

2026 - 2027 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.	\$350 per day and/or per instance

MINIMUM SERVICES FOR PUBLIC EVENT: Venue rental, crew chief, front of house, and custodial. Ticketing and security may be required. Other charges as dictated by rental activities.

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
Theatre - Ticketed Event or Ticketed 10%	Per hour OR 10% on revenue threshold – 4 hour minimum	Includes auditorium, lobbies, greenroom, and dressing rooms. This rate applies for up to 8 hours of time. Additional hours charged at Theatre OT rate. For single date bookings, load in must be no later than 1.5 hours prior to event start time. This rate applies even if there are multiple performances in one day.	\$100 per hour OR 10% of base ticket revenue (net of tax and CIF) if revenue exceeds \$8,000, whichever is greater
Theatre - Non-Ticketed Event	Per hour – 4 hour minimum	Includes auditorium, lobbies, greenroom, and dressing rooms.	\$100 per hour
Auditorium/Dress Rooms/ Green Room - Rehearsal or Recording	Per hour – 4 hour minimum	Includes auditorium, greenroom, and dressing rooms. <u>No use of lobbies.</u> No audiences permitted. Rehearsal/recording bookings not permitted on Fri/Sat unless there is also a performance on the same day.	\$100 per hour
Venue Overtime (OT)	Per hour	Applies to any rental rate type for rentals longer than 8 hours in a day.	\$150 per hour
Dark Day	Per day	No activity permitted in the venue.	\$430
Lobby or Green Room	Per hour – 4 hour minimum	Includes main and north lobbies and lower washrooms <u>OR</u> green room and lower washrooms. Cannot be booked more than 6 weeks in advance.	\$100 per hour (\$125 per hour if want lounge open)

TECHNICAL		NOTES	PRICE
Crew chief	Per hour – 4 hour minimum	Required for all theatre rentals. Overtime x1.5 after 8 hours. Overtime x2 after 11 hours.	\$46.25 per hour
Audio technician	Per hour – 4 hour minimum	Required if booking uses PA system. Overtime x1.5 after 8 hours. Overtime x2 after 11 hours.	\$43 per hour
House 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 11 hours. Any advance setup (lighting plot, dance floor, kick lights, etc) charged at this rate.	\$39.50 per hour
Meal break penalty	Per hour, per tech crew member	Applies if crew does not receive ½ hour meal break after 5 hours worked (as per BC employment standards). Technical director will provide guidance on break timing.	OT rate applies

TECHNICAL		NOTES	PRICE
Archive video recording – Single wide shot, not monitored	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.	\$50
Video recording	Per hour	Raw files(s) provided. No post-production or editing. May require additional hours for camera positioning. OPTIONS: A - Single camera wide shot, B - Multi camera, or C - Program mix (multiple camera angles mixed together live by video tech with their artistic input). Renter is required to provide an unformatted hard drive if 4K video is requested.	\$51.25 per hour
Virtual event streaming fee	Per instance/performance	This fee is on top of any applicable video recording charges.	\$80.75 per instance/performance
Video post-production	Per hour	Provided at discretion of Technical Director.	\$51.25 per hour

FRONT OF HOUSE		NOTES	PRICE
Front of House - Ticketed L1	Per performance	Required for all rentals with a ticketed audience or if lobby areas are being used. No lobby displays, merch, or other.	\$164.50
Front of House – Ticketed L2	Per performance	Applies to performances with lobby displays or merchandise.	\$192.50
Front of House - Ticketed L3	Per performance	Applies to performances with a pre- or post-show reception OR high-risk events as per venue assessment.	\$220.50
Front of House – Non-Ticketed	Per performance	Required for all rentals with a non-ticketed audience.	\$307.50
Security	Per hour per guard – 4 hour minimum	250 tickets or less = 1 guard required. 251+ tickets = 2 guards required. Additional guards may be required as per theatre risk assessment or at renter’s request. Overtime charged at x1.5.	\$43.50 per hour per guard
Custodial	Per day		\$89 rehearsal day or \$137.25 performance day
Additional custodial	Per hour	Applied if excessive cleaning is required. This fee is at the discretion of theatre management.	\$32.25 per hour
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.	\$32.25 per hour per bartender
Merchandise commission	Per performance on gross sales	May be waived (at discretion of theatre management) when merch sales are raising funds to support registered non-profit or charity organizations.	10% if renter sells, 15% if SWTS sells

TICKETING		NOTES	PRICE
Ticket setup – Paid Events	Per performance	Required for all ticketed events where tickets are \$0.01 or more. Includes ticket setup, sales, and reports.	\$210 (additional performances \$105 each)

TICKETING		NOTES	PRICE
Ticket setup – Free Events	Per performance	Required for all free ticketed events. Includes ticket setup, sales, and reports.	\$307.50 (additional performances \$153.75 each)
Capital Improvement Fee (CIF) – Paid Tickets	Per ticket	Required by City of Courtenay. MUST be included within advertised price.	\$2.10 (incl GST) per ticket
Capital Improvement Fee (CIF) – Non-Ticketed or Free Tickets	Per seat maximum capacity OR per ticket	Renters can determine capacity cap (including blocking off seats/rows/sections). Will not apply to non-ticketed events as long as there is at least 1 ticketed performance where \$2.10 CIF applies during the rental.	\$0.50 (incl GST) per seat or ticket
Complimentary tickets	Per ticket	Up to 30 included per performance.	\$2 plus \$2.10 CIF applies per ticket to 31+ tickets
Ticket printing	Per ticket		\$0.35 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 via credit card
Voucher setup			\$31.50
Voucher printing	Per voucher		\$0.35 per voucher

EQUIPMENT		NOTES	PRICE
Piano	Per day or per week	Yamaha C7 grand tuned at A-440. Includes rental and tuning.	\$250 per day or \$350 per week
Dance floor	Per day		\$27.75 per day
Wireless mics	Per mic set of 4	Sennheiser EW300 series.	\$31 per day or \$100 per week (3 days or more)
FX equipment		Spotlight, fogger, etc	Included
Projector	Per day		\$27.75 per day
Incidental shop supplies		E.g. batteries, tape, etc	As determined by crew chief
External equipment rental		Offered at the discretion of Technical Director. Applied when additional equipment is requested by the renter.	Cost plus 15% admin fee

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

ADMIN		NOTES	PRICE
Incidental administrative fee	Per occurrence	Includes ticketing changes, website edits, etc. Applies at discretion of theatre management.	\$50 per request
Late rental schedule fee	Per day	A detailed schedule of rental activities must be provided no later than 21 days before first rental date.	\$125 per day
Late insurance certificate fee	Per day	Applies if insurance certificate is not received at least 14 days before first rental date.	\$125 per day
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 plus GST

TERMS & CONDITIONS

Certificate of insurance required for all rentals.

All bookings are a 4-hour minimum.

Rentals cannot be more than 12 consecutive hours per day.

Renters must provide a detailed rental schedule for each booked day no later than 21 days prior to load in.

All ticketed events must use the Sid Williams Theatre box office.

All rentals with an audience require front of house service.

Load ins and/or rehearsals are not permitted on Fridays or Saturdays unless there is also an event with an audience on those days.

Renters will not be billed labour charges for meal break periods if the venue is vacated by all rental personnel.

Labour hours are charged cumulatively on the day, not based on number of performances.

Technical director must review technical requirements for any booking before a booking can be confirmed.

Ticket refund policy is at the discretion of theatre management. Current policy: all sales are final, no refunds.

Rental clients are responsible for remitting SOCAN and/or Re:Sound fees if they have an Entandem account number.

Statutory holidays: all charges are billed at double time. 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.

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 August 1, 2026. THESE RATES ARE VALID UNTIL JUNE 30, 2027 (rates may be subject to change with reasonable notice).