

**THE BURLINGTON PERFORMING ARTS CENTRE – RENTAL RATES** (HST not included):

FACILITY RENTAL FEES	MAIN THEATRE Daily	STUDIO THEATRE Daily	STUDIO THEATRE Weekly	ENTIRE VENUE Daily	LOBBY*
Not-for-Profit	\$1815	\$710	\$1620	\$2525	\$710 (> 4 hrs) / \$1150 (> 4 hrs)
Local Commercial	\$3100	\$1085	\$4350	\$4185	\$840 (> 4 hrs) / \$1400 (> 4 hrs)
Non-Local Commercial	\$3405	\$1350	\$5410	\$4755	\$840 (> 4 hrs) / \$1400 (> 4 hrs)
CIF for Non-Ticketed Rental Events	20% of Rental Fee above	20% of Rental Fee above	20% of Rental Fee above	20% of Rental Fee above	20% of Rental Fee above

\*Rental of the Lobby is based upon availability, and may only be booked within 60 days of rental

**Please note:** Lobby configurations must be confirmed with **THE CENTRE**. 700 person applications are for stand-up cocktail style events.

The Mezzanine and the Marshalling Room are also available to rent for meetings and receptions – please inquire directly for rates

**Daily Rental Rate includes:**

- Use of the space for a maximum 12-hour period, commencing at load-in (includes all set-up time for your event).
- One (1) Front of House Manager and Two (2) Bartenders for Four (4) Hours
- Use of standard house lighting, sound (excluding wireless mics) and rigging (Main Theatre only) systems
- Use of Piano (tuning not included)

Additional Rental Hours: **\$400.00** per hour payable after 12 consecutive hours of use for any hour or part of an hour used OR before 8AM and 12 MIDNIGHT for any hour part of an hour used.

**Equipment**

The Main theatre comes equipped with sound, lighting and rigging systems in a standard configuration.

The Studio Theatre comes equipped with sound and lighting in a standard configuration.

Depending on configuration the Lobby may require rental equipment and the use of an outside production provider.

**THE CENTRE** must approve all incoming rental and production equipment.

Please contact us to discuss your technical requirements.

**Please note:** Studio seat configuration must be confirmed with **THE CENTRE**. 225 seat applications are for meetings that do not require a large stage.

**STAFFING, BOX OFFICE & OTHER CHARGES** (HST not included):

Technical Personnel (min. 4 hrs)	\$40 / hr		Security (min. 3 hrs)	\$23 / hr
Front of House Manager (min. 3 hrs)	\$23 / hr		Bartender (min. 3 hrs)	\$23 / hr
Box Office Services	Set-Up Fee: \$100	Handling Fee: \$2.50 per ticket printed	*CIF: \$1.50 per ticket printed	Consignment Tickets: \$0.50 cents ea.
	Credit Card Fee: 5% Gross Box Office Sales	B/O Service Fee to Patron: \$2.50 per ticket	CIF for Non-Ticketed Events: 20% Base Rental	Returned Consignment Tickets: \$0.50 cents ea.
Equipment & Other Charges	Video Projector: \$200	Fog Machine or Hazer: \$25	Wireless Microphone Batteries: \$5 ea.	Plaza Fencing: \$350
	Piano Tuning: \$175	SOCAN & ReSound: TBD	Catering: TBD	Insurance: TBD

**STAFFING POLICY: THE CENTRE** reserves the right to determine staffing needs based on:

- a) Event requirements
  - b) Collective bargaining agreements
  - c) Safety of all patrons, staff, volunteers and performers
  - d) Protection and stewardship of the venue and equipment
- For every event, it is required that all front of house, technical and box office positions are filled with THE CENTRE staff. Rental clients are required to pay for all staff and services scheduled for their event.

Technical Personnel: Minimum 4-hour call for technicians | Minimum 3 technicians in Main Theatre / 1 technician in Studio  
Front of House Manager: Minimum 4-hour call for Front of House Managers  
Room Set Up Fee: Minimum \$100.00 (based on room set-up requirements)

### **Staff Costs & Overtime**

All staff time is rounded up to the nearest ½ hour. **Overtime** will be charged at 1.5 X normal rate after 12 hours in a day or on a statutory holiday and 2 times the daily rate between 12am and 8am. All staff is required to have a meal break every 5 hours. Meal breaks are unpaid and must last a minimum of one (1) hour to a maximum of two (2) hours. If more than two (2) hours occur between work calls, the technician shall be entitled to a new minimum four (4) hour call at the prevailing rate.

*Please note that adequate breaks must be scheduled for the crew as part of the Day, including a 1-hr meal break after 5 hrs.*

All fees are subject to applicable taxes.

### **Technical Staff**

All crew requirements will be set in consultation with **THE CENTRE** to ensure adequate crew complement for the safe set-up, operation and take down of each event.

Theatre Technicians: \$40/hour (Minimum 4 hour call)  
Minimum crew calls: Main Theatre: 3 Technicians      Community Studio Theatre: 1 Technician

For more information, availability or to book the venue, please contact Sean Pederson, Interim Operations Manager at 905-681-2551 or [sean.pederson@burlington.ca](mailto:sean.pederson@burlington.ca)