is not included in either option				

Risers	\$10/each	\$10/each	\$10/each	- per production
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LCD projector	\$40	\$40	\$40	- per performance
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Technical Director (up to 6 hrs)	\$75	\$75	\$75
	- per hour after initial 6 hours	\$15	\$15

Note: The Technical Director not only sets lights, but is needed to oversee and assist with with all operations of the theatre and to ensure the safety of users. His presence is a requirement for all performance/event uses of the theatre, including rehearsals. For non-performance uses of the stage/backstage, the TD may or may not be required, depending on the nature of the activity. Please consult with the Operations Manager.

Merchandise	15%	15%	15%	- house commission
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Lighting Rehang	\$100	\$100	\$100
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Some performances require major changes to the configuration of lighting. Instruments need to be taken down, re-hung to the specifications of the show, then restored to the house hang afterward. The labour involved varies but typically takes 4-6 hours at either end. For this reason any performance (e.g. dance, musical) that requires substantial variation from the house hang will incur a charge of \$100 to cover the extra labour involved.

Notes

1. Rental rates include the following:
 - a. Lighting equipment (limited to the equipment and does not include the fee for Technical Staff)
 - b. Ticket Centre services (includes event setup, ticket printing and accounting but does not include credit/debit card charges which are charged to the renter – Visa/Mastercard at 2.5% and debit at \$0.15 per transaction)
 - c. Concession/Kitchen facilities (renters are responsible to return kitchen to same level of cleanliness that they started with)
 - i. Load and run dishwasher
 - ii. Empty hot water vessel
 - iii. Wash coffee urns and other equipment used with hot soapy water, rinse and leave to dry in dish rack
 - iv. Wipe down counters in kitchen and concession stand with hot soapy water.
 - d. Front of House staff (including Duty Manager, Ushers and Box Office staff on performance nights)
2. GST is added to all rates.
3. A booking is NOT confirmed until the contract is signed and deposit paid. The deposits are:
 - a. Salt Spring residents \$100/day
 - b. Non-Salt Spring residents \$300/day
 - c. Organizations directly serving youth \$50/day

If the number of booked days is reduced after the contract is signed the deposit for the cancelled days is forfeit to the Society. This portion of the deposit is forfeit and not part of the Society's final reconciliation with the renter.

4. Complimentary tickets: If the renter wishes to issue complimentary tickets the renter may issue vouchers to be redeemed at the Box Office for comps. Alternatively the renter may provide the Box Office Manager with a list of people eligible for tickets. Note: all comps must be claimed 24 hours prior to the performance.
5. Capital Replacement Fund: A surcharge of \$1 is taken from each ticket and goes directly into ArtSpring's Capital Replacement Fund. This fund pays for Capital Expenditures such as new roof, new lighting and sound equipment, etc. (i.e. for a ticket priced at \$20, \$19 of that will be paid to the renter at reconciliation).
 - a. For events where over 50% of tickets are given away, ArtSpring will charge an additional \$50 for CRF.
 - b. For events where there is no admission charge or admission is by donation, ArtSpring will charge a flat \$75 for CRF.
6. Final invoices will be based on actual use and may or may not correspond to the estimate given in the rental contract.
7. Food/beverage concessions (upon approval of Operation Manager): Is the sole responsibility of the renter and may ONLY be set up at the designated concession stand adjacent to the kitchen. The renter is responsible to return the kitchen and concession stand to the original level of cleanliness and tidiness. Food and items left in the kitchen will be discarded.
8. Public Rehearsals: Must be approved by the Operations Manager well ahead of event. A Duty Manager or staff person is required to be in the building during a public rehearsal.
9. Stage Thrust removal: must be approved by the Operations Manager and may only be carried out by ArtSpring's Building Manager. A \$100 charge to the renter applies.
10. Sound/Lighting technical staff: the cost of sound/lighting techs is the responsibility of the renter. ArtSpring maintains a list of Techs certified to use our equipment, the renter may choose from this list. Anyone else must satisfy the ArtSpring Technical Director that they have the technical expertise to operate and maintain our equipment.
 - a. Any additional equipment required by the renter will be rented by ArtSpring and charged to the renter. (i.e. ice machine, etc)
11. Marketing: If the renter provides event information to the ArtSpring Marketing Manager in a timely manner, their event will appear on the ArtSpring website and in periodic emails/lists sent to patrons and media.