

BEN FRANKLIN PLACE  
 101 Centrepointe Drive  
 Ottawa, Ontario K2G 5K7  
 www.centrepointetheatre.com  
 Administration Tel: (613) 580-2701  
 Administration Fax: (613) 580-2704



## RATE SCHEDULE 2008

### RENTAL RATES

The base rental rate includes one sixteen-hour period from 8:00 am to midnight for the purposes of a rehearsal or a fit-up and single performance. Free and non-ticketed events pay 15% of the total rental rate towards the Capital Renewal Fund.

	<u>Base</u>	<u>Additional Time</u> (Between 12am & 8 am)	<u>Additional Performance</u> (Same Day)
Commercial	\$1,775.00	\$166.00	\$887.50
Non-Profit Organisations	\$1,400.00	\$131.25	\$700.00

### EQUIPMENT – Optional

<u>TYPE</u>	<u>DESCRIPTION</u>	<u>DAILY</u>	<u>WEEKLY</u>
<b>Pianos</b>	Yamaha CFIII Concert Grand:	\$ 130.00	\$ 525.00
	Yamaha 6' Grand:	\$ 90.00	\$ 360.00
<b>Piano Tuning</b>	\$ 105.00 per tuning \$ 77.00 for touch up tuning of the same piano, same day		
<b>Follow Spots</b>	2 available	\$ 60.00 each	\$ 240.00 each
<b>56 Channel Audio Console</b>	House-mix	\$ 250.00	\$ 550.00
<b>Rosco Dance Floor</b>	Add \$25/roll of tape	\$275.00	\$700 .00
<b>Masonite Dance Floor</b>	\$20.00 to \$80.00 (depending on configuration)		
<b>Draped Tables</b>	\$13.50 each (on stage only)		

### ADVERTISING AND MARKETING

Upon completion of the rental contract, our marketing department will contact your designated communications personnel regarding marketing opportunities.

The Marketing and Development Specialist is available to answer your questions at (613) 580-2424 extension 41326, or send an email to [karen.scott-gagne@ottawa.ca](mailto:karen.scott-gagne@ottawa.ca)

**Rates are effective January 1, 2008 and subject to change without notice. Rates are subject to GST where applicable.**

<b>PERSONNEL AND SERVICES</b>	
<b>House Facilitator</b>	\$125.00 minimum fee (fee includes 2 hour preparatory time prior to performance and 3 additional hours per performance) \$25.00 per hour for additional hours.
<b>Souvenir Sales and Commission</b>	\$100.00 per performance or 15% of the gross product sales, whichever is greater (includes one sales attendant).  \$250.00 per day for commercial use of the Lobby in conjunction with the licence agreement.
<b>Production</b>	CentrepoinTE Theatre operates under a collective working agreement with the International Alliance of Theatrical Stage Employees (I.A.T.S.E.) Local 471

<b>POSITION</b>	<b>DUTIES</b>	<b>HOURLY WAGE</b>	
		<b>REG</b>	<b>OT</b>
Production Coordinator I or II		\$ 28.27	\$ 42.41
Technician I	Technician and/or stagehand	\$ 25.60	\$ 38.40
Technician II	Lighting Board Operator Sound Board Operator Fly Operator Followspot Operator	\$ 26.57	\$ 39.86

**Note:** There is a minimum call of four hours for IATSE personnel charged at the hourly rate. Overtime will be charged at the rate of time and one half the regular hourly rate.

<b>Security</b>			
<b>POSITION</b>	<b>DUTIES</b>	<b>HOURLY WAGE</b>	
		<b>REG</b>	<b>OT</b>
Stage Door Attendant		\$ 16.00	\$ 24.00
Parking Control Officers	Monitors Parking during daytime weekday events (Monday – Friday; 8:00 am – 4:30 pm)	Please enquire	
Event Security		Please enquire	

<b>RECOVERIES</b>	
<b>Insurance Premiums</b>	User must provide proof of \$1,000,000.00 public liability and property damage insurance (GST exempt). Certificate must list the City of Ottawa as an additional insured. Please enquire for rates of coverage available under the City of Ottawa's policy.
<b>SOCAN Performing Rights License</b>	Please enquire or visit <a href="http://www.socan.ca">www.socan.ca</a> for Tariff information  The Society of Composers, Authors and Music Publishers of Canada (SOCAN) is a performing rights organization (PRO) that licenses the public performance and telecommunication of the world's repertoire of copyright-protected musical works in Canada and then distributes royalties to its members and affiliated international societies. A SOCAN performing rights license ensures that the works and the rights of those who create and publish music are respected.

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## BOX OFFICE SERVICES

### BASIC SERVICE

Includes:

- Box Office Event set-up within 10 business days of the signing of the licence agreement (contract).
- Advance sales during regular Box Office hours.
- Door sales for one hour immediately prior to the performance.
- Processing of complimentary tickets (see below).
- Printed sales reports on a weekly basis leading up to your event.
- Daily sales reports, upon request, for five days leading up to your event.
- A detailed Box Office statement of sales and revenue.
- Reconciliation of your account.

**Box office charges are based on the following rates versus the percentage whichever is greater.**

Public/Private Performances	Type of User	Minimum	Additional Performances	Percentage (Based on ticket sales net of GST where applicable)
	Commercial	\$715.00	\$525.00	10%
	Non-Profit	\$495.00	\$350.00	6%

School Performances	Type of User	Minimum	Additional Fees
	Commercial	\$350.00	plus \$6.00 per booking invoice
	Non-Profit	\$225.00	plus \$6.00 per booking invoice

### REPORT PREPARATION

\$25.00 per report	Reports and statistical information not included with the basic service
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### COMPLIMENTARY TICKET PROCESSING

No charge for the first 25 complimentary tickets printed to each performance	
Commercial	\$1.25 per ticket printed
Non-Profit	\$0.45 per ticket printed

### SUBSCRIPTIONS

Printing and mailing of renewal notices	\$5.00 per notice.
Subscription order processing	\$5.00 per order
Subscription renewal report	No Charge

### DONATION ADMINISTRATION

\$100.00 per event	
Includes:	Processing donations received on behalf of the licensee. Written statement of revenue. List of contributors for receipt purposes. Reconciliation of account and payment.

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### LICENSEE TICKET ORDER FORM PROCESSING

- Orders are processed within 5 business days of receipt.
- A \$5.00 per order fee applies to all forms processed.

### CUSTOM DESIGNED SEATING PLAN

\$150.00 per design

Includes: The design and use of a seating plan not on file

### CHARGES PAID BY TICKET PURCHASER

**Facility and Processing Fee** - \$4.50 per ticket purchased.

The ticket price includes:

- a) GST
- b) Capital Renewal Fund (\$1.25) – not chargeable on school and children's performances
- c) Processing Fee (\$3.25)