

ArtSpring Theatre Rental Notes

1. A booking is NOT confirmed until the contract is signed and deposit paid. The non-refundable, non-transferable deposits are:
 - a. Commercial or Off-Island Renters \$300/day
 - b. Community or Not-for-Profit Renters \$100/day
 - c. Schools or 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 and not part of the Society's final reconciliation with the renter.

2. GST is added to all rates and charges (credit/debit card fees are exempt).
3. Capital Replacement Fee: This surcharge goes directly into ArtSpring's Capital Replacement Fund and is built into ticket prices. This fund pays for capital expenditures such as roof, lighting, and sound equipment. The CRF surcharge will be subtracted from what will be paid to the renter at reconciliation. Fee is detailed on the Theatre Rental Rate schedule.
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, or the renter may provide the Box Office Manager with a list of names requiring comp tickets. **Note:** all comps must be booked at least 24 hours prior to the performance and cannot be arranged at the door.
5. Final invoices will be based on actual use and thus may vary from the rental contract estimate.
6. Technical staff: ArtSpring's Technical Director (TD) must be in-house for all performances, rehearsals and most other uses of the theatre. ArtSpring's Technical Director will determine and schedule all labour required for your event or production.
7. Any equipment requested by the renter and not available at ArtSpring will be rented by ArtSpring on behalf of the renter. Rental cost plus a 10% administration fee will be charged to the renter. Administration fee is not applied to shipping costs.
8. Consumables such as dance floor tape will be charged to the renter.
9. Appropriate meal breaks will be scheduled in calls longer than 5 hours.
10. All rates and rental conditions are subject to change without notice.