



# 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 in the next few pages.

You must complete the [Application for Occupancy Permit](#) to hold a date at the theatre.

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

## FACILITY RENTAL – Cost Breakdown

**Daily Rate:** Is a maximum 4 hours for setup/rehearsal and 4 hours performance. All events that exceed the 8 hours in will be charged for the additional time at the current hourly rate.

**Setup/Rehearsal rate** is based on a 3-hour minimum and includes a working 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 will determine if required)
- Additional technical supervisor (OCPA will 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 Information page](#) for equipment available with your rental.

## RENTAL RATES

\*Please see the current [Rates and Fees](#) pdf document.

Rental rates are subject to HST, 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.

It is important to note that Oakville Centre for the Performing Arts is a 45+ 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 is allowed inside the auditorium
- Hearing assistive devices available at no charge at the bar before the performance
- Please our [Technical Information](#) page 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 [Technical Information](#) page 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

Non-profit Rental Clients (subsidized rate) will be required to demonstrate their non-profit status as outlined below. 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.

### 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
- 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 for CF and 10% for PF up to a maximum of \$5.25\* 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 \$130\* 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.

\* November of 2022

- [Rates](#) subject to change

## Audience Services

### 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.

## 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 so that we can proof for accuracy of prices, dates, location, etc.

## Marketing Services

The following marketing and promotional services are included in the cost of your rental of The Oakville Centre:

- Event listing on the Electronic Message Board at Lakeshore and Navy Street two weeks prior to the event
- An event listing on [Oakville Centre's website](#) at upcoming events
- An event listing in the Live at the Oakville Centre monthly electronic newsletter (to approximately 2,300 email subscribers)
- Promotion through the Oakville Centre's social media platforms, including re-tweeting, sharing and liking Facebook posts initiated by your event.
- Box office event racks - where available flyers for performances at OCPA can be delivered to the Centre's Marketing department for distribution in the racks. This is subject to available space. Please do not put flyers into the racks yourself.

Due to confidentiality legislation, any requests to mail or email promotional material to patrons from the Oakville Centre's official database will be reviewed and must be approved by the theatre.

Additional Marketing Support (provided at a cost)

Other promotional opportunities are available for an additional cost.

If you have any questions or requests for our marketing department, please contact:

Ronnie Brown - Coordinator, Marketing & Development  
ronnie.brown@oakville.ca  
905-338-4161 ext. 3200

## TICKETING INFORMATION

If the tickets are HST exempt for your event, then the Schedule C (part of the Box Office Questionnaire) 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 \$4.25 per ticket

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

**[EXAMPLE OF TICKET PRICING](#)**