



RENT OUR FACILITIES

Contact Information:

Coordinator Box Office & Administration

Tel: 905-338-4161 ext. 3204

Fax: 905-815-2002

Email: RentTheCentre@oakville.ca

Oakville Centre for the Performing Arts

130 Navy Street, Oakville, ON L6J 2Z4

Information on renting facilities at The Oakville Centre for the Performing Arts (OCPA) and answers to frequently asked questions are covered in the next few pages.

1. **Check Availability:** Contact the Coordinator Box Office & Administration at RentTheCentre@oakville.ca to inquire about date availability.
2. **Secure Your Date:** Once approved by the Coordinator Box Office & Administration, complete the Application for Occupancy Permit to reserve your desired date at the theatre.

FACILITY INFORMATION

It is important to note that Oakville Centre for the Performing Arts (OCPA) 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 OCPA 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, off Water Street, they must climb 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 are located behind the building on the east side, off Water Street.
- 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, accessed at Navy Street 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)
- Approximately 473 seats are available for sale, and this number may vary based on theater usage
- Last row is 55 feet from the stage. Standing room is prohibited.
- Stage is 3 feet high
- Handrails for each row
- Seating for wheelchair and walker users are available only in row S, the last row of the auditorium.
- No food is allowed inside the auditorium
- Hearing assistive devices are available at no charge at the bar before the performance

- Sensory kits are available at no charge at the coat check before the performance. A sensory kit is a collection of items that may help calm overstimulating situations for those individuals living on the spectrum
- Please visit our Technical Information page for a list of drawings

Studio Theatre:

- Located on lower level but accessed at Navy Street Level
- There is no elevator to the lower level. There are three flights of steps (24 steps in total)
- Individuals with mobility issues can contact the Box Office to arrange alternative entry via a non-public door located on the lower level at the rear of the building.
- Based on audience configuration the Studio can hold up to 150 general admission seats.
- Has room for 20 tables of 6 and 2 of 4 (additional cost for the use of our black or white linens is applicable).
- The bar is located at the side of the room.
- Please visit our Technical Information page for room drawings.
- There is no lobby space for the Studio Theatre

Lobby:

- Capacity is 170 for shows and 150 for receptions
- 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
- A House manager is on hand to answer questions and assist patrons
- Latecomers will be requested to wait until an appropriate break in the performance, as determined by the show organizers, before entering the auditorium.
- Special Occasion Permits (SOP) are prohibited

FACILITY RENTAL RATES

Daily Rate: Is based on 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 Technical Supervisor only. Theatre Technician requirements will be added at the discretion of OCPA.

Performance rates (hourly, daily or weekly) are based on a 4-hour minimum and include a House Manager, 2 Ticket Takers, 2 Ushers and Box Office Service (CPF, HST and Credit card charges not included). The OCPA sets the requirements for additional staff and setup, based upon information gathered on the Event Questionnaire and in discussions with a technical supervisor or coordinator and the Coordinator, Audience and Artist Services.

Additional Costs:

- Piano Tuning
- Video Projector and other technical equipment not included in the rental package
- SOCAN and Resound Fees if applicable
- Two million dollars Liability Insurance Coverage (Rental client must provide, OCPA must be named as an Additional Loss Payee)
- Additional theatre technician(s) as determined by OCPA

- Additional Ushers will be added to rentals with audiences of more than 200 or audiences requiring increased assistance.
- All beverages and bar service are provided by OCPA (no SOP)
- Room Setup
- Janitorial

See the Technical Information page for equipment available with your rental.

For detailed costs related to renting the OCPA, including equipment, box office services, and staffing charges, please refer to the current **Rates and Fees PDF document**.

- Rental rates are subject to HST and are reviewed by Council annually.
- An individual estimate is created for each event. Keep in mind that this estimate is subject to change and could increase or decrease when based on actual usage.
- HST is added to Rental Fees, regardless of your organization's charitable status.

CORPORATE POLICY

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 OCPA MUST BE SUPPLIED BY THE OCPA BOX OFFICE

- Length of sale determined through discussion with the Coordinator Box Office & Administration
- On-line ticket sales available 24/7
- Box Office Hours are 1:00 pm to 4:30 pm Monday through Friday and two hours prior to performance start time. The Box Office closes 30 minutes after the start of 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 OCPA, at no cost to OCPA.
- Daily support by our Box Office is provided Monday to Friday, as well as on performance days.
- Our knowledgeable staff ensures excellent customer service for all patrons.
- Sales reports are available to rental clients

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

The Box Office can also provide services as a ticket agent for other venues. Contact the Coordinator Box Office & Administration for more information.

Rates are subject to change through the Councils annual Rates and fees review.

AUDIENCE SERVICES**Lobby Sales – Merchandising**

- All merchandise must be approved by the Coordinator, Audience and Artist Services.
- Merchandise is initially counted with Front of House at the beginning and then re-counted at the end of sales. At the conclusion of your event, a 15% commission on gross receipts is collected. If the OCPA provides a seller for the merchandise, commission is 20% of gross receipts with a minimum of \$50.00.
- 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 OCPA.

BEVERAGE SERVICES

- All beverages, food, and bar service are provided by the OCPA.
- Rental Clients are not permitted to serve or provide their own refreshments for patrons.
- The theatre staff follow the guidelines issued by the Alcohol and Gaming Commission of Ontario (AGCO)
- The Theatre cannot serve donated alcoholic beverages (no SOP).
- Bar products are at the discretion of OCPA
- A list of products is available upon request
- The OCPA has a limited number of tables, chairs, and linens available for receptions
- The theatre lobby has a maximum standing only occupancy is 170 without food service and 150 with food service. This occupancy limit is non-negotiable.
- Catering arrangements require discussion with the Coordinator, Audience and Artist Services and approval from the OCPA. There is no kitchen or prep area.
- All catering charges are the responsibility of the client.
- A janitorial fee will be applied to reception bookings at the discretion of OCPA.
- Additional Front of House staff may be necessary for receptions, at the discretion of the OCPA and at the client's expense

EVENT ADVERTISING

Prior to advertising your event, a signed contract and all relevant deposits must be received by OCPA. All advertising is to be submitted to the Coordinator, Box Office & Administration to proof for accuracy of prices, dates, location, etc.

MARKETING SERVICES

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

- Event listing on the Electronic Message Board at Lakeshore and Navy Street two weeks prior to the event
- An event listing on oakvillecentre.ca included in upcoming events
- Promotion through the OCPA social media platforms, including Facebook, X, and Instagram
- 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.
- Hard copy programs can be provided to our Front of House team for patron distribution during performances
- It is also recommended to provide a poster with a QR code to direct your patrons to a digital program which can be displayed in sign holders provided by OCPA
- Due to confidentiality legislation, any requests to mail or email promotional material to patrons from the OCPA database will be reviewed and must be approved by the theatre.
- Additional Marketing Support and promotion 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

READY TO RENT THE CENTRE?

Prior to your show or event tickets being available for sale and listed on oakvillecentre.ca, the following steps must occur:

1. A conversation with the Coordinator, Box Office & Administration regarding date availability. If a date is available and approved, the booking process can begin.
2. An OCPA Application for Occupancy Permit must be completed, signed and returned to OCPA
3. A completed **Event Question Form** (Box Office, Technical Services, and Audience Service questionnaire)
4. A contract and OC1 will be produced and sent to you. You must sign both documents and return to OCPA.
5. A deposit, as indicated in the contract paid in full to the OCPA
6. A copy of the certificate of insurance-standard liability form completed by your insurance provider sent to OCPA

Once all necessary steps are completed, we will create your show, make tickets available for sale, and list it on our website. We'll also be in touch to finalize any remaining details before your event.