

# TERMS AND CONDITIONS

## NON-REFUNDABLE RENTAL DEPOSIT

A non-refundable rental booking deposit will be required to secure the rental date. Booking deposits are \$1000 per rental date for the Grosvenor Theatre, \$500 per rental date for the McEwen Theatre. Deposit for other spaces will be determined by the Director of Venue Services at the time of hire dependent on the length of use.

## VENUE AVAILABILITY

Venues are available on a first come first served basis; check dates with the Director of Venue Services.

## INSURANCE

A certificate of public liability and property damage insurance for a minimum of \$2 million of coverage per event, with the **"Kay Meek Arts Centre"** as the additional named insured, is mandatory when renting any and all ACTC venues. This is to be submitted to the KMAC one week in advance of the event. Insurance may be purchased through a company of your choice.

## STAFF

Included in the rental of the theatres, as required, are the services of **two** technician **up to a maximum of 5 hours**.

Please note for rentals at our theatres more than two technicians are almost always required and will be billed directly to the renter. Recommendations will be made based on your event needs by KMAC Management. Tech shifts are always scheduled ½ hour before and after the rental contract time for prepping and restoring the venue.

Also included, are the services of **one** Front of House Manager, **up to a maximum of 5 hours**. FOH shifts are always scheduled for 2 hours before your scheduled event start time and 30 minutes after the event end time for prepping and restoring the venue.

Additional staff and/or hours will be billed at the following rates:

- For the head technician - \$45 per hour straight time (the first 8 hours; minimum 4 hour call), \$67.50 per hour overtime (9–12 hours or any work after midnight, plus overtime if applicable) and \$90 per hour double time (over 12 hours). \$22.50 per hour for meal penalty (meal breaks occur after 4 hours consecutively worked, with exception, a one-time occurrence of 5 hours consecutively worked).

- For the other technician - \$39 per hour straight time (the first 8 hours; minimum 4 hour call), \$58.50 per hour overtime (9–12 hours or any work after midnight, plus overtime if applicable) and \$78 per hour double time (over 12 hours). \$19.50 per hour for meal penalty (meal breaks occur after 4 hours consecutively worked, with exception, a one-time occurrence of 5 hours consecutively worked).
- For box office agents - \$35 per hour straight time (minimum 3 hour call).
- For FOH managers - \$35 per hour straight time (the first 8 hours), \$45 per hour overtime and \$60 per hour double time.

## **SURCHARGE**

All ticket prices and ticket sales will include an additional aggregate surcharge of \$1.50 per ticket for the commercial organizations and \$1.25 Per Ticket for non-profit organizations (included GST) as a capital improvement and facility surcharge. The capital improvement fee is also applicable to all non-ticketed and free events.

All ticket prices and ticket sales sold through the Kay Meek Box Office or by the client will include an additional aggregate surcharge of \$1.50 per ticket for the commercial organizations and \$1.25 Per Ticket for non-profit organizations (included GST) as ticket handling fee.

Credit card sales processed through the Kay Meek Box Office will include an additional aggregate charge of 3% of the gross sales amount processed.

## **BOX OFFICE/TICKETING**

We highly recommend that any persons renting any KMAC facility set up their tickets through our in house box office service for a set-up fee of \$50. If you are unable to use our box office service, please contact the Director of Venue Services for options and information. Please note the CIF surcharge will still apply.

The KMAC box office is open for phone sales from 12 PM to 4 PM Tuesday to Friday. There is also a walk up box office the day of the event for walk up sales via credit card and cash sales.

## **CONCESSION/BAR SERVICE**

The Kay Meek Arts Centre reserves the right to control the sale or distribution of refreshments in all of their venues. Bringing in outside food or beverages for patrons, free or for resale, must be approved by KMAC Management. Special order requests and buy bottle lists can be supplied on request.

## **DRESSING ROOM, GREEN ROOM, AND LOBBY USE**

Hire of the Grosvenor Theatre or McEwen Theatre includes the use of two dressing rooms. If available, additional dressing rooms may be provided at an additional charge. Use of the green room is not guaranteed. Extra set up for the lobby must be approved by KMAC Management before your event date and is not guaranteed as it is a shared space.

## **COMMISSION ON MERCHANDISE AND OTHER SALES**

Without limitation, Licensee may not bring food or refreshments to the Theatre or otherwise make any catering arrangements in connection with its licensing of the Premises without the prior express consent of KMAC. The use of the Facilities concession area is restricted solely for the use of KMAC and any and all approved food, beverage or merchandise sales will utilize lobby placed tables.

Any and all merchandise sales will be subject to a 15% commission on gross sales.

## **ADDITIONAL CHARGES**

Kay Meek Arts Centre reserves the right to make certain additional charges for special seat set-ups, stage, electrical, audio, lights or utility services.

## **MARKETING**

The Kay Meek Arts Centre does not provide any marketing or publicity of your event. If you are using our box office to sell tickets, we provide a dedicated event/show webpage on the Kay Meek website.