



Close to home.  
Far from ordinary.  
*Niagara's Cultural Treasure!*

## RENTAL RATES

*Effective: July 1, 2011 to June 30, 2012  
Appendix G - Operating Procedures Manual*

A **\$200.00 non-refundable deposit** is required to reserve your date(s). This is a holding fee only, and will be forfeited in the event of your cancellation. Notification of cancellation shall be in writing no less than 14 business days prior to the event. **LESSEE** is responsible for all expenses incurred on their behalf including but not limited to, box office charges, technical setup, staffing charges, piano tuning and rental of equipment. Should a second party challenge the date, the LESSEE will be asked to sign a contract and a second deposit to secure the date. If the LESSEE chooses to release the date to the second party, the \$200.00 deposit will be refunded to the LESSEE.

**LESSEE** agrees to pay the **UNIVERSITY** 50% of the estimated expenses upon signing of the contract. If ticket revenues are insufficient to cover the balance owing, LESSEE agrees to pay the balance two weeks prior to the event. All payments are to be made by Cashiers or Certified cheques and made payable to "Brock University". Any monies owing to the **LESSEE** will be settled within 10 business days.

**INSURANCE:** The **LESSEE** shall supply Commercial General Liability Insurance at their own cost. Such insurance shall be in an amount of not less than two million dollars (\$2,000,000) per occurrence. The policy shall cover the activities and operations of the LESSEE in connection with the Engagement, and shall include Brock University as an Insured or Additional Insured with respect to the activities and operations of LESSEE in connection with the Engagement.

### A) NON-PROFIT/CHARITABLE/COMMUNITY EVENTS (Proof of charitable status is required):

Venue	Capacity	Basic Rental Rates ( Per 8 hours)		Overtime
		Sunday - Wednesday	Thursday - Saturday	
<b>Sean O'Sullivan Theatre</b>	533 fixed seats	\$105.00/hr. (Minimum 3 hour call)*	\$155.00/hr. (Minimum 3 hr. call)*	After 8 hours a charge of 1.5 times the hourly rate will apply. After 12 hours a charge of 2 times the hourly rate will apply.
<b>Lobby</b>	100	\$50.00 per event for receptions, exhibits, special events, etc.		
<b>David S. Howes Theatre</b>	500 fixed seats	Basic Hourly Rental Rate		Overtime
		Sunday - Saturday		
		\$90.00/hr. (Minimum 3 hr. call)*		After 8 hours a charge of 1.5 times the hourly rate will apply. After 12 hours a charge of 2 times the hourly rate will apply.
<b>Charges</b> commence at the beginning of the scheduled load-in and/or technical set-up and terminate at the completion of the load-out. <b>NEW – Dark day* minimum rent charge will apply to multi-day bookings.</b>				

### B) COMMERCIAL:

Venue	Capacity	Basic Rental Rate (Per 8 hours)	Overtime
<b>Sean O'Sullivan Theatre</b>	533 fixed seats	\$2,500.00 (minimum 8 hours)*	After 8 hours a charge of \$315.00 per hour or part thereof. After 12 hours a charge of 2 times the hourly rate will apply.
<b>David S. Howes Theatre</b>	500 fixed seats	\$1,000.00 (minimum 8 hours)*	After 8 hours a charge of \$125.00 per hour or part thereof. After 12 hours a charge of 2 times the hourly rate will apply.
<b>Charges</b> commence at the beginning of the scheduled load-in and/or technical set-up and terminate at the completion of the load-out. <b>NEW – Dark day* minimum rent charge will apply to multi-day bookings.</b>			

#### Rates include:

a) A Technical Supervisor who oversees load-in and load-out and assists tenants to facilitate the technical aspects of their production. A **Technical Supervisor does not operate light or sound equipment for rehearsals and/or performances.** (See STAFF SUPPORT SERVICES for current rates for technical support).

b) Basic lighting for conferences/lectures (overhead white) or theatrical performances (2 colour wash).

## BOX OFFICE SERVICES

**BOX OFFICE CHARGES:** Rates are in effect from July 1, 2011 to June 30, 2012.

**FEES FOR SERVICE:** (all services subject to H.S.T.)

Service or Product	Brock University Internal Group	**Non-Profit, Charitable & Community Event	Dance School, Competitions, etc.	Commercial
In-house Ticketing Services (on or off site) *whichever is greater.  Tickets & credit card charges included.	\$150.00 minimum charge <b>OR</b> 5.5% of gross sales* whichever is greater.	\$150.00 minimum charge <b>OR</b> 5.5% of gross sales* whichever is greater.	\$350.00 minimum charge <b>OR</b> 5.5% of gross sales* whichever is greater.	\$350.00 minimum charge <b>OR</b> 5.5% of gross sales* whichever is greater.
Consignment Tickets	\$.20/ticket & \$2.00/ticket returned post performance	\$.20/ticket & \$2.00/ticket returned post performance	\$.20/ticket & \$2.00/ticket returned post performance	\$.20/ticket & \$2.00/ticket returned post performance
Website (optional)	\$25.00/event	\$25.00/event	\$25.00/event	\$25.00/event
Internet Ticketing Service (optional)	\$75.00/event	\$75.00/event	\$75.00/event	\$75.00/event

**\*\*NON-PROFIT/CHARITABLE/COMMUNITY EVENTS (Proof of charitable status OR Registered Business # is required)**

**Website:** Have your event description (text), photo (.jpg) and/or web link on our site. See above schedule for rates.

**Internet Ticketing Service:** Sell your tickets over the internet 24 hours a day, 7 days a week. See above schedule for rates.

**FACILITY IMPROVEMENT FUND (F.I.F.):** For events in the Sean O'Sullivan or David S. Howes Theatres, a charge of \$1.50 (tickets up to \$49.99) or \$2.00 (tickets \$50.00 and over) per ticket will be included in the ticket price plus H.S.T.

- \$1.50 FIF plus H.S.T. is charged on all COMPLIMENTARY (COMP) tickets and will be included on Client statement and/or invoice.
- Where no admission fee is charged, a minimum FIF surcharge of \$533.00 (Sean O'Sullivan Theatre) per event/per day and \$500.00 (David S. Howes Theatre) per event/per day will be billed to Client.
- Where a registration fee is charged in lieu of ticketing, a minimum FIF surcharge of \$533.00 (Sean O'Sullivan Theatre) per event/per day and \$500.00 (David S. Howes Theatre) per event/per day will be billed to client plus H.S.T.

Labour for events off campus will be charged back at \$33.00/hour, 3 hour minimum. For safety and security, a minimum of 2 Centre for the Arts staff are required for all off campus events.

**Overtime:** After 8 hours a charge of 1.5 times the hourly rate will apply. After 12 hours a charge of 2 times the hourly rate will apply. *Centre for the Arts reserves the right to determine minimum staff requirements.*

A minimum deposit is required for all Box Office services.

*Box Office Service includes all ticket sales (phone, fax, mail & in-person) via in-house computer system; one ticket agent on day/evening of on campus performance(s) for door sales and pre-paid reservation pick-up; and performance sales report(s). All orders received by phone, fax, and mail or over the internet are subject to a non-refundable \$4.00 Handling Fee plus H.S.T. This fee is not charged for tickets purchased in person at the Box Office. Tickets sold via the internet are subject to a \$2.50 per ticket fee plus H.S.T.*

*Cancellations of performances by the client (inclement weather excepted) will be assessed a \$1.50 per ticket fee for exchanges or refunds, plus any additional costs incurred by Box Office.*

## STAFF SUPPORT SERVICES

Rates are in effect from July 1, 2011 to June 30, 2012

### TECHNICAL AND AUDIENCE SERVICES SUPPORT:

A minimum number of the Centre's staff is required for all events held at Centre for the Arts

#### A) TECHNICAL SUPPORT STAFF:

Staff	Basic Hourly Rate	Minimum Hours	Overtime
1 Supervisor	Included in rental fee		After 8 hours a charge of 1.5 times the hourly rate will apply. After 12 hours a charge of 2 times the hourly rate will apply.
Additional Technicians	\$33.00/hr.	4 hours	
Centre for the Arts reserves the right to determine minimum staffing requirements			

#### B) AUDIENCE SERVICES STAFF:

Staff	Basic Rate	Minimum Hours	Overtime
House Manager plus 2 Ushers	\$300.00	4 hrs.	After 4 hours a charge of \$50/hr will apply. Additional ushers will be charged at the hourly rate of \$13.50.
House Manager Only	\$33.00/hr.		After 8 hours a charge of 1.5 times the hourly rate will apply. After 12 hours a charge of 2 times the hourly rate will apply.
Additional ushers as determined by the Audience Services Manager will be charged at \$13.50.			
Centre for the Arts reserves the right to determine minimum staffing requirements.			

#### C) HOSPITALITY STAFF:

<b>Bar/Concession Service: Contact Audience Services Manager at extension 4113 for arrangements.</b>
No charge will apply if sales are more than \$250.00. If sales are less than \$250.00 a \$20.00 per hour per server will apply.
<b>Commercial Tenant:</b> If no intermission is scheduled for your performance/event, a \$350.00 fee will be levied.
<b>Receptions:</b> A charge of \$20.00/hr. per server per 100 guests will apply.
Centre for the Arts reserves the right to determine minimum staffing requirements.
<b>Food Services:</b>
If you require food services, please contact the <b>Sodexo Catering Office</b> directly at extension 4516. The Centre <u>must</u> be notified of all refreshment/food arrangements to be served in the theatre lobby and adjoining areas.

#### D) MERCHANDISE: (University regulations and policy strictly prohibit the sales of some items.)

A Vendors Fee of 20% will be charged on all merchandise sales. Programs, CD's, books, photos and photography sessions, videos, clothing, flowers, etc. are considered merchandise.
It is the responsibility of the LESSEE to notify participating vendors of the Centre's policy on merchandise sales.
<b>In the case of non-payment of Vendors' Fee, LESSEE will agree to pay CFTA \$200.00 flat fee per event.</b>
Please contact the Audience Services Manager at <b>extension 4113</b> for details.

## EQUIPMENT RENTAL

### A) PIANO RENTAL:

Facility	Type of Piano	Rate	Additional Rate
Sean O'Sullivan Theatre	9' Bosendorfer Concert Grand	\$285.00 per event/week (includes 1 tuning)	\$150.00 each additional week
David S. Howes Theatre	Not available	Not available	Not available

A charge of \$120.00 per tuning will apply for additional tunings.

### B) STAGE EQUIPMENT RENTAL:

Theatre rental includes standard concert lighting and basic vocal reinforcement only.

See **Standard Concert Lighting/Basic Vocal Reinforcement** for "As Is" status. (See below)

The following is not part of this set up and will be charged back at current rates.

ITEM	CONDITIONS (minimum 4 hour call)	RATE
Follow Spot	Does not include an operator	\$50.00/each per performance/event
Hazer	Does not require an operator (DSH only)	\$25.00 per performance/event
Dimmers	12 extra dimmers on a portable rack (DSH only)	\$100.00 per performance/event
Gobos	Factory Cut Gobos	\$15.00 each per performance/event
Band shell	Does not include installation (SOS only)	Rates available upon request
Risers	Does not include installation (SOS only)	Rates available upon request
Dance floor	Does not include installation (DSH only)	\$150.00 per performance/event

Other materials & supplies at current rates.

### C) STANDARD CONCERT LIGHTING/BASIC VOCAL REINFORCEMENT:

Theatre rental includes standard concert lighting and basic vocal reinforcement only. This is referred to as "As Is".

*Please Note: Labour for set-ups (hanging of lights for clients, additional vocal reinforcement, etc.) and clean up will be charged back to LESSEE.*

CONDITIONS (AS IS)	SEAN O'SULLIVAN THEATRE	DAVID S HOWES THEATRE
Lighting	House lights in audience. A wash of stage using thrust Houselights only	Houselights in audience Worklights on stage (colourtrans & fluorescent fixtures)
Stage	Doors or traveller in. Swept and mopped	1 mid. Up, or downstage Traveller-in/out Swept and mopped
Equipment Available	1 Mic 1 Podium 1 Screen 2 Risers - 4 x 8 x 6 5 Straightback chairs 2 Prop tables	1 Mic 1 Podium 10 Straightback chairs 2 Prop tables
Dressing Rooms	3 Rooms available (Capacity: 6-10 people each (approx.))	2 Rooms available. Capacity: 1- 5 people each (approx). Additional classrooms must be booked by client through Conference Services at extension 4443 (subject to availability).

## MISCELLANEOUS

### NOTICE TO MUSIC USERS:

#### SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS OF CANADA (SOCAN)

- LESSEE is responsible for all music license fees which shall be paid to *SOCAN (Society of Composers, Authors and Music Publishers of Canada)* in accordance with the terms of the tariffs filed with the Copyright Board.
- SOCAN will authorize the music user to publicly perform works from the world repertoire of copyright music.
- For further information on SOCAN and how it affects your organization, please contact their office in Toronto at toll free 1-800-557-6266 or (416) 445-8700.

### PARKING: [www.brocku.ca/parking](http://www.brocku.ca/parking)

#### Visitor Information:

- All vehicles entering and parking on campus must display a University parking permit, pay at a meter or Pay & Display space, or pay and park in designated visitors' parking lots.
- Visitors to the campus may park in many of the pay per use areas on campus.
- All parking lots show signs indicating the type of permit and restrictions. Reading and understanding the signs is very important. Posted signs must be obeyed at all times. Signs take precedence over painted curbs, pavement and designations shown on any Brock University map.

#### Parking Rates 2011-2012: (subject to change)

Cash per Entry Parking  
\$6.00 per Entry  
Metered Parking/Meter Road  
\$2.50 per Hour

#### Metered/Pay & Display Parking Locations:

Meter Road  
Schmon Tower  
Walker Complex  
Lot P (next to Walker Complex)  
Lot E (by Mackenzie Chown Complex)

#### Cash per Entry Daily Parking Locations:

Lot D (next to Daycare Centre)

### IN CASE OF INCLEMENT WEATHER:

1. Listen to local radio stations: GIANT 91.7 FM, 97.7 HTZ-FM, 610 CKTB or 105.7 EZ ROCK.

a. If you need verification of the status of your event, please call the numbers listed below. In the event you are unable to contact Centre staff, please call Campus Security to contact Debbie Slade, Director, or Alan Titley, Production Manager.

2. In consultation with Centre for the Arts staff, the LESSEE must inform the Centre for the Arts at least 2 hours prior to their event time if they wish to cancel.

3. Should your event need to be cancelled, Centre for the Arts will include as soon as possible, a message on our phone system, our website and local radio stations.

#### NUMBERS TO CALL:

- Monday through Friday, 8:30 a.m. - 4:30 p.m. Alan Titley ext. 3218 or Debbie Slade ext. 3217.
- Monday through Friday, after 4:30 p.m. Please call one of the Theatre Technicians:
  - Ken Garrett ext. 4272 or Rob Nicholls ext. 3926

The Box Office can be reached at 905-688-5550 ext. 3257 or toll free at 1-866-617-3257.

Labour Day to May: Monday through Friday 11:00 A.M. to 6:00 P.M. and Saturday's 10:00 A.M. to 2:00 P.M.

June to August: Monday through Friday 11:00 A.M. to 4:00 P.M.

**WEEKENDS:** Please call CAMPUS SECURITY 905-688-5550 ext. 3200 who will notify the appropriate Centre staff member.