

Harold Shenkman Hall is a 500-seat, proscenium opening theatre with state-of-the-art acoustics, seating and equipment. The stage is 3,640 sq. ft and has a sprung floor. It can be used to feature theatre, film/video screenings, literary events, music, dance, choirs, conferences and other events. This is a full service space.

SERVICES AND FACILITIES (included with the rental of Harold Shenkman Hall)

- Theatre
- Theatre lobby
- Volunteer House Crew
- Volunteer Stage Crew
(available to non-profit organisations)
- Coat check services
- Licensed bar services
- Dressing rooms
- Green room
- Wardrobe room
- Loading dock access – shared
- Advertising on our website
- Access from 8AM to midnight
- Wi-Fi

FACILITY RENTAL FEES (required)	Standard Rate	Non-Profit Rate
Daily Rate	\$1,114.25	\$780.00
Premium Hourly Rate (Midnight to 08:00)	\$139.35	\$97.60
Non-Show Day Rate (Sunday to Thursday only; ex: rehearsals, set-up days)	\$928.55	\$610.15
Weekly Rental Rate (7 consecutive days; one dark day per week is free)	\$6,239.90	\$4,367.95

Capital Renewal Fund (CRF) flat fee of \$100.00 charged in addition to facility fee above for all Free Events. Free Events must be ticketed with \$0 tickets printed by Shenkman Arts Centre box office.

BOX OFFICE SERVICES (required)

Type of User	Minimum fee **	Minimum fee for additional performances **	Percentage of net ticket sales **	Complimentary Tickets
Standard	\$379.25	\$265.80	10%	\$1.30/ticket
Non-Profit	\$213.30	\$149.30	6%	\$0.45/ticket

****Licensee pays the minimum fee or the percentage, whichever is greater.**
HST & \$3.75 or \$2.50 ticket processing fee is included in advertised price
No charge for the first 25 complimentary tickets printed to each performance.

Rates are effective January 1, 2017. They are subject to change without notice. Rates are subject to HST (13%).

Fees Paid by Ticket Purchaser – Required						
A. Processing Fees						
Paid by the ticket purchaser. Per Ticket fees are based on the highest ticket price.	Base Ticket Price Less Than \$25		Base Ticket Price \$25.01 - \$45.00		Base Ticket Price \$45.01 or More	
	Processing Fee	CRF	Processing Fee	CRF	Processing Fee	CRF
All Performances	\$2.50	\$1.25	\$3.75	\$1.25	\$5.00	\$1.25
Children’s or School Performances	\$2.50	n/a	\$3.75	n/a	\$5.00	n/a
B. Subscription Fees						
<ul style="list-style-type: none"> • \$5.00 per order • Per ticket fees not applicable on tickets in series • Ticket fees applicable on single event sales of subscription series events 						

PRODUCTION PERSONNEL (required)			
Position	Regular Wage	Premium Wage	Sunday Wage
Technicians/Production Coordinators (I.A.T.S.E., local 471)	\$36.70/hour	\$55.05/hour	\$73.40/hour
Stage Door Attendant (SDA)	\$15.90/hour	\$23.85/hour	N/A
<ul style="list-style-type: none"> • Minimum 1 technician required for Non-Profit groups. • Minimum 3 technicians required for Standard groups. • There is a minimum call of 4 hours charged at the hourly rate. • Premium wage is applied after 8 hours in a single day or for work performed between 12am-8am. • Sunday wage applies for events on Sundays or for events that run past midnight on Saturday. • Other technicians available: lighting board operator, sound board operator, fly operator and follow spot operator • Meal breaks 30 min. in length are paid breaks and meals will have to be provided by licensee during the scheduled meal time. Meal breaks 1 hour in length are unpaid and no meal is required to be provided. • A meal penalty of \$31.45 per meal per IATSE technician will be charged if breaks do not start on time. • A stage door attendant is required for all rentals beginning 30 minutes prior to the licensee’s arrival and ending 30 minutes after the licensee leaves. • Non-Profit organizations have access to the Shenkman Volunteer Stage Crew. In the absence of a volunteer an IATSE union technician will be hired and charged back at the applicable rate. • Non-Profit Organizations - The Licensee shall provide the Volunteer Stage Crew with appropriate meals and cold refreshments during the engagement. If not provided, a meal buy-out of \$20.00 per volunteer will be charged upon settlement. 			

Rates are effective January 1, 2017. They are subject to change without notice. Rates are subject to HST (13%).

FRONT OF HOUSE PERSONNEL		
House Manager (required)	<ul style="list-style-type: none"> • Minimum 6 hour call • Any rental day with audience or invited guests 	\$149.85/performance \$25.00/additional hour \$37.50/overtime hour
Merchandise Sales (required for all events with merchandise sales)	<ul style="list-style-type: none"> • Includes one sales attendant 	\$76.50/performance or 15% of gross product sales, whichever is greater

VOLUNTEER SERVICES
<ul style="list-style-type: none"> • Volunteer House Crew (Ticket Takers, Ushers and Greeters) are available for all rentals. Depending on the performance time, a meal and beverages may be required for the House Crew. If not provided, a meal buy-out of \$20.00 per volunteer will be charged upon settlement. • Volunteer Stage Crew are available to all non-profit organizations, pending availability. The Licensee will provide appropriate meals and cold refreshments during the engagement. If not provided, a meal buy-out of \$20.00/volunteer will be charged upon settlement. • I.A.T.S.E. personnel will be used when volunteers are not available. The licensee is responsible for the costs are outlined above.

EQUIPMENT RENTALS (Optional)		Daily Rate	Weekly Rate
Piano (shared between the Harold Shenkman Hall and Richcraft Theatre)	Steinway Concert Grand 9'	\$71.40	\$230.00
Piano Tunings	One tuning mandatory	\$127.50	
Follow spots	2 available	\$31.60 each	\$127.50 each
Wireless Microphone	8 available	\$51.00	\$127.50
Hazer		\$51.00	N/A
Data Projector	1 available	\$255.00	\$510.00
Orchestra Shell		Only technician time charged	
Thrust Stage		Only technician time charged	
Harlequin Reversible Dance Floor		\$144.85	\$579.35
Floor Tape		\$26.50 per roll	
Masonite Dance Floor	Small configuration	\$20.40	
Masonite Dance Floor	Medium configuration	\$40.80	
Masonite Dance Floor	Large configuration	\$61.20	
Draped Tables	4 available Used on stage only	\$14.30 per table	

Rates are effective January 1, 2017. They are subject to change without notice. Rates are subject to HST (13%).

ADVERTISING AND MARKETING

If your event is for the public, please provide the following information to be published on our website:

- Graphic for your event (72 dpi and dimensions of 1142 x 600 px)
- Description of your event (100 words or less)

Upon completion of the signed license agreement, our marketing department will contact you regarding additional optional marketing opportunities not included with the rental of the space. For more information, please inquire with Marc Carrière. marc.carriere@ottawa.ca

ADDITIONAL FEES

Insurance Premiums

User must provide proof of \$2,000,000.00 public liability and property damage insurance (HST exempt). Must be received at least one business day prior to the rental, at the very latest. Certificate must list the City of Ottawa as an additional insured. Please enquire for rates of coverage available under the City of Ottawa's policy.

SOCAN (Performing Rights License)

SOCAN is a live music royalty fee applied by the Society of Authors & Music Publishers of Canada. For additional information please visit www.socan.ca. HST applicable.

CMRRA (Recording Rights License)

If you are planning on recording the performance, please enquire about a CMRRA License (Canadian Musical Reproduction Rights Association). If the recording or filming is for archival purposes (only one camera is used and only one copy is created), there is no charge. However, if you are recording or filming your show for any other purpose, there will be an additional charge of 4 hours per technician working the performance.

NOTE: If you are recording or filming your event, there may be an additional charge of 4 hours per technician working.

Please send your rental request to:

Sarah Conn, Booking Agent
245 Centrum Blvd. Ottawa ON K1E 0A1

Email: sarah.conn@ottawa.ca
Phone: 613-580-2424 ext. 15930