



# RENT OUR FACILITIES

## Contact Information

Lorraine McVicar

Tel: 905-338-4161 ext. 3204

Fax: 905-815-2002

Email: [RentTheCentre@oakville.ca](mailto:RentTheCentre@oakville.ca)

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 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](http://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: <i>(do not start promoting your event until you have a signed contract and have contacted the Box Office and Admin Coordinator)</i>					

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

**Additional Services Requested**

PIANO TUNING

VIDEO PROJECTOR

**Financial Information**

Check One:  Commercial Enterprise  
 Non-Profit Organization (must comply with corporate policy) Provide letter of Incorporation or Charitable Registration Number  
 Registered Charity

HST Reg. No.

Charity Reg. No.

Bank and Location:

**Mission Statement:**


**Names & Addresses of Board/Executive Members:**


**Facilities previously rented name, address and telephone number:**


I acknowledge that I have read, understand and accept the terms listed on Page 3 of 3 of this agreement.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

August, 2017

# Application for Occupancy Permit Terms & Conditions

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 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:** 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 date deposit amount is \$250.00 and **first time group/individuals is \$750.00**. If the dates are available, the fee will be held and put against the final invoice for your event. If you should cancel a confirmed booking, the **deposit is non-refundable**.

An occupancy permit will be prepared by The Oakville Centre, based on information provided, outlining booked dates/times and an estimate of the costs. At that time, a further financial commitment will be required and determined by the type of booking:

**Rental without box office sales** – 50% deposit plus balance 1 week prior to the event

**Rental with box office sales** – 20%

If the Box office revenue will not cover the estimated costs of the event, a further deposit will be required at least 48 hours prior to the client's move in date.

All deposits are subject to the Theatre Manager's approval and can be increased.

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.

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

## FACILITY RENTAL – Cost Breakdown

**Daily Rate:** Is a maximum 4 hrs for setup/reh and 4 hrs 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
- 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(s) (OCPA to determine if required)
- Additional technical supervisor (OCPA to determine if required)
- Additional Ushers will be added to rentals with audiences of more than 300 or audiences requiring increased assistance
- All beverages and bar service is provided by the Oakville Centre
- Room Setup
- Janitorial

**See the Technical Rider for equipment available with your rental.**

[Venue rentals / Auditorium Technical Information](#)

## RENTAL RATES

**\*Please see the current Rates and Fees pdf document at: [Rent our Theatre](#)**

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.

## 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](http://www.oakvillecentre.ca)
- Box Office Hours are 10:00 am to 5:00 pm Monday through Saturday (10 t to 4, Monday through Friday in the summer) and 2 hours prior to a performance.
- The rental client contract lists 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 centre.
- Daily support available from Box Office Supervisor & Staff
- A full staff of knowledgeable ticket sellers
- Customer Service to patrons
- Sales reports available online to rental clients
- 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 \$4 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 \$115\* 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 received by Oakville Centre. 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 provides 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)

## 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

**It is important to note that Oakville Centre for the Performing Arts is a 40+ year old building and has some accessibility challenges. We are happy to discuss those challenges with you and how we accommodate them. The Oakville Centre does not have an elevator.**

### **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 Monday through Saturday and all of Sunday
- 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 and other accessible spots can be found in the municipal lots around the theatre. Please visit the [Parking](#) page on oakvillecentre.ca for detailed maps.

### **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 our [website](#) 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 our [website](#) 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 will 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 to a maximum of \$1.00 per ticket
- \*\*\* PF – Processing Fee                                      10% of the ticket to a maximum of \$3 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 - \$2.80 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	=	\$6.37
\$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	-	\$3.00	-	\$2.99	-	\$1.50	=	\$21.51