

The Richcraft Theatre is a minimum service, intimate, flexible space and is acoustically treated. It hosts a moveable catwalk, lighting stock plot, sprung floor and a covered pit. The space can be configured as desired allowing for artists to exercise their creativity and connect with their audience. It can seat up to 162 audience members in a variety of configurations: cabaret, and other custom audience setups.

<b>SERVICES AND FACILITIES (included with the rental of the Richcraft Theatre)</b>	
<ul style="list-style-type: none"> <li>• Theatre and Theatre Lobby</li> <li>• Volunteer House Crew</li> <li>• Volunteer Stage Crew (available to non-profit organisations)</li> <li>• Advertising on our website</li> <li>• Dressing Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Greenroom</li> <li>• Wardrobe room</li> <li>• Loading dock access - shared</li> <li>• Access from 8AM to midnight</li> <li>• Wi-Fi</li> </ul>

<b>FACILITY RENTAL FEES (required)</b>	<b>Standard/Non-Profit Rate</b>
Daily Rate - Monday to Saturday (Includes one technician for 8 hours)	\$449.75
Four Hour Block – Monday to Saturday (Includes one technician for 4 hours)	\$230.55
Daily Hourly Rate – Monday to Saturday (Include one technician)	\$59.20
Sunday – Daily Rate (Includes one technician for 8 hours)	\$701.65
Sunday – 4 Hour Block (Includes one technician for 4 hours)	\$377.35
Sunday – Daily Hourly Rate (Includes one technician for 1 hour)	\$95.95
Non-Show Day Rate (Sunday to Thursday only; ex: rehearsals, set-up days; technician not included)	\$159.15
Weekly Rental Rate (7 consecutive days; one dark day per week is free. Includes 28 hours of regular technician time)	\$1,496.45
Ancillary Space (Technician not included)	\$159.15

<b>FRONT OF HOUSE PERSONNEL (optional)</b>		
House Manager	<ul style="list-style-type: none"> <li>• Minimum 6 hour call</li> </ul>	\$149.85/performance \$25.00/additional hour \$37.50/overtime hour
Merchandise Sales	<ul style="list-style-type: none"> <li>• Includes one sales attendant</li> </ul>	\$76.50/performance or 15% of gross product sales, whichever is greater

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

## 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) (optional)	\$15.90/hour	\$23.85/hour	N/A

- Minimum 1 technician required for Standard and Non-Profit 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, sound board, fly and follow spot operators
- Meal breaks 30 min. in length are paid breaks and meals will have to be provided by licensee during the scheduled meal time. One hour meal breaks are unpaid and no meal is required.
- A meal penalty of \$31.45/meal/IATSE technician will be charged if breaks do not start on time.
- 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.

## VOLUNTEER SERVICES

- **Volunteer Stage Crew** are available to all non-profit organizations, pending their availability. The Licensee will provide the 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. I.A.T.S.E. personnel will be used when volunteers are not available. The licensee is responsible for these costs are outlined above.
- **Volunteer House Crew** (Ticket Takers, Ushers and Greeters) are available for rentals when a House Manager is present. 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.

## BOX OFFICE SERVICES

Type of User / Event	Box Office Set Up Fee	Additional Performances	Capital Renewal Fund (CRF)	Complimentary Tickets
Commercial	\$102.00	\$30.60	N/A	\$1.30 per ticket
Non-Profit	\$51.00	\$15.30	N/A	\$0.45 per ticket
SAC printing \$0 tickets (free events)	\$67.50	N/A	\$50.00 - only applicable to rentals of two or more days	N/A

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BOX OFFICE SERVICES - Continued				
Type of User / Event	Box Office Set Up Fee	Additional Performances	Capital Renewal Fund (CRF)	Complimentary Tickets
Licensee Managing Own Tickets or Non-Ticketed Event	N/A	N/A	\$50.00 - only applicable to rentals of two or more days	N/A
<p><b>Only general admission ticketing available</b>            HST &amp; \$3.75 or \$2.50 ticket processing fee is included in advertised price            No charge for the first 12 complimentary tickets printed to each performance.</p>				

Ticket Fees Paid by Ticket Purchaser <i>(applicable when using our box office services)</i>						
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
<b>All Performances</b>	\$2.50	\$0.75	\$3.75	\$0.75	\$5.00	\$0.75
<b>Children or School Performances</b>	\$2.50	n/a	\$3.75	n/a	\$5.00	n/a
<p><b>SUBSCRIPTION FEES</b></p> <ul style="list-style-type: none"> <li>• \$5.00 per order</li> <li>• Per ticket fees not applicable on tickets in series</li> <li>• Ticket fees applicable on single event sales of subscription series events</li> </ul>						

EQUIPMENT RENTALS (Optional)		Daily Rate	Weekly Rate
Piano (shared between Harold Shenkman Hall and Richcraft Theatre)	Steinway Concert Grand 9'	\$71.40	\$230.00
Piano Tunings	One Tuning mandatory	\$127.50	
Projector and Screen		\$76.50	\$153.00
Room Reconfiguration	Change and restore. The base configuration is Theatre style.	\$1152.00 approximate fee	
Hazer		\$51.00	N/A
Wireless Microphones (8)		\$30.60	\$102.00
Harlequin Reversible Dance Floor		\$144.85	\$579.35
Floor Tape		\$26.50 per roll	

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<b>EQUIPMENT RENTALS (Optional) - Continued</b>		<b>Daily Rate</b>	<b>Weekly Rate</b>
Masonite Dance Floor	Small configuration		\$20.40
Masonite Dance Floor	Medium configuration		\$30.60
Masonite Dance Floor	Large configuration		\$40.80
Draped Tables	4 available Used on stage only		\$14.30 per table

## 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 pix)
- 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](mailto: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](http://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.

### Bar Services

We can provide bar services in the Richcraft Theatre. Please enquire for more information. Rental clients are welcome to provide their own bar services provided a Special Occasions Permit has been obtained.

### **Please send your rental request to:**

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

Email: [sarah.conn@ottawa.ca](mailto:sarah.conn@ottawa.ca)  
Phone: 613-580-2424 ext. 15930

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