

Théâtre Capitol Theatre Inc.

**Rental, Personnel & Service Rates**

***JULY 2026 - JUNE 2027***

**All Fees are subject to 15% HST**

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Rent - Main Stage

Commercial (see Note 1, 2)	\$1,800.00 or 10%
Local Commercial (see Note 1, 2 & 3)	\$1200.00 or 10%

Rent – Empress Theatre

Basic Rental	\$350.00
In combination with the Main Stage	\$200.00

Rent – Pearce Lounge

Basic Rental	\$150.00
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Rent – Main Lobby

Basic Rental	\$250.00
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Technical Crew

Technical Director on Duty (see Note 4)	\$37.50
Light & Sound Technicians (see Note 4)	\$37.50
Outsourced Stage Hand/Loader Crew	Cost + 15%
Other specialized staff: follow-spot, fly, etc	Cost + 15%
Wardrobe Assistant	Cost + 15%
Rigging Technician	Cost + 15%
Outsourced Security	Cost + 15%
Missed Meal Breaks for each Technician	\$25.00
Overtime (over 8 hours same day)	1.5 x hr. rate

Technical Equipment and Supplies

Grand Piano (includes tuning)	\$350.00
Follow spot & Risers	Included
CO <sub>2</sub> Hazer & Dance Floor	Included
Projector - Main Stage & Empress	Included
Consumable Tech Supplies	\$50.00
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 4)	\$30.00
Overtime (over 8 hours same day)	1.5 x hr. rate
Ushers Main Stage	\$120.00 flat rate
Ushers Empress	\$25.00 flat rate
Cash Bar Services	Included

Host Bar Services cost + 20%

Box Office Fees

Box Office Fee % (Net Tickets Sales)	6.5%
Capital Improvement Fee - (over \$12.50 excluding HST)	\$7.00 per ticket
Capital Improvement Fee - (under \$12.50 excluding HST)	\$4.00 per ticket
Complimentary ticket/maximum 50 tickets	\$3.00
Complimentary ticket/after 50 tickets	\$8.00
Non-Ticketed events/Flat rate	\$750.00
Cancelled complimentary ticket	\$2.00

Miscellaneous

Poster Distribution / minimum 50 posters	\$3.00 each
Merchandise - sold by Client	15%
Merchandise- sold by Venue	20%
Media Advertising	cost + 15%
Basic set-up / Additional Charges may apply	\$150.00
Room Cleaning /Additional Charges may apply	\$150.00
Basic set-up and Room Cleaning Empress	\$150.00
SoCan Live Music	Rate + HST
Re:Sound Music	Rate +HST

Notes

1. Rental rate will be the greater of the basic rate or 10% of net ticket sales, exclusive of CIF charges.
2. Second show on the same day, we will cap at \$1800.
3. "Local Commercial" describes an organization from the Greater Moncton area Monday and Tuesday only.
4. 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 theater and equipment for load-in.

A-4 Empress:

Minimum crew (mandatory when Empress is in use):  
one sound technician  
one light technician  
one technical director on duty

For all technical department inquiries, please contact James Butler, Technical Director for a detailed quote. He can be reached by email at [james@capitol.nb.ca](mailto:james@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:

\$1,800.00 deposit per day  
Signed Rental Agreement

B-2 Empress Theatre:

\$350.00 deposit per day  
Signed Rental Agreement

B-3 Pearce Lounge & Lobby:

\$100.00 deposit  
Signed Rental Agreement

**C. 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.

