



CAPITOL THEATRE
RENTAL/PERSONNEL/SERVICE RATES

SPACES OF THE CAPITOL THEATRE COMPLEX

Main Stage			
Commercial		\$1000.00/8 hrs or 10% (see Note 1)	Overtime rate: \$150/hr
Local Commercial		\$650.00/8 hrs or 10% (see Notes 1 & 2)	Overtime rate: \$120/hr
Empress Theatre			
Basic Rental	Ticketed or non-ticketed events	\$250/day	
In combination with the Main Stage (when available)		\$150/day is added to Basic Rental Rate	
Pearce Lounge			
Basic Rental	\$60/hour	\$150/day	
Main Lobby			
Basic Rental	\$60/hour	\$150/day	

BOX OFFICE FEES– ADVERTISED TICKET PRICES INCLUDE ALL FEES & TAXES

Box Office fee	6% of Net Tickets Sales
Capital Improvement Fund (These funds are used exclusively to make improvements to the Capitol Complex and to maintain and upgrade its high quality equipment and systems)	\$4.50 per ticket over \$12.50 (including HST). \$3.50 per ticket \$12.50 and under (including HST). \$2.50 is charged for each complimentary ticket issued to a maximum of 50 tickets \$7.50 is charged for each complimentary ticket after 50 tickets.
Online fees	Tickets purchased via capitol.nb.ca are subject to a fee of \$5.00 per transaction.
Mailing fees	\$2.00 per order
Non-Ticketed events	A flat rate of \$500 will apply

PERSONNEL RATES

Technical Director on Duty (see Note 3)	\$25/hr (min. 4 hrs) Overtime rate after 8 hrs: \$37.50/hr
Front of House Manager (see Note 3)	\$20/hr (min. 4 hrs) Overtime rate after 8 hrs: \$30.00/hr
Light & Sound Technicians (see Note 3)	\$25/hr (min. 4 hrs) Overtime rate after 8 hrs: \$37.50/hr
Ushers: Main Stage (see Note 3) Number of ushers required to be determined by the Corporation.	\$1/hr for each usher (min. 4 hrs), minimum charge \$50
Ushers: Empress (see Note 3)	\$15 flat rate
Stage Hand/Loader Crew	\$22/hr (min. 4 hrs) Overtime rate after 8 hrs: \$33.00/hr
Other specialized staff: follow-spot, fly, etc	\$25/hr (min. 4 hrs) Overtime rate after 8 hrs: \$37.50/hr
Wardrobe Assistant	\$30/hr (min. 4 hrs) Overtime rate after 8 hrs: \$45.50/hr
Rigging Technician	\$35/hr (min. 4 hrs) Overtime rate after 8 hrs: \$52.50/hr
Outside Security The Corporation reserve the right to hire security personnel at the Licensee's expense when it is deemed it necessary for the safety of all	Cost plus 15%

NOTES

- Rental rate will be the greater of the basic rate or 10% of net ticket sales, exclusive of CIF charges and ticketing fee.
- "Local Commercial" describes an organization from the Greater Moncton area Monday to Wednesday.
- Indicates mandatory fees/charges for personnel. Our theatre technicians can design lighting plans for you. Cost to be negotiated based on client's needs.
- According to NB Labour regulations, an overtime rate of 1.5 times regular wages will apply to those employees who work on the following statutory holidays: New Year's Day, Family Day, Good Friday, Canada Day, New Brunswick Day, Labour Day, Remembrance Day & Christmas Day.

FACILITY AND EQUIPMENT COSTS

Basic set-up (mandatory)	\$100 per show to be determined at time of booking Additional charges may apply
Room cleaning	\$100 per room to be determined at time of booking Additional charges may apply
Painting of stage	\$250 to return to black or cost to repair if damaged
Seat Removal	\$50 per seat
Rental - Grand piano (Main Stage only)	\$350 (includes tuning)
Follow spot	Free
CO2 Hazer	Free
Projector – Main Stage	Free
Projector – press conference and in Empress	Free
Backline / Additional production equipment / musical instruments required	Cost + Delivery + 15% - deposit may be required

MISCELLANEOUS

Poster distribution	Available on request. Cost + 15%
Media advertising	Benefit from our preferred rate with Brunswick Publishing – please contact brenda@capitol.nb.ca for details.
E-blast communication	Content to be provided by Licensee. \$100 for distribution to our membership list
SOCAN Live Music YES <input type="checkbox"/> NO <input type="checkbox"/>	As per SOCAN tariff (minimum \$35.00 + HST)
Re Sound (Music Licensing Company) Recorded Music YES <input type="checkbox"/> NO <input type="checkbox"/>	Minimum \$9.25 + HST
Catering	Cost + 15%
Soft Drinks, Water, Juice	\$2.00 per drink
Coffee, Tea	\$12 for small thermos/\$25 for a large urn

OTHER SERVICES AND COSTS

A. BAR SERVICE

The Corporation will provide a cash bar during the event at no extra charge

The Corporation will decide if bar service is to take place.

In the event of an 'Open Bar', a 15% service fee will apply.

When a reception takes place in any one of the Corporation's four spaces, fees will be determined at the time of booking.

B. CATERING AND ACCOMMODATION SERVICES

The Delta Beausejour is our primary catering and accommodation provider.

Please visit their website at deltahotels.com for a full list of their facilities and services.

C. TECHNICAL DEPARTMENT

C-1 Mainstage:

Minimum crew (mandatory when Main Hall is in use):

one sound technician
one light technician
one technical director on duty

C-2 Empress:

Minimum crew (mandatory when Empress is in use):

one sound technician
one light technician

C-3 Breaks and Meal breaks (for each technician):

one 15 minute break after 2 hours work
one 30 minute meal break after 5 hours of work

Technicians stay on the clock for breaks, unless they are given more than 1 hour off. For each meal break missed there will be a charge of \$25/technician on duty

C-4 Load-in:

The Capitol Theatre mandatory technician crew begin work 30 minutes to one hour before load-in time in order to prepare theatre and equipment for load-in.

For all technical department inquiries, please contact Tony Gaudet, Technical Director for a detailed quote. He can be reached by e-mail at tony@capitol.nb.ca or by phone at (506) 856-4360.

D. DEPOSIT AND MATERIALS

In order to formalize our rental agreement we must receive the following items. Tickets to your event will go on sale once these materials have been received.

- D-1 Main Hall
 - \$1000.00 deposit
 - signed Rental Agreement
 - signed Merchandise Sales

- D-2 Empress Theatre
 - \$250 deposit
 - signed Rental Agreement
 - signed Merchandise Sales

- D-3 Pearce Lounge and Lobby
 - \$75 deposit
 - signed Rental Agreement
 - signed Merchandise Sales

All deposits are non-refundable.

E. TAXES

The Harmonized Sales Tax of 15% will apply to all rental/personnel and service rates.

F. RELEASE OF HOLDS

The deposit and requested materials must be received within six weeks of placing a date on hold. If these items are not received within this time period, all reasonable attempts to contact you directly will be made. If we cannot reach you, the date previously on hold will be released.

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