

## Théâtre Capitol Theatre Inc.

### **Rental, Personnel & Service Rates** ***JULY 2021 - JUNE 2022***

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#### Rent - Main Stage

Commercial (see Note 1)	\$1,200.00 or 10%
Local Commercial (see Note 1 & 2)	\$750.00 or 10%

#### Rent – Empress Theatre

Basic Rental	\$250.00
In combination with the Main Stage	\$150.00

#### Rent – Pearce Lounge

Basic Rental	\$150.00
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#### Rent – Main Lobby

Basic Rental	\$150.00
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#### Technical Crew

Technical Director on Duty (see Note 3)	\$26.00
Light & Sound Technicians (see Note 3)	\$26.00
Stagehand/Loader Crew	\$23.00
Other specialized staff: follow-spot, fly, etc.	\$26.00
Wardrobe Assistant	\$31.00
Rigging Technician	\$36.00
Overtime (over 8 hours same day)	1.5 x hr. rate
Missed Meal Breaks for each Technician	\$25.00
Outsourced Security	Cost + 15%

#### Technical Equipment and Supplies

Grand Piano (includes tuning)	\$350.00
Follow spot	Included
CO <sub>2</sub> Hazer	Included
Projector - Main Stage	Included
Projector - Empress	Included
AA Batteries	\$1.00
9V Batteries	\$3.00
Additional Equipment Rentals, Services (outside)	cost + Delivery + 15%
Painting of Stage -return to black	\$250.00

#### Front of House and Volunteers

Front of House Manager – min call 4 hrs. (see Note 3)	\$25.00
Overtime (over 8 hours same day)	1.5 x hr. rate

Ushers Main Stage	\$100.00 flat rate
Ushers Empress	\$15.00 flat rate
Cash Bar Services	Included
Host Bar Services	cost + 15%

#### Box Office Fees

Box Office Fee % (Net Tickets Sales)	6%
Capital Improvement Fee (CIF) - (over \$12.50 excluding HST)	\$6.00 per ticket
Capital Improvement Fee (CIF) - (under \$12.50 excluding HST)	\$4.00 per ticket
Complimentary ticket/maximum 50 tickets	\$2.50
Complimentary ticket/after 50 tickets	\$7.50
Non-Ticketed events/Flat rate	\$500.00
Cancelled complimentary ticket	\$2.00

#### Miscellaneous

Poster Distribution / minimum 50 posters	\$2.00 each
Merchandise - sold by Client	15%
Merchandise- sold by Venue	20%
Media Advertising	cost + 15%
E-blast Communication	\$150.00
Basic set-up / Additional Charges may apply	\$150.00
Room Cleaning /Additional Charges may apply	\$150.00
SoCan Live Music	Tariff+ HST
Re:Sound Music	Tariff+ HST

#### Notes

1. Rental rate will be the greater of the basic rate or 10% of net ticket sales, exclusive of Capital Improvement Fee (CIF) charges.
2. "Local Commercial" describes an organization from the Greater Moncton area Monday to Wednesday.
3. 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.

#### Other Services and Costs

##### **A. TECHNICAL DEPARTMENT**

###### A-1 Main stage:

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

- one sound technician
- one light technician
- one technical director on duty

- A-2 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.

A-3 Load-in:

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

A-4 Empress:

Minimum crew (mandatory when Empress is in use):

- one sound technician
- one light technician

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](mailto:tony@capitol.nb.ca) or by phone at (506) 856-4360.

## **B. 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. All deposits are non-refundable.

B-1 Main stage:

\$1,200.00 deposit  
Signed Rental Agreement

B-2 Empress Theatre:

\$250.00 deposit  
Signed Rental Agreement

B-3 Pearce Lounge & Lobby:

\$75.00 deposit  
Signed Rental Agreement

## **C. TAXES**

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

## **D. 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.