

2023 - 2024 VENUE RATE SHEET – LOCAL

Local rates apply to businesses, organizations, or individuals based within the boundaries of the Comox Valley Regional District.

DEPOSIT		NOTES	PRICE
Non-refundable, non-transferable deposit	Required for all bookings.	Per day OR per instance/performance if more than one on a day. Deposits are applied to rental costs on final invoice.	\$250

Venue rental fees apply during any breaks. Maximum 12 hours per day. Requests for more hours per day at the discretion of management.

VENUE RENTAL		NOTES	PRICE
Ticketed Event	Per performance	Includes auditorium, lobbies, greenroom, and dressing rooms. This rate applies for up to 8 hours of time. Additional hours charged at Overtime Venue Rate.	\$550 or 10% of base ticket revenue (net of tax), whichever is greater
Non-Ticketed Event	Per hour – 4 hour minimum	Includes auditorium, lobbies, greenroom, and dressing rooms.	\$100 per hour
Rehearsal or Recording	Per hour – 4 hour minimum	Includes auditorium, greenroom, and dressing rooms. No use of lobbies. No audiences permitted. Rehearsal/recording bookings not permitted on Fri/Sat unless there is also a performance on the same day.	\$100 per hour
Dark Day	Per day	No activity permitted in the venue.	\$400
Lobby or Green Room	Per hour – 4 hour minimum	Includes main and north lobbies and lower washrooms OR green room and lower washrooms.	\$100 per hour (\$125 per hour if want lounge open)
Overtime Venue Rate	Per hour	Applies to any rental rate type for rentals longer than 8 hours in a day.	\$150 per hour

TICKETING		NOTES	PRICE
Box office services	Per performance	Required for all ticketed events. Includes ticket setup for one performance, sales, and reports.	\$200 (additional performances \$100 each)
Capital Improvement Fee (CIF) (previously Venue Municipal Surcharge)	Per ticket	Required by municipal bylaw. MUST be included within advertised price.	\$2.10 (incl GST) per ticket
Complimentary tickets	Per ticket	Up to 30 included per performance.	\$1.50 and CIF applies per ticket to 31+ tickets
Ticket printing	Per ticket		\$0.30 per ticket
Credit card payment processing fees		If renter cancels event, credit card <u>refund</u> processing fees will also apply at the same rate.	4% on gross revenue
Voucher setup			\$30
Voucher printing	Per ticket		\$0.30 per voucher

FRONT OF HOUSE		NOTES	PRICE
Front of House L1 – Basic	Per performance	Required for all rentals with an audience or if lobby areas are being used. No lobby displays, merch, or other.	\$150
Front of House L2 – Lobby Activities	Per performance	Applies to performances with lobby displays or merchandise.	\$175
Front of House L3 – Receptions or High Risk	Per performance	Applies to performances with a pre- or post-show reception OR high risk events as per venue assessment.	\$200
Security	Per hour per guard – 4 hour minimum	251+ tickets = 1 guard required. Additional guards may be required as per theatre risk assessment or at renter's request. Overtime charged at x1.5.	\$40 per hour per guard
Custodial	Per day		\$80 rehearsal day or \$125 performance day
Bartender/server for receptions or lobby rentals with lounge	Per hour per bartender – 2 hour minimum	Number of bartenders determined by theatre assessment based on expected attendance.	\$28 per hour per bartender
Merchandise commission	Per performance on gross sales	Does not apply when merch sales are raising funds to support non-profit organizations.	10% if renter staffs, 15% if SWTS staffs

TECHNICAL		NOTES	PRICE
Crew chief	Per hour – 4 hour minimum	Required for all theatre rentals. Overtime x1.5 after 8 hours. Overtime x2 after 10 hours.	\$40 per hour
Audio technician	Per hour – 4 hour minimum	Required if booking uses PA system. Overtime x1.5 after 8 hours. Overtime x2 after 10 hours.	\$37 per hour
Technician (lighting, stagehand, spotlight, other operators)	Per hour – 4 hour minimum	Required if booking needs lighting operator. Overtime x1.5 after 8 hours. Overtime x2 after 10 hours. Any advance setup (lighting plot, dance floor, kick lights, etc) charged at this rate.	\$34 per hour
Video recording L1 – Single wide shot	Per performance or per session	Raw file provided. No post-production or editing. Camera is not monitored - no ability to make adjustments on the fly for how lighting effects appear on video.	\$35
Video recording L2 – Single or multi camera (up to 3)	Per hour	Raw file(s) provided. No post-production or editing. Minimum 1 hour for camera positioning. Video tech required for entire length of session. Cameras are recording static shots (no zoom, pan, etc).	\$34 per hour
Video recording L3 – Multi camera (3) with program live mix	Per hour	This option is required for streaming. Raw files and program mix file provided. No post-production or editing. Minimum 1 hour for camera positioning. Video tech required for entire length of session. Multi camera program mix is done live by video tech with their artistic input.	\$37 per hour
Virtual event streaming fee	Per performance		\$35 plus hourly rate for Video recording L3
Video post-production	Per hour	Provided at discretion of Technical Director.	\$34 per hour

EQUIPMENT		NOTES	PRICE
Piano	Per day or per week	Yamaha C7 grand tuned at A-440. Includes rental and tuning.	\$200 per day or \$250 per week
Dance floor	Per day		\$25 per day
Wireless mics	Per mic set of 4	Sennheiser EW300 series.	\$25 per day or \$75 per week (3 – 7 days)
FX equipment		Spotlight, fogger, etc	Included
Projector and screen			Included
Incidental shop supplies		E.g. batteries, tape, etc	As determined by crew chief

MARKETING		NOTES	PRICE
New show eblast	Per event	Applies to ticketed and non-ticketed events. Notices sent to theatre members and new show patron list.	Included
Monthly events email		Featured position (image and summary) for same month as event date. Listing with link in earlier months.	Included
Targeted eblast	Per campaign – maximum 2	Formatted to fit theatre template.	\$65 per email

ADMIN		NOTES	PRICE
Incidental administrative fee	Per occurrence	Includes ticketing changes, website edits, etc. Applies at discretion of theatre management.	\$25 per request
Late insurance certificate		Applies if insurance certificate is not received at least 14 days before first rental date.	\$100
SOCAN/Re:Sound/Entandem	Based on event type and applicable tariff(s).	Renters are required to remit music royalties under Canadian copyright law. Applies when renter does NOT have their own SOCAN/Re:Sound/Entandem number.	Applicable tariff(s) amount

Certificate of insurance required for all rentals.

Rentals cannot be more than 12 consecutive hours per day.

Rental clients are responsible for remitting SOCAN and/or ReSound fees.

Statutory holidays: all charges are billed at x 1.5. Statutory holidays are: New Year's Day, Family Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, BC Day, Labour Day, National Truth & Reconciliation Day, Thanksgiving Monday, Remembrance Day, Christmas Day, and Boxing Day.

Renters will not be billed labour charges for meal break periods if the venue is vacated by all rental personnel. If meal breaks not scheduled, a penalty equal to an additional hour of overtime (x1.5) will be charged per technician.

Lounge service is a complimentary service provided by the SWTS for events to enhance the patron experience. This service is not guaranteed for every event and is provided at the discretion of theatre management. If a renter requests for the lounge to be closed during their event, charges may apply at the discretion of theatre management.

GST APPLICABLE ON ALL COSTS INCLUDING LABOUR. GST # 86705 4843 RR0001.

Effective July 1, 2023. THESE RATES ARE VALID UNTIL JUNE 30, 2024 (rates may be subject to change with reasonable notice).