

KMAC Rental Client Info Package

Thank you for your interest in renting at Kay Meek Arts Centre!

Kay Meek Arts Centre (KMAC) is a charitable, non-for-profit organization. We pride ourselves on creating a home for great arts experiences, gathering our community in an inspiring and inclusive environment, and providing access to cultural expression in its many forms. The venue features a 498-seat main stage theatre, a black box theatre, a meeting/reception room, and a bright and welcoming lobby. KMAC is located just north of Ambleside with easy access to highway 99 and the Lions Gate Bridge.



Grosvenor Theatre – 488 seats – The Grosvenor Theatre is our main stage, multi-purpose performance venue. It is a traditional proscenium arch theatre with continental seating that offers comfort and excellent sightlines. Beautifully finished with blond wood, soft pink brick and rich purple fabrics, the theatre also boasts acoustics that are well suited to a wide range of performances. It is best used for concerts, film screenings, and dance performances.



McEwen Theatre – The McEwen Theatre is our black box studio theatre that seats a maximum of 145 people (dependent on room configuration). It is commonly used with traditional tiered seating or our signature cabaret seating. It is best suited for meetings, classroom learning, music lessons, lectures, or small intimate performances.



BMO Salon – The BMO Salon is our multi-purpose meeting/reception room. It is best used for sit down meetings, small classroom learning, auditions, and small group activities.



Dance Studio – Our spacious dance studio is located at the back of the venue. Please note that it is only available on weekends and evenings after 5pm.

FREQUENTLY ASKED QUESTIONS

Here are some of the guidelines we commonly get asked by new renters. A full copy of the policies and procedures will be included with your contract.

Alcohol: Clients are not permitted to bring their own alcohol into the venue. Alcoholic beverages purchased at the KMAC are only permitted in licensed areas and are not permitted backstage.

Catered Receptions: There is no on-site catering service. The client can work with the caterer of their choice, or local recommendations are available. Catering facilities onsite are limited and must be discussed. All alcohol must be purchased through KMAC.

Challenge Policy: If another client requests a date that is on hold for you, you will have two business days to pay the deposit in full. If you are unable to do so, the date will be released.

Children: In the interest of safety and privacy, only event organizers, their designates and KMAC authorized personnel are allowed in the backstage area during rehearsals and performances that involve children under 16 years of age.

Concurrent Rentals: Unless the full building is rented, other spaces in the building may be rented concurrently by separate clients. The use of backstage spaces, dressing rooms, hallways, the box office, and all other public spaces are at the discretion of KMAC.

Cost: Each event we do is unique and there is no standard total cost for an event. The breakdown of applicable fees is included later in this document and a personalized estimate can be provided upon request.

Damage & Conduct: If the premises or equipment is damaged, the client is responsible for the cost of the damage. Vandalism, littering, or the use of abusive language is cause for cancellation.

Dates: Rentals on weekends and through the spring and holiday seasons fill up quickly. The more flexibility you have with your date, the more likely we will be able to accommodate your

request. Please note that we are not available for rentals in July and August.

Deposits: A non-refundable booking deposit is due to secure your date. No date is confirmed until the deposit is paid. Deposit amount is dependent on the event. If no challenge is made, the deposit is due no later than 10 weeks before your event.

Event Start Times: All events must start no later than 8pm Monday-Saturday or 7pm on Sundays.

Insurance: All rental clients are required to purchase and provide proof of liability insurance.

Lobby Displays: Due to fire safety regulations, all lobby displays must be approved by KMAC no later than 3 weeks prior to the event.

Non-profit organizations: Renters must provide a government issued charitable or non-for-profit registration number to qualify for the Not-for-profit rate.

Number of performers: A maximum of 125 performers can be accommodated backstage of the Grosvenor Theatre with no more than 70 on stage at the same time. A maximum of 30 performers can be accommodated in the McEwen Theatre.

Publicity and Marketing: All advertising and promotion is at the client's expense. KMAC offers a few complimentary marketing options at the request of the client. The client may not advertise the event until the contract has been signed.

Ticketing: We highly recommend the use of our box office for all performances. Ticketing through third-party software or other methods must be approved by KMAC.

Technical: All technical requirements must be approved by KMAC at least 5 weeks prior to the event. Tech specs are available on our website or on request.

Video: Professional recording is permitted in prearranged locations at the approval of KMAC. KMAC does not offer Live Streaming services.

For more information, to request a date, or to proceed with the booking process, please email rental@kaymeek.com