

## **Roxy Theatre Rental and Service Rates, in effect from July 2018 to June 2019**

**Deposits: A \$650 deposit is required to hold all reservations; \$400 for non-profit organizations\*.**

**This amount includes a \$150 damage deposit. Deposits are non-refundable within 120 days of performance date.**

	<b><u>Non-profit*</u> Sunday - Wednesday</b>	<b><u>Non-profit*</u> Thursday, Friday &amp; Saturday</b>	<b><u>For-profit</u> Sunday – Wednesday</b>	<b><u>For-profit</u> Thursday, Friday &amp; Saturday</b>
<b>Theatre Rentals</b>				
<b>Theatre Rental:</b> Includes auditorium, green room, make-up room, gallery/lobby	\$450	\$700	\$700	\$850
For a second, same-day performance	\$250	\$500	\$500	\$650
<b>Rehearsals:</b> only available Sunday thru Wednesday on non-performance days	\$40/hour (\$200 minimum)	N/A	\$40/hour (\$200 minimum)	N/A
<b>Front of House Services/performance:</b> Includes Front of House Manager, Ushers, Bartenders, Box Office Staff <b>Mandatory due to health &amp; safety</b>	\$170/show	\$190/show	\$190/show	\$200/show
<b>Mandatory Technical Director:</b> Minimum four-hour call @ \$37.50/hr + HST for For-profit and \$35/hr + HST for Non-profit <i>(for all shows, rehearsals, sound checks, etc.)</i>	\$35/hour 4 hr min	\$35/hour 4 hr min	\$37.50/hour 4 hr min	\$37.50/hour 4 hr min
<b>Technical assistant,</b> if required	\$30/hour 4 hr min	\$30/hour 4 hr min	\$30/hour 4 hr min	\$30/hour 4 hr min
<b>Wardrobe assistant,</b> if required	\$20/hour 4 hr min	\$20/hour 4 hr min	\$20/hour 4 hr min	\$20/hour 4 hr min
<b>Rental of Griffin Gallery, by availability</b> For community, corporate or private events	\$250	\$250	\$250	\$250
<b>Ticketing Services</b>				
<b>Event Ticketing Services:</b> includes set-up, printing & selling at the box office and online for onsite events	\$2.00/ ticket +HST (if applicable)	\$2.00/ticket + HST (if applicable)	\$2.00/ticket + HST (if applicable)	\$2.00/ticket + HST (if applicable)
<b>Offsite Event Ticketing Services:</b> includes set-up fee/show, printing & selling at the box office and online for offsite events	\$30/show set-up, \$2.75/ticket + HST	\$30/show set-up, \$2.75/ticket + HST	\$30/show set-up, \$3.00/ticket + HST	\$30/show set-up, \$3.00/ticket + HST
<b>Ticket Printing Services:</b> printing of tickets to events at other venues and are not sold through the Roxy box office	\$7 ticket face set up fee and 0.25 per ticket (minimum \$10 per batch)	\$7 ticket face set up fee and 0.25 per ticket (minimum \$10 per batch)	\$7 ticket face set up fee and 0.25 per ticket (minimum \$10 per batch)	\$7 ticket face set up fee and 0.25 per ticket (minimum \$10 per batch)
<b>Marketing Services</b>				
<b>Marquee rentals:</b> display ad on digital marquee	\$50 for 2 weeks/ \$20 per additional week as requested			
<b>Premium website listing:</b> display ad on Roxy home page	\$50	\$50	\$50	\$50
<b>Poster Distribution,</b> downtown core only	\$20	\$20	\$20	\$20
<b>Equipment Rentals</b>				
Heintzman 6'8" Semi-Concert Grand Piano	\$200	\$200	\$200	\$200
Piano tuning	\$100	\$100	\$100	\$100
Basic mic/monitor pack (Doesn't include lavalieres)	\$20	\$20	\$20	\$20
Lavaliere mic rentals/unit/ day	\$35	\$35	\$35	\$35
Ultratec hazer rentals/day	\$30	\$30	\$30	\$30
Lycian midget follow spots/day	\$50 + assist tech			
Meter bag rentals for tour/school buses	\$20/meter	\$20/meter	\$20/meter	\$20/meter

## OTHER DETAILS:

### MINIMUM PAYMENT

Minimum payment, minus the deposit paid, plus other expenses will be shown as a debit on the final statement that is mailed to the client with their payment within 10 business days of the final show. A further deposit of 80% of Minimum Payment (see Schedule A) is required if, two weeks prior to the event, ticket sales do not cover the minimum payment. Non-payment will result in the cancellation of the show.

### MARKETING

Please provide copy (60 words maximum) for your event for an "Upcoming at the Roxy" event list available at the box office and on the calendar of our website. Premium marquee and website exposure are available as stated above. All rentals will receive a basic listing on the website. All other marketing is the responsibility of the renter.

### OTHER FEES

1. 3.50% of total credit card sales and debit sales and gift certificates
2. Miscellaneous rental of extra equipment (i.e. extra microphones beyond what the Roxy owns);
3. SOCAN 3% of Total ticket sales plus HST will be submitted as per SOCAN regulations (for payment to composers and publishers).
4. RE:Sound Tariff fees may be collected retroactively. RE:Sound tariffs for theatres are still under review.
5. Concession Sales:
  - a. Renter provides own seller, float, uses own credit card services - 10% of sales paid to The Roxy
  - b. Roxy provides seller, float, credit card & debit services- 20% sales paid to The Roxy

### CANCELLATION FEES

1. If your performance (or ticketing service) is cancelled, a \$25 cancellation fee plus expenses (e.g. – box office ticketing fees and refund fees as per contract) will be levied. Deposits are non-refundable.
2. Deposits will be refunded for events cancelled more than **120 days** from the first date of use of the premises, plus any direct expenses incurred by the theatre in the promotion of the event.
3. Deposits shall be forfeited for any events cancelled less than **120 days** prior to the date.
4. Between **30** and **119 days** prior to the first date of use of the premises, cancellations will result in **50% of the Base Rental Fee** invoiced to the client, plus any direct expenses incurred by the theatre in the promotion of the event (ie. Poster distribution, advertising costs, etc). Cancellations less than **30** days of the first date of use of the premises, cancellations will result in **75% of the Base Rental Fee** invoiced to the client plus any direct expenses incurred by the theatre in the promotion of the event.

### PARKING

Street parking is free after 6pm nightly and on Weekends and holidays. There is also a municipal lot behind the theatre, the entrance to the lot is from 3rd Avenue East by the Dairy Queen. The lot is also free after 6pm nightly and on Weekends and holidays.

## SERVICES

**SEATING:** The Roxy Theatre seats 400, with three seats for wheelchairs. An additional six seats are held each performance for the Roxy Ushers. In the event of a capacity audience these seats can be sold.

**BAR:** The Roxy Theatre's lobby and auditorium are fully licensed and the bar will be open one hour before each performance, during intermission and after the performance by request. If alcohol is NOT to be served, please let us know well in advance.

**50/50 Tickets:** The Roxy Theatre reserves the right to sell 50/50 or raffle tickets or Roxy merchandise at all performances. Proceeds from our 50/50 draws go toward purchasing royalties for our theatre productions.

## THEATRE ENTRANCE

Performers and crew may use the front entrance: off loading is carried out from the load zone on 9th Street East, which is east of the stage entrance (Main entrance) Please note that after you have unloaded you must move your vehicle as a parking ticket could be issued.

## ACCESSIBILITY

The Roxy is wheelchair accessible, with three spaces for wheelchairs at the back.

## INSURANCE

The renter must provide proof of liability insurance (as per the rental contract) of \$2,000,000. Insurance can sometimes be purchased through an add-on rider on The Roxy's existing policy, as per certain conditions and guidelines. Please inquire with the theatre manager.

Rates are in effect until June 30, 2019

For more information visit our web-site [www.roxytheatre.ca](http://www.roxytheatre.ca) or contact the administration office [admin@roxytheatre.ca](mailto:admin@roxytheatre.ca) or 519.371.3425

\*non-profit must be a registered non-profit or charitable organization.