



## NOW ACCEPTING APPLICANTS FOR BPAC/ACCOB JOINT COMMUNITY STUDIO THEATRE INITIATIVE FUNDING

The Burlington Performing Arts Centre (BPAC) and the Arts & Culture Council of Burlington (ACCOB) are pleased to announce the second year of the *BPAC / ACCOB Community Studio Theatre Initiative* – a funding opportunity initiated in 2017 for community artists and arts & culture organizations to help offset the costs associated with renting BPAC's Community Studio Theatre. Funds for this initiative are raised through BPAC's annual *Festival of Trees*. Funds raised in December, 2018 will be used to cover a **portion** of the basic rental costs of the BPAC Community Studio Theatre for 4 applicants in 2019 in an amount of up to \$1,700 per applicant, which must be used prior to December 31, 2019. **Interested artists, arts organizations, and cultural organizations are invited to submit applications on or before Friday, March 1, 2019 at 11:59pm to [info@artscultureburlington.ca](mailto:info@artscultureburlington.ca)**, providing they meet the following requirements:

- Applicants must be members of the ACCOB (\$25 individual/\$50 group annual membership fee) at the time of submitting their application. For more information please visit: <https://www.artscultureburlington.ca/get-involved/become-a-member>
- Applicants may be individual artists OR a collective/arts & culture organization
- Applicants must be from Burlington or the Burlington area, which for the purposes of this funding program encompasses Halton Region and the Hamilton-Wentworth Region
- Applicants must submit a maximum 500 word document outlining WHO they are; WHAT they want to do (artistic scope of the project); WHEN they would like to do it and WHY they are deserved of the funding
- As the grant covers only a **portion** of rental costs: Applicants must demonstrate awareness of the potential additional rental costs (see attached Sample Cost Sheet) which might be incurred by contacting Sean Pederson ([sean.pederson@burlington.ca](mailto:sean.pederson@burlington.ca)) at BPAC for information regarding fees, costs and date availability regarding rental of the BPAC Community Studio Theatre; and provide proof of such contact from Sean Pederson
- Applicants must submit a basic budget with respect to the project for which they are applying
- Priority will be given to applicants who have not had the opportunity or means to rent the Community Studio Theatre in the past

The ACCOB Board of Directors will adjudicate the applications and contact those chosen to be the recipients of the funding. Successful applicants will be contacted no later than Monday, March 18, 2019.

**THE BURLINGTON PERFORMING ARTS CENTRE – RENTAL RATES (HST not included):**

| FACILITY RENTAL FEES               | MAIN THEATRE<br>Daily   | STUDIO THEATRE<br>Daily | STUDIO THEATRE<br>Weekly | ENTIRE VENUE<br>Daily   | LOBBY*                             |
|------------------------------------|-------------------------|-------------------------|--------------------------|-------------------------|------------------------------------|
| Not-for-Profit                     | \$1815                  | \$500                   | \$1620                   | \$2525                  | \$710 (> 4 hrs) / \$1150 (> 4 hrs) |
| Local Commercial                   | \$3100                  | \$800                   | \$4350                   | \$4185                  | \$840 (> 4 hrs) / \$1400 (> 4 hrs) |
| Non-Local Commercial               | \$3405                  | \$1000                  | \$5410                   | \$4755                  | \$840 (> 4 hrs) / \$1400 (> 4 hrs) |
| CIF for Non-Ticketed Rental Events | 20% of Rental Fee above | 20% of Rental Fee above | 20% of Rental Fee above  | 20% of Rental Fee above | 20% of Rental Fee above            |

\*Rental of the Lobby is based upon availability, and may only be booked within 60 days of rental

**Please note:** Lobby configurations must be confirmed with **THE CENTRE**. 700 person applications are for stand-up cocktail style events.

The Mezzanine and the Marshalling Room are also available to rent for meetings and receptions – please inquire directly for rates

**Daily Rental Rate includes:**

- Use of the space for a maximum 12-hour period, commencing at load-in (includes all set-up time for your event).
- One (1) Front of House Manager and Two (2) Bartenders for Four (4) Hours
- Use of standard house lighting, sound (excluding wireless mics) and rigging (Main Theatre only) systems
- Use of Piano (tuning not included)

Additional Rental Hours: **\$400.00** per hour payable after 12 consecutive hours of use for any hour or part of an hour used OR before 8AM and 12 MIDNIGHT for any hour part of an hour used.

**Equipment**

The Main theatre comes equipped with sound, lighting and rigging systems in a standard configuration.

The Studio Theatre comes equipped with sound and lighting in a standard configuration.

Depending on configuration the Lobby may require rental equipment and the use of an outside production provider.

**THE CENTRE** must approve all incoming rental and production equipment.

Please contact us to discuss your technical requirements.

**Please note:** Studio seat configuration must be confirmed with **THE CENTRE**. 225 seat applications are for meetings that do not require a large stage.

**STAFFING, BOX OFFICE & OTHER CHARGES (HST not included):**

|                                     |  |  |  |  |
|-------------------------------------|--|--|--|--|
| Technical Personnel (min. 4 hrs)    | \$45 / hr                                  |  | Security (min. 3 hrs)                        | \$26 / hr                                      |
| Front of House Manager (min. 3 hrs) | \$25 / hr                                  |  | Bartender (min. 3 hrs)                       | \$25 / hr                                      |
| Box Office Services                 | Set-Up Fee: \$100                          | Handling Fee: \$2.50 per ticket printed    | B/O Service Fee to Patron: \$2.50 per ticket | CIF: \$1.50 per ticket printed                 |
|                                     | Credit Card Fee: 5% Gross Box Office Sales | CIF for Non-Ticketed Events: 20% Base Rent | Consignment Tickets: \$0.50 cents ea.        | Returned Consignment Tickets: \$0.50 cents ea. |
| Equipment & Other Charges           | Video Projector: \$200                     | Fog Machine or Hazer: \$25                 | Wireless Microphone Batteries: \$5 ea.       | Plaza Fencing: \$350                           |
|                                     | Piano Tuning: \$175                        | SOCAN & ReSound: TBD                       |  | Insurance: Available Upon Request              |

**STAFFING POLICY: THE CENTRE** reserves the right to determine staffing needs based on:

- a) Event requirements
  - b) Collective bargaining agreements
  - c) Safety of all patrons, staff, volunteers and performers
  - d) Protection and stewardship of the venue and equipment
- For every event, it is required that all front of house, technical and box office positions are filled with THE CENTRE staff. Rental clients are required to pay for all staff and services scheduled for their event.

Technical Personnel: Minimum 4-hour call for technicians | Minimum 3 technicians in Main Theatre / 1 technician in Studio  
Front of House Manager: Minimum 4-hour call for Front of House Managers  
Room Set Up Fee: Minimum \$100.00 (based on room set-up requirements)

**Staff Costs & Overtime**

All staff time is rounded up to the nearest ½ hour. **Overtime** will be charged at 1.5 X normal rate after 12 hours in a day or on a statutory holiday and 2 times the daily rate between 12am and 8am. All staff is required to have a meal break every 5 hours. Meal breaks are unpaid and must last a minimum of one (1) hour to a maximum of two (2) hours. If more than two (2) hours occur between work calls, the technician shall be entitled to a new minimum four (4) hour call at the prevailing rate.

*Please note that adequate breaks must be scheduled for the crew as part of the Day, including a 1-hr meal break after 5 hrs.*

All fees are subject to applicable taxes.

**Technical Staff**

All crew requirements will be set in consultation with **THE CENTRE** to ensure adequate crew complement for the safe set-up, operation and take down of each event.

Theatre Technicians: \$45/hour (Minimum 4 hour call)  
Minimum crew calls: Main Theatre: 3 Technicians      Community Studio Theatre: 1 Technician

**Opt In Ticket Sales Reporting**

\$100.00 charge per event. **The CENTRE** will provide a sales report and contact information for patrons who gave consent to continued contact. Please contact the box office for further information.