

KMAC Rental Client Info Package

SEPTEMBER 2025 - JUNE 2026



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 art experiences, gathering our community in an inspiring and inclusive environment, and providing access to cultural expression in its many forms. The venue features a 488 seat main stage theatre, a black box theatre, a meeting/reception room, and a bright and welcoming lobby. KMAC is located on the traditional, ancestral and unceded territories of the Skwxwú7mesh (Squamish), sə́lilwəta7 (Tsleil-Waututh) and the xʷməθkʷəy̓əm (Musqueam) Nations just north of Ambleside with easy access to highway 99 and the Lions Gate Bridge.

Our Space



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 screens, and dance performances



McEwen Theatre
Up to 145 seats

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. Maximum occupancy: 60 people



Dance Studio

Our spacious dance studio is located at the back of the venue and is equipped with full length mirrors, a sprung dance floor, and ballet bars. Please note that it is only available on weekends and evenings after 5:30pm.

Rental Procedure

Step 1: Complete and submit the online booking request form.

All first-time prospective clients are asked to complete the booking request form. Returning clients may be required to complete is as well, depending on the booking.

Step 2: Our rentals department will reach out to confirm availability. If requested by you, a soft hold can be placed on dates for up to two weeks.

Step 3: A non-refundable/non-transferable booking deposit is required to confirm your booking. Deposit amount is based on the space and date you are booking.

Step 4: Complete and submit our event information form.

Step 5: A Rental Agreement will be sent to you. The agreement must be signed before your event can be announced. An estimate for the costs of your event can be requested at this time.

Step 6: Your tickets go on sale (all assets must be sent before ticket sales will be available). We recommend that tickets go on sale 3 months prior to your event.

If your event is free to attend, a pre-payment of the full estimated amount of the rental will be required no less than thirty (30) days prior to your event.

Step 7: A Production sheet will be sent to you with all of the details of your event. Any changes to the document must be made no later than 3 weeks prior to your event.

Step 8: A Certificate of liability insurance is due 2 weeks prior to your event. The insurance must cover the following:

- The renter shall provide and maintain liability insurance coverage with a reputable insurer authorized to transact in British Columbia no less than two weeks prior to the event
- Commercial General Liability and Broad Form Tenants Legal Liability insurance on an occurrence basis to include coverage for claims arising from bodily injury, death or property damage occurring on, or in, or to or about the Theatre or the Premises resulting in any manner whatsoever from the performance of the Agreement.
- The insurance shall include KMAC as Additional Insured and shall be for limits of not less than Two Millions Dollars (\$2,000,000.00) for any one occurrence. Should any policy by Licensee be subject to an Aggregate Limit (other than any Aggregate Limit applicable to the "Products/Completed Operations Hazard") then such Aggregate Limit shall not be less than Three Million Dollars (\$3,000,000.00)

Step 9: Following the event, the rentals department will confirm ticket revenue received through the Box Office and allocate the amount against your final bill. Any extra revenue will be provided to the client via cheque within 1 - 3 weeks following the event.

Ticketing and Box Office

Kay Meek Arts Centre requires the use of our Box Office Services for client events unless the event is free of charge for guests. Patrons can purchase tickets online leading up to the event day, and (if not sold out) at the box office run by theatre staff on event day.

Ticketing Policy:

- Kay Meek Arts Centre (KMAC) operates its own ticketing system and is the only ticket agent for all events held within the Kay Meek Arts Centre.
- All events must be ticketed using KMAC barcoded tickets. These tickets are scanned for access control and to prevent fraudulent use.
- All online sales and reservations must be done through KMAC's website (www.kaymeek.com)
- The KMAC team will coordinate all of the ticketing details with the client including wording, scaling of house, pricing, and ticket sales
- Tickets are available online, by phone (Tuesdays and Thursdays between 12pm and 4pm), and at the KMAC Box Office (Thursdays between 12pm and 4pm and 1 hour prior to scheduled events)
- All assets and information required for the ticketing build should be submitted to the Box Office no less than 2 business days in advance of the intended on sale date
- Before tickets can go on sale, KMAC must receive the non-refundable/non-transferable rental deposit and signed Rental Agreement
- All ticket prices and ticket sales will include an additional surcharge per ticket as a capital improvement and processing fee. The amount of the surcharge is dependent on the price of the tickets
- KMAC Box Office can create up to three discount codes per event. The client must email boxoffice@kaymeek.com with the discount amount and code (12 alphanumeric characters) they would like to use.

How it works:

- After the non-refundable booking deposit and signed contract are received, clients will send the marketing materials and our box office team will set up your event.
- Once set up, tickets are sold online at www.kaymeek.com leading up to event day. Credit card, Interact, and Apple/Google Pay are accepted online in advance of the event.
- On event day, online ticket sales will automatically stop 1 hour before the start of the event. KMAC staff will open an on-site box office 1 hour before the start time. Staff will sell the remaining tickets to walk up patrons and provide will Call service to those who purchased online. Please note we are a cash-free venue.

Information required: The KMAC Box Office requires the following details before online ticket sales can begin:

- Ticket price
- Web image (see marketing guidelines below for information on dimensions and image requirements)
- A descriptive paragraph about the event
- Seating: Festival or Reserved
- List of seats to be held from public sales (including seats for complimentary tickets, videographer/photographer, in house sound board, etc.)

Complimentary Tickets:

- Complimentary tickets are printed with a \$0.00 value and marked as \$0.00
- We do not allow removal of complimentary tickets
- Clients are not allowed to sell complimentary tickets. Please see “Penalties” below
- A first name, last name, and email address must be provided no less than 2 business days prior to the event. Last minute requests may not be accommodated.
- Complimentary tickets must not exceed 10% of the venue capacity.

Selling tickets off-site: Removing tickets from our system for off-site sales must be approved by the Rentals Department. Upon approval, clients may sell tickets to their event through their organization, local stores, clubs, etc. KMAC will print these tickets for these sales (remove them from the system). Clients are required to complete a spreadsheet with the contact information and ticket number for each ticket holder at least 2 business days prior to the event.

Please note that a \$4.50 fee for handling and Capital Improvement are charged on all tickets removed from the system and must be paid before the tickets can be removed.

The following conditions apply to off-site ticket sales:

- Tickets cannot be sold online after they are removed from the system
- Clients are required to provide a spreadsheet with the contact information (First Name, Last Name, email address, and cell phone number) and ticket number for each ticket holder
- Clients may not alter or tamper with the KMAC tickets
- Removed tickets may not be returned to the system
- The client must provide its own staff member to handle any off-site ticket distribution or sales questions on the day of the event. The person is required no less than 1 hour prior to the start of the event and must remain for at least 30 minutes after the start of the event.

Free events: If the event is free and client is not providing tickets, KMAC requires the following information no later than 1 week prior to the event:

- Estimated number of attendees
- If the event is not open to the public, KMAC will also need the name of the person who will be responsible for ensuring only invited guests are admitted to the venue on the day of the event. This person is required no less than 45 minutes prior to the start of the event.

Penalties: If the ticketing policies are breached, KMAC reserves the right to charge a penalty of up to \$2,500.00. It is prohibited to sell complimentary tickets. If any complimentary tickets are sold, KMAC will charge commission fees on the total number of complimentary tickets available

Event Marketing Guidelines

The Kay Meek Arts Centre offers some marketing opportunities for ticketed rental events at our venue.

General rules:

- When marketing your event, you must use the correct name and address of the venue. We will not include your event on any Kay Meek digital or physical platform if any information is incorrect
- The use of any Kay Meek logo or image must be approved by KMAC staff before use
- All marketing materials where KMAC is mentioned must be approved by KMAC staff before use.

What we provide:

- A dedicated event/show webpage on the KMAC website
- 1 Physical poster displayed on our bulletin board (your poster may not be displayed due to limited space until closer to your event)
- Up to 100 rack cards available in our lobby

What we need from you:

- Image for the website
 - Size: 700px x 470px
 - A poster will not be accepted as information will appear repetitive and the image may be cropped for other use
 - You must have the right to use the image you provide
- Press release or a short description of your event
- Poster
 - Size: 8.5" x 11"
 - Must include:
 - Event title
 - Event date
 - Event start time
 - Venue
 - How to buy tickets
- Rack card
 - Size: 4" x 9"
 - Paper type: Card stock
 - Must include:
 - Event title
 - Event date
 - Event start time
 - Venue
 - How to buy tickets

Marketing materials can be emailed to rentals@kaymeek.com. Posters and/or rack cards can be dropped off to the Administration Office during office hours (please see our website for open hours)

Rates

The rental rates listed below are applicable to events between September 2025 and June 2026. KMAC is not currently available for rentals in July & August 2026. The venue is available between 8:30am and 11:30pm for bookings. Fees listed below are not applicable for Statutory Holidays. Please reach out to our team directly for pricing on Stat Holidays.

Grosvenor Theatre Rates

WEEKENDS (FRI - SUN)	REGULAR RATE	NON-PROFIT RATE
Tech Only	\$3025	\$2525
1 Performance	\$3950	\$3450
2 Performances	\$4125	\$3625
WEEKDAYS (MON - THU)	REGULAR RATE	NON-PROFIT RATE
Tech only	\$2725	\$2300
1 Performance	\$3650	\$3225
2 Performances	\$3825	\$3425

McEwen Theatre Rates

WEEKENDS (FRI - SUN)	REGULAR RATE	NON-PROFIT RATE
Tech only	\$1775	\$1450
1 Performance	\$2700	\$2375
2 Performances	\$2875	\$2550
WEEKDAYS (MON - THU)	REGULAR RATE	NON-PROFIT RATE
Tech only	\$1625	\$1350
1 Performance	\$2550	\$2275
2 Performances	\$2725	\$2450

Daily rental rates for either venue includes

- Use of the stated theatre for a maximum 7-hour continuous period commencing at load-in
- Use of standard lighting, sound (excluding wireless mics) and rigging systems (Grosvenor only)
- Use of 2 dressing rooms (capacities dependent on availability of rooms)
- 1 Technical supervisor and 1 stage technician for up to 7 hours of client time
- 1 Front of House Supervisor for up to 7 hours of client time (performance bookings only)
- Full ticketing services (performance bookings only)

Staffing & Other Charges

KMAC will determine staffing requirements to ensure safe and effective delivery of services

Additional dressing rooms	\$200 each
Green Room	\$200
Projector	\$300 Grosvenor Theatre \$150 McEwen Theatre
Hazer	\$50
Shin Side Kit	\$450 (includes set up)
Full Side Kit (with LED)	\$1150 (includes set up)
Marley Floor	\$430 (includes set up)
C7 Yamaha Piano with tuning	\$100 \$400
Sound operator/lighting operator/video operator/fly operator	\$43.50/ hour (minimum 4-hour call) \$62.25/hour (Overtime after 8 hours) \$87/hour (Overtime after 12 hours)
Acoustic shell	\$300 (includes set up)
Risers	\$15 each
Choir risers (5 in total)	\$125
Wireless mic package	\$500

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.

Cancellation: The deposit is non-refundable and non-transferable. If the event is cancelled within fourteen (14) days, you will be required to pay the full estimated contract including room, equipment, and staffing estimates.

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. A breakdown of applicable fees can be found on our website 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.

Date Availability: 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/non-transferable booking deposit is due to secure your date. No date is confirmed until the deposit is paid. Deposit amount is dependent on the event. Dates are held for up to two weeks without the booking deposit.

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

Inclement weather: In cases of severe weather, bookings in the Kay Meek Arts Centre may not be held as scheduled. In the event of severe weather conditions, rental groups should check for official notices about possible venue closures. The KMAC staff will endeavor to work with event organizers to reschedule any affected bookings.

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.

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

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.

Production Meetings/Site visits: We can accommodate up to 2 site visits/production meetings per event based on availability. Clients may bring up to 4 people to each meeting. Walk ins will not be accommodated.

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 (for more information visit kaymeek.com/rentals). The client may not advertise the event until the contract has been signed.

Ticketing: All bookings must use Kay Meek's in house ticketing service (unless the event is free for attendees). Outside ticketing will not be permitted.

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. Additional equipment may not be available for your event.

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

For more information contact our bookings
team

www.kaymeek.com
rentals@kaymeek.com