

BPAC RENTAL CLIENT

Info Package



*Thank you for your interest in renting at
The Burlington Performing Arts Centre!*

The Burlington Performing Arts Centre (BPAC) is a charitable, not-for-profit organization. It is a vibrant, Gold LEED Certified venue, a presenter, a cultural developer, an educator and a community hub. The facility features a 720-seat Main Stage; a black box Community Studio Theatre; a bright and spacious Family Lobby and an outdoor Plaza. BPAC is located in the heart of downtown Burlington, steps from the waterfront of Lake Ontario, with a myriad of restaurant and shopping options within walking distance. BPAC adjoins a convenient parking garage and has several hotels nearby.



The Main Theatre – 718 Seats – The Main Theatre is a multi-purpose performance venue that can accommodate theatrical and musical performances, as well as community or corporate events. Audience members enjoy excellent sight lines and proximity to the stage, world-class acoustics and an intimate connection to what’s happening on stage.



The Community Studio Theatre – Up to 200 seats (depending on configuration) – The Community Studio Theatre is a flexible “black box” space. With 2,500 square feet of floor space to accommodate rehearsals, small receptions, meetings, recitals and exhibits. It can be used as a holding and warm up area. The Studio has a sprung floor, video screens, and sound system.



The Family Lobby is a light-filled space that can accommodate anywhere from 150 people for a sit-down meal to 700 people for a standing reception. Perfect for receptions, exhibitions, corporate functions, civic events and more. The 5,000 square foot lobby is encircled by a balcony level mezzanine.



The Marshalling Room features natural light through picture windows. With enough space to comfortably accommodate up to 100 people, the Marshalling Room is ideal for smaller scale events. It is equipped with a sprung floor, sound system, and built in LCD screen. The Marshalling Room is only available if no other events occur at BPAC that day.

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GENERAL RENTAL INFORMATION

COST

Each event we do is unique and there is no standard total cost for an event. The breakdown of applicable fees is on Page 3 of this document and personalized estimate can be provided upon request.

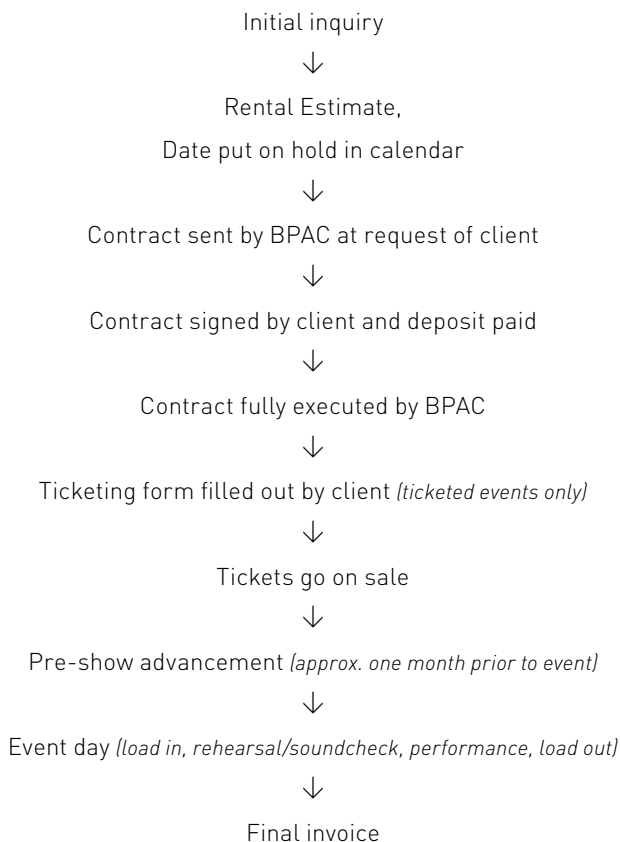
DATES

Rentals on weekends and through dance season (March-June) fill up quickly. The more flexibility you have with your date, the more likely we will be able to accommodate your request.

VISIT

A site visit is recommended for all new clients.

STANDARD RENTAL PROCESS OVERVIEW



For any questions, to request an estimate, or to proceed with the booking process, please contact:

Heather Cassels, Events Manager

heather.cassels@burlington.ca or 905-681-2551 ext. 6113.

FAQs

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

DEPOSITS: A non-refundable deposit equal to the Rental Rate is due when the contract is signed. No date is confirmed until the contract is fully executed, and the deposit is paid in full.

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

RENTAL RATES: Renters must provide a government issued charitable or not-for-profit registration number to qualify for the Not-For-Profit rate. Local rates are available to Burlington addresses only.

TICKETING: BPAC is the exclusive agent of ticket sales. Creating your own tickets, or ticketing through third party software (such as EventBrite) is not permitted. Tickets cannot go on sale until the contract is executed and the deposit is paid.

TECHNICAL: All technical requirements must be approved by BPAC at least four weeks prior to the event. Tech specs are available at: <https://burlingtonpac.ca/about/technical-specifications/>

INSURANCE: The client is required to purchase and provide proof of liability insurance. BPAC can provide coverage for a fee.

PUBLICITY & MARKETING: All advertising and promotion is at the client's expense. A list of complimentary and paid marketing services BPAC can provide is available. The client may not advertise the event until the agreement is fully executed and the deposit is paid.

CONCURRENT RENTALS: Unless the Full Building is rented, parts of the building may be rented concurrently by separate clients. The use of backstage spaces, the lobby, hallways, the box office and all other public spaces are at the discretion of BPAC.

BALLOONS: Helium balloons are prohibited within BPAC due to the fire alarm system.

ALCOHOL: Alcoholic beverages are only permitted in licensed areas and are not permitted backstage.

CATERED RECEPTIONS: There is no onsite 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 BPAC.

VIDEO: Unobtrusive professional recording is permitted in prearranged locations at the approved of BPAC. Live streaming services are available for a small fee.

DAMAGE & CONDUCT: If the premises are damaged, the client is responsible for the cost of the damage. Vandalism, littering, or the use of abusive language is cause for cancellation.

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DAILY FACILITY RENTAL RATES <i>(HST not included)</i> Discounted weekly rates may apply – please inquire.	LOCAL NOT-FOR-PROFIT	LOCAL COMMERCIAL	NON-LOCAL COMMERCIAL
MAIN THEATRE <i>(718-seat capacity)</i>	\$1,815	\$3,100	\$3,405
STUDIO THEATRE <i>(164-seat capacity with staging / 200 without)</i> Black Box space with no fixed seating. Seating and staging TBC with BPAC.	\$500	\$800	\$1,000
FULL VENUE Includes Main Theatre, Studio, Lobby, Mezzanine and Marshalling Room	\$2,525	\$4,185	\$4,755
LOBBY ONLY Rental of the Lobby is based upon availability and may only be booked within 60 days of rental. Full Venue rental may be required for Lobby rentals if intended use prevents concurrent use of Main Theatre and/or Studio Theatre. Configuration and capacity to be discussed with BPAC.			
MEZZANINE and MARSHALLING ROOM are also available to rent – please inquire directly for rates.			

DAILY RENTAL RATE INCLUDES:

- Use of the space for a maximum 12-hour period*, commencing at load-in (includes set-up time).
- Use of standard house lighting, sound (excluding wireless mics) and rigging systems (Main Theatre only).
- Use of piano (tuning not included)

*If rental usage extends beyond 12-hour maximum LICENSEE will be charged an overtime penalty of \$400.00 per hour.

STAFFING & OTHER CHARGES: *(HST not included, Staff time is rounded up to the nearest half hour on Settlement)*

TECHNICAL STAFF	\$45 / hour Minimum 4-hour call Main Theatre – Minimum requirement of 3 Technical Staff Studio Theatre – Minimum requirement of 1 Technical Staff
FRONT OF HOUSE MANAGER	\$25 / hour Minimum 3-hour call
SECURITY	\$25 / hour Minimum 3-hour call
BARTENDER	\$25 / hour Minimum 3-hour call
EQUIPMENT AND OTHER CHARGES	Video Projector: \$200 Fog/Haze: \$25 Piano Tuning: \$175 Wireless Microphone Batteries: \$5 each Plaza Fencing: \$350 SOCAN and Re:Sound: To be determined at settlement Insurance: Available Upon Request
BOX OFFICE SERVICES	Box Office Set-Up Fee: \$100 Set-Up Fee Additional Performances: \$50 per performance Service Fee: \$2.50 per ticket Handling Fee: \$2.50 per ticket CIF: \$1.50 per ticket (or 20% of rental rate for non-ticketed events) Credit Card Fee: 5% Gross Box Office Sales Printed and Returned Consignment Tickets: \$0.50 per ticket

BPAC to determine staffing requirements to ensure safe and effective delivery of services. All staffing is provided by BPAC.

STAFF BREAKS: All staff are entitled to an uninterrupted 30-minute eating period after no more than five consecutive hours of work. Breaks may be scheduled in advance or determined on event day. Staff breaks may be staggered.

OVERTIME: Overtime will be charged at 1.5 X normal rate after 12 hours in a day or per hour on a statutory holiday and 2 X the daily rate between 12am and 8am.