

# The Regent Theatre

## RENTAL SERVICE RATES\*

Effective: October 1, 2022

### FACILITY RENTALS

	<u>Rate</u>
Theatre Rental (Evening (3pm-11pm) Thursday-Sunday inclusive of auditorium/lobby cleaning fee + stage lighting + basic audio package)	\$ 800
Theatre Rental (Evening (3pm-11pm) Monday - Wednesday or matinee inclusive of cleaning fee + stage lighting)	\$ 700
Stage Rental (without audience or stage lighting) + cleaning fees - to be negotiated	TBD
Additional hour Theatre Rental including auditorium	\$ 100/hr
Loft Hourly Rental Rate (plus cleaning + FOH staffing; 2 hour minimum)	\$ 40/hr
Lobby Rental Rate (plus cleaning + FOH staffing)	\$ 40/hr
Green Room - with no stage access	\$ 40/hr

#### Notes:

Theatre Rentals include box office services, usher and concession volunteers, and FOH manager who bills hourly based on actuals.  
 For ticketed paid-admission events, Rental is subject to an additional rate of 10% of Gross Ticket Sales after 200 sales  
 Registered PEC Not-For-Profit Rental (including schools) may request 20% discount on Facility Rental rates  
 One Regent Theatre House Technician is required onsite for the duration of all theatre rentals.

### STAFFING & TECHNICAL SERVICES

House Technician for basic lighting/sound and setup (4 hr minimum)	\$ 35/hr
Streaming video technician (4 hr minimum)	\$ 35/hr
Additional camera operator (4 hr minimum)	\$ 35/hr
Projectionist Fee per hour (4 hr minimum)	\$ 20/hr
Front of House Manager - Mandatory for public events and screenings - (4 hr minimum)	\$ 20/hr
MP4 to DCP conversion (for use on big screen; one time charge per MP4, resulting DVD can be used at other theatres)	\$ 100
Live Event Trailer creation - under 1 minute (assuming all assets provided by client; 2 rounds of revision)	\$ 250
Facility Cleaning Fee - Theatre or Stage Rental (mandatory expense) dependent on area usage	\$ 100 - 150
Facility Cleaning Fee - Loft, Lobby, Greenroom (mandatory expense)	\$ 75
Technical Director (4 hr minimum included in all rental packages) additional hours billed at hourly rate	\$45/hr

#### Notes:

Until further notice: All technicians add 1 hr travel time to hours worked (at \$35/hr)

### EQUIPMENT RENTALS

Use of cinema projector - flat rate not including technician	\$ 50
Use of portable HD projector and scrim - flat rate	\$ 50
Streaming Equipment (3 cameras + switcher/encoder + computer) - flat rate per rental period	\$ 200
Fog/Haze Machine Usage	\$ 50
Premium Audio Package for events requiring 5 or more monitors and/or mics	variable
Audio basic equipment up to 5 microphones w/ monitors (include in rental rate)	Included

#### Notes:

All staffing and equipment usage is charged based on actual hours unless otherwise indicated + HST  
 Additional charges apply for over 6 monitors/mixes. To be quoted separately.

### TICKETING & BOX OFFICE

#### **Fees Charged to Ticketbuyer (inclusive of tax):**

Per Ticket Service Charge	Based on Ticket Price	\$1-\$9
	Building Improvement Fund (Donation to Regent) Flat rate on all tickets	\$ 2

#### **Fees Charged to Renter (deducted from Gross Receipts at reconciliation)**

Per Ticket Service Charge per complimentary tickets issued by Promoter	\$ 3
Per Ticket (VBO) Processing Fee	Online Sales \$ 1.60 In Person/Phone Sales \$ 0.40
Event Creation/Web Integration Minimum Fee (for Loft, Lobby and/or Off Site events)	\$ 100
Ticket sales surcharge (Events with sales over 200 tickets sold, not including comps)	10%

#### Notes:

The Regent is the exclusive ticketing provider for all ticketed events and screenings.  
 User paid point of sale Service Charges proportional to ticket prices apply to all sales.  
 Renter pays Ticket Processing Fees (deducted from Gross Receipts at Reconciliation)  
 Renter pays a per ticket surcharge of \$1/ticket for free admission events.

### MARKETING AND ADVERTISING

Marketing Services including but not limited to Gazette Ad inclusion, poster printing, social media, lobby display, pre-show ads are available. For more information inquire with the General Manager.

### OTHER COSTS

10% Sale of Merchandise commission on gross sales if promoter sells.  
 Consideration Fee for Outside Food & Beverage - To be negotiated. Note: Alcohol is exclusive to The Regent.  
 Licensing Fee for broadcast or recording - To be negotiated.  
 Pre-rigging or early move-in subject to availability and additional charges  
 All technicians bill based on actuals including 1 hr travel time on each call (\$35/hr)

### TERMS AND CONDITIONS

Additional fees apply to cancelled events and/or alteration of marketing materials after go-live date.  
 An event is confirmed only upon receipt of a signed/executed Rental Agreement and non-refundable deposit payment.  
 All rates are subject to applicable taxes.

**All rates and fees are subject to change. All rental agreements are subject to venue policies and protocols.**