



RENT OUR FACILITIES

Contact Information

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Oakville Centre for the Performing Arts

130 Navy Street, Oakville, ON L6J 2Z4

Information on renting the Facility and answers to frequently asked questions are covered as follows in the next few pages.

If you wish to rent the facility the “Application for Occupancy Permit” must be completed in full and submitted to the Oakville Centre.

- ◆ Holding Dates/ Deposits
- ◆ Rental Rates & Capacities
- ◆ Additional costs not included in rental rates
- ◆ Box Office Services
- ◆ Advertising
- ◆ Front of House
 - ◆ Lobby Sales – Merchandising
 - ◆ Bar Service
 - ◆ Catering
- ◆ Marketing
- ◆ Facility Information
- ◆ Corporate Policy
- ◆ Ticket Price Spreadsheet



APPLICATION FOR OCCUPANCY PERMIT

For office use: Date Received _____ Payment Rec'd _____

Please return the completed and signed application form and **booking deposit** to:
 Lorraine McVicar
 Oakville Centre for the Performing Arts, 130 Navy Street, Oakville, ON L6J 2Z4
 Administration Telephone: 905.338.4161 – www.oakvillecentre.ca

Mailing Information

Legal Name of Company or Applicant:					
Representative/Contact Person:					
Mailing Address:	Street:				
	Town/City:		Postal Code:		
Day Phone:		Eve. Phone:		Email:	

Event Information

Date(s) Requested:					
Type of Event:					
Purpose of Rental:					
Number of Performances:					
Approx. Running Time:					
Number of Intermissions:		Number of Performers:			
Check One:	<input type="checkbox"/> Public Event		<input type="checkbox"/> Private Event		

Briefly describe your event:

Describe your marketing plans: *(do not start promoting your event until you have a signed contract and have contacted the Box Office and Admin Coordinator, etc)*

Liability Insurance Required: Coverage must name the "Oakville Centre", date of event(s), \$2 million minimum to cover from load-in to strike.

Financial Information

Check One:	<input type="checkbox"/> Commercial Enterprise	<input type="checkbox"/> Non-Profit Organization (must comply with corporate policy) Provide letter of Incorporation or Charitable Registration Number
		<input type="checkbox"/> Registered Charity
GST Reg. No.		Charity Reg. No.
Bank and Location:		
Mission Statement:		

Additional Services Requested

PIANO TUNING	<input type="checkbox"/>	
VIDEO PROJECTOR	<input type="checkbox"/>	
VARI-LITE SETUP	<input type="checkbox"/>	

Names & Addresses of Board/Executive Members:	
Facilities previously rented name, address and telephone number:	

The Oakville Centre respects the rights of its Rental Clients/ Promoters/ Producers and Artists to stage and market their productions without censorship or restrictions, providing that the Rental Client adheres to all Municipal By-Laws, Provincial and Federal statutes. **However, where a production may be considered controversial:**

All Rental Clients must provide the theatre with a detailed description and synopsis of all productions so that patrons can be properly informed.

All Rental Clients must place appropriate warning notices in any Series brochure or media advertisements. The content of the warning notice must be approved in advance by the theatre.

Notices must be posted in the lobby and the program when productions contain nudity, violence, or coarse language, or when the subject matter may be considered sensitive.

The theatre may elect to place additional notices as deemed appropriate. All notices will be at the cost of the rental client.

It is important to be aware that this is a *request* to book the Oakville Centre and is subject to review and availability by The Theatre Manager. All requests must be accompanied by a booking deposit which will be used to hold the date(s) should your application be approved. In the event that we cannot accommodate your request, the deposit will be returned. For a repeat client the amount is \$250.00 and **a new client \$750.00**. If you should cancel a confirmed booking, the **deposit is non-refundable**.

Signature of Applicant

Date

NOTE:

All requests to rent the facility are reviewed on an individual basis by the Staff at the Oakville Centre. Availability of dates, content and type of event has to be considered along with the Employment Standard Act and Municipal Regulations.

Holding Fee Request: A *non-refundable* deposit of \$250.00 is required to hold any dates at the Theatre. If dates are not available the fee will be returned to you. If the dates are available the fee will be held and put against the final invoice for your event. **First time group/individuals renting the facility are required to forward a *non-refundable* deposit of \$750.00.**

An Occupancy Permit is then prepared by The Oakville Centre, based on the information you provided, outlining your booked dates/times and an estimate of the costs.

Settlement The final settlement will be issued by the Town of Oakville approximately 30 days after the date of your event.

Deposits: (based on estimate and do not include the \$250.00 holding fee).

New rental – 50% deposit

No box office sales – 50% deposit plus balance 1 week prior to the event

Recurring rental with box office sales – 20%

If the Box office revenue will not cover the costs of the event a further deposit will be requested 48 hours prior to the event.

Above is subject to the Theatre Manager's approval and can be increased.

FACILITY RENTAL – Cost Breakdown

Daily Rate: Is a maximum of 8 hours (4hrs for setup/reh and 4hrs performance). Please note that all rentals have a minimum time period and all events that exceed the above hours in any area are charged for the additional time at the hourly rate. Included is 1 Technician during reh/setup and performance staff as indicated below.

Setup/Rehearsal rate is based on a 3-hour minimum and includes a Technical Supervisor only.

Performance rates (hourly, daily or weekly) are based on a 4-hour minimum and include Technical Supervisor, House Manager, Ticket Taker, 2 Ushers and Box Office Service (CPF, HST and Credit card charges not included).

Additional Costs: the Oakville Centre sets the requirements for additional staff, setup etc.

- Piano Tuning
- Video Projector
- Vari-Lite Setup (not incl. Programming time)
- SOCAN Fees if applicable
- Two million dollars Liability Insurance Coverage (Rental client must provide, OCPA must be named as an Additional Loss Payee)
- Additional technician (OCPA to determine if required)
- Additional technical supervisor (OCPA to determined if required)
- Additional Ushers will be added to rentals with large audiences (OCPA to determine if required)
- All beverages and bar service is provided by the Oakville Centre
- Room Setup
- Janitorial

See the Technical Rider for equipment available with your rental.

<http://www.oakvillecentre.ca/techinfo.htm>

RENTAL RATES

Please see the Rates and Fees pdf document at:
<http://www.oakvillecentre.ca/eventplanning.htm>

Rental rates are subject to HST and are reviewed by Council yearly and subject to increase each year.

An individual estimate is prepared for every event.

HST is added to Rental Fees, regardless of your organization's charitable status.

Updated: November, 2011

Box Office Service

- All tickets for events at the Oakville Centre must be supplied by the Box Office
- Unlimited length of sale
- On-line ticket sales available 24/7 at www.oakvillecentre.ca
- Box Office Hours are 11:00 am to 5:00 pm Monday through Saturday and 2 hours prior to a performance.
- The rental client contract lists the seats that are held back from inventory for emergency and special needs patrons. These seats are utilized under the jurisdiction of the Oakville Centre, at no cost to the performing arts centre.
- Toll Free Number 1-888-489-7784
- Daily support available from Box Office Supervisor & Staff
- A full staff of knowledgeable ticket sellers
- Customer Service to patrons
- Sales reports by phone, fax or email
- Detailed tracking of ticket sales sold on system

Box Office charges:

- CPF (Capital Improvement Fund * Processing Fee) 10% of the ticket price up to a maximum of \$3.60 is charged for every ticket sold
- 5% charge for all credit card & debit card sales
- HST on ticket sales payable by the Rental Client to the Federal Government
- Ticket printing \$105.00 if tickets are not sold through the OCPA Box Office

The Box Office also provides services as a ticket agent for other venues upon agreement and signing of an Outlet License.

Event Advertising

Prior to advertising your event a signed contract and all relevant deposits must be paid. All advertising is to be submitted to the Oakville Centre for approval.

Front of House

Lobby Sales – Merchandising

A commission of 15% of gross receipts is collected at the end of your event. If the Oakville Centre is requested to provide a seller for the merchandise, commission is 20% of gross receipts with a minimum of \$50.00.

Note: Merchandise sold cannot interfere with any items sold by the Theatre.

Approved non-profit rental clients will not be charged a commission but will be charged for a seller if provided by the Oakville Centre.

Beverage Service

All beverages and bar service is provided by the Oakville Centre. Rental Clients are not permitted to serve or provide their own refreshments for patrons. The theatre staff follows the guidelines issued by Smart Serve Ontario.

The Theatre cannot serve donated alcoholic beverages.

Bar List

Wine
Wine Spritzer
Beer
Pop
Coffee/Pot
Coffee/Tea
Juice
Iced Tea
Water
Punch (punch bowl must be rented)

*Note all prices include tax

Reception Equipment

Use of in-house equipment is based on availability. Glassware, linen, dishes and cutlery may be rented from an authorized (by OCPA) rental company. All charges will be the responsibility of the client. All catering arrangements are to be coordinated and approved by the Front of House.

Marketing Services

The Oakville Centre provides the following marketing services:

- Acknowledgement on the Electronic Message Board two weeks prior to the event
- Listing on the Oakville Centre web-site under Community Presentation
- Complimentary consultation with the Coordinator of Marketing is also available upon request.
- All requests to mail or email promotional material to patrons from the Oakville Centre data base will be reviewed and must be approved by the Theatre. Once approved, the Oakville Centre staff will mail out/email the promotional material using Oakville Centre envelopes/software and the client will be charged for postage, supplies and administrative costs based on the size of the mailing.
- Media Contact List available upon request
- Big Ticket Brochure Advertising (space and cost determined by availability)

Facility Information

Parking:

- The theatre does not have its own parking lot. There are municipal lots located in the near vicinity.
- If a patron parks behind the theatre they must ascend a large number of stairs outside of the building to access the main entrance on Navy Street.
- Parking is free after 6pm Mon-Sat and all of Sunday
- The building does not have an elevator
- The stage door and loading dock, which are located behind the building on the east side, can be reached by turning right off of Randall Street OR right off of Navy Street, south of Lakeshore Road.
- There is one wheelchair parking spot on the east side of Navy Street or in the first parking lot on Church Street.

Auditorium:

- Located on main level
- Raked Auditorium – each row descends a step from Row S to Row A
- Exit and entrance to the Auditorium is from the last row (S)
- Seats available for sale 473
- Last row is 55 feet from the stage
- Stage is 3 feet high
- Handrails for each row
- Seating for wheelchair and walker users is located in the last row of the auditorium.
- No food /drink is allowed inside the auditorium
- Hearing assistive devices available at no charge at the bar before the performance
- Please see <http://www.oakvillecentre.ca/techinfo.htm> for a list of drawings

Studio Theatre:

- Located on lower level
- Holds 116 seats general admission
- Has room for 20 tables of 6 and 2 of 4 (additional cost to rent the tables and linens is applicable)
- Bar located at the side of the room, serves beverages only. Please see <http://www.oakvillecentre.ca/techinfo.htm> for room drawings.

Lobby:

- Capacity of 170
- Each person must have a ticket to enter
- Doors to lobby open 45 minutes prior to performance
- Doors to main auditorium open 30 minutes prior to performance
- House manager on hand to answer question or assist patrons
- Latecomers may be asked to wait until a suitable pause in performance before entering auditorium

Corporate Policy

Non-profit Rental Clients (subsidized rate) will be required to demonstrate their non-profit status as outlined below. The non-profit rate will also apply to commercial enterprises that rent the Oakville Centre in order to raise funds for non-profit groups or organizations provided that the non-profit status can be clearly demonstrated. The term “non-profit” is defined in the Income Tax Act and the Canadian Law Dictionary as follows:

A non-profit organization is a “Club, society or association that, in the Opinion of the Minister, was not a charity within the meaning assigned by section 149.1(1) and that was organized and operated exclusively for social welfare, civic improvement, pleasure or recreation or for any other purpose except profit, no part of the income for which was payable to, or was otherwise available for personal benefit to any proprietor, member or shareholder thereof unless the proprietor, member or shareholder was a club, society or association, the primary purpose and function of which was, the promotion of amateur athletics in Canada.

TICKETING INFORMATION

If the tickets are HST exempt for your event, then the Schedule C must be completed to indicate that.

If the tickets include HST, then the HST number must be provided on the Schedule C. The HST number will also appear on the ticket.

Oakville Centre Fees as follows:

- ** CF – Capital Improvement Fund 10% of the ticket price (not including HST & PF) to a maximum of \$1.00 per ticket
- *** PF – Processing Fee 10% of the ticket price (not including HST & CF) to a maximum of \$2.60 per ticket

There are no additional handling fees. All taxes and fees are included in the advertised ticket price.

EXAMPLE OF TICKET PRICING

Advertised Ticket Price	-	** CF (10 % of advertised ticket price - \$1.00 max)	-	***PF (10% of advertised ticket price - \$2.60 max)	-	13% HST (- if applicable on base price after CF & PF)	-	5% debit or credit card fees	=	Net Price
\$9.00	-	\$.90	-	\$.90	-	\$.83	-	\$.45	=	\$5.92
\$15.00	-	\$1.00	-	\$1.50	-	\$1.44	-	\$.75	=	\$10.31
\$15.00	-	\$1.00	-	1.50	-		-	.75	=	\$11.75
\$25.00	-	\$1.00	-	\$2.50	-	\$2.47	-	\$1.25	=	\$17.78
\$30.00	-	\$1.00	-	\$2.60	-	\$3.04	-	\$1.50	=	\$21.86