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As of May 2023

Preamble

Schedules ‘A’ through ‘C’ intend to provide Licensees of the Theatre with relevant information to inform the mutual expectations between venue and Licensee regarding the usage of the Theatre. This document is to help our Licensees execute successful performances.

- Schedule A = Technical Policies**
- Schedule B = Front of House Policies**
- Schedule C = Rental Rates (for applicable year)**

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Version:

Schedule A, B, and C - updated April 2023

Acknowledgement of Schedules A through C:

I acknowledge that I have received, read, understand and agree to the conditions within Schedules A through C.

Licensee _____

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1. TECHNICAL RIDER & SCHEDULING DISCUSSION:

- a. Assignment of Technical Supervisor: Following the contracting of the Theatre, the Licensee will be assigned a Technical Supervisor. This person will be the primary point of contact with the Licensee for production & technical requirements, and will advise the Licensee on anticipated equipment, technician staffing, and related costs, based on the Licensee's proposed scope of work & schedule.
- b. Proposed Scope/Schedule: The Licensee should provide the proposed scope of work, schedule and technical requirements to the Theatre's Technical Supervisor no later than 2 months prior to the start of the rental period. The Technical Supervisor will have a discussion with the Licensee regarding the requirements, and will advise the Licensee of the anticipated number of technicians required to be supplied by the Theatre, at the Licensee's cost, along with any equipment available/not available at the time of rental.
- c. Estimates Upon Request: Upon the Licensee's request, the Technical Supervisor will provide the Licensee with an estimate of technical charges, given a particular scope of work, proposed schedule, and number of technicians. This estimate is not binding, and the final settlement will include all changes and related costs, made by the Licensee to the technical requirements or schedule that may impact the overall charges.
- d. Restoration of House Plots: The proposed scope of work, as outlined by the Licensee, must include time for any installation, modification and restoration of theatre-owned equipment & fixtures. The assumption is that all rentals begin with the house plots in place, and end with a restoration of the same. This includes, but is not limited to:
 - i. House plot of lighting, audio, flown scenery/draperies; and
 - ii. Installation & Removal of the Theatre's dance floor
- e. Changes to Scope/Schedule: Note that changes to the scope of work, schedule, or nature of activity may impact charges to the Licensee, and the Theatre takes no responsibility for variances from estimate/scope. The Licensee is responsible for all labour charges incurred on the rental, regardless of the original estimate.
- f. Increases to Rates: The schedule of rates and conditions is subject to review & increase on an annual basis, effective August 1 of each year.

2. CREW REQUIREMENTS, SCHEDULING & RATES:

- a. Minimum Number of Crew: At minimum, for all events, and whenever the theatre, stage, wings or audience seating area are in use, the Theatre requires that two (2) crewpersons be present, to be supplied by the Theatre at cost to the Licensee in accordance with the rates in Schedule C. These two technicians will be:
 - i. The Technical Supervisor, positioned backstage, is a First-Aid attendant and acts as the Fire Warden for the Premises; and
 - ii. The Lighting Board Operator
- b. Additional Crewpersons Required: If any of the following Theatre-owned equipment is used, additional technician(s) are required, to be supplied by the Theatre and the cost of labour to be invoiced to the Licensee:
 - i. Audio Console, house PA system, and/or Microphones;
 - ii. Followspot(s);
 - iii. Fly System;
 - iv. Rigging;
 - v. Video recording/streaming control system;
 - vi. Handheld cameras or the installation of motorized cameras;
 - vii. Theatre-owned wireless lavalier style microphones
 - viii. Deck Mixing of audio and/or the patching of audio during a performance

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- ix. If more than 40 participants are onstage, an additional “deck” technician
- x. Other theatre-owned equipment, as determined by the Technical Supervisor
- c. Responsibility to Confirm Crewing & Requests: The responsibility for an event to have the appropriate technical crew rests with the Licensee. We encourage all Licensees to confirm the scope of work with the assigned Technical Supervisor early enough to ascertain the number of technicians required and related costs.
- d. Licensee-Supplied Professional Technical Assistants: The usage of Licensee-supplied professional technical assistants to augment Theatre-supplied technicians is permitted only with the advance, written permission of the Technical Supervisor. Licensee-supplied professional technical assistants may not replace the Technical Supervisor. Please note that additional requirements for professional technical assistants may be required, such as fall-arrest, harness training, or system certification, depending on the equipment used, and at the sole discretion of the Theatre.
- e. Limit Usage of Equipment: If trained crewpersons are not provided as above, the Theatre reserves the right to limit or deny the use of specific equipment.
- f. Minimum Call Duration: The minimum call for the Technical Supervisor or any Theatre-supplied technician is 3-hours in duration.
- g. Maximum Daily Calls per Technician: The maximum hours worked by any Technical Supervisor or technician is 14 per day. If the hours of work are to exceed 14 hours, a replacement technician will be called in and work will continue at the overtime rate.
- h. Technical Supervisor Hours Included in Rental & Overtime: For each day when a rehearsal or performance is booked, the Technical Supervisor is provided, free of charge to the Licensee, as part of the rental rate for a certain number of hours per day, listed below, regardless of the number of performances or rehearsals. On a Statutory holiday, this provision is reduced to a total of 2.5-hours.
 - i. Rehearsal Day = includes 4-hours of Technical Supervisor time
 - ii. Performance Day / multiple performances per day = includes 8-hours of Technical Supervisor time, total
 - iii. If the Technical Supervisor works over 8 hours in the day, all hours worked after the initial 8 will be paid at the “Overtime” hourly rate. On a Statutory holiday, all hours worked after 8 hours are paid at “double time”.
 - iv. If the Technical Supervisor works over 12 hours in the day, all hours worked after the first 12 will be paid at the “Double Time” hourly rate.
- i. Technician Rates & Overtime: Except on Statutory holidays, the first 8-hours a Technician works are charged at the “Standard” rate.
 - i. For Technicians working more than 8 hours in the day, all hours worked after 8-hours are paid at the “Overtime” rate.
 - ii. For Technicians working more than 12 hours in the day, all hours worked after 12-hours are paid at the “Double Time” rate.
 - iii. Hourly rates are found schedule C.
- j. Statutory Holidays: All work occurring on a statutory holiday (as recognized by the Province of British Columbia), shall start with work paid at the overtime rate.
 - i. All hours worked after the initial 8 hours will be paid at the “double time” rate.
- k. Timesheets: All technicians complete a timesheet/work order for each day of work. Work calls begin on the hour or half hour. Time is logged in 15-minute increments, rounded up to the nearest quarter hour.
- l. Designated Day Off: When working for the same Licensee, there must be a designated day off within each work week, to occur no later than after the 6th day of work.

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3. CREW ARRIVAL & DEPARTURE TIMES:

- a. Arrival/Departure Times: The Technical Supervisor and Lighting Board Operator arrive 30-minutes prior to the first Licensee artist/participant arriving, and depart 30-minutes after the final Licensee artist/participant departs or on completion of venue restoration. These are the start/end times noted on the work order for the day.
- b. Additional Technician Arrival: Additional technicians arrive at appointed start times and may require up to 15-minutes for briefing & preparation before a rehearsal may commence.
- c. Billing for Time Worked: All work time, from arrival to departure, undertaken by all technicians, including the Technical Supervisor and Lighting Board Operator, is subject to billing to the Licensee.

4. USAGE OF THE THEATRE'S EQUIPMENT & PREMISES:

- a. Permission for Equipment Use: Usage of all equipment owned by or brought into the Theatre is subject to prior confirmation with the assigned Technical Supervisor.
- b. Restoration of Equipment: Following clause 1(d) above, all theatrical equipment (i.e. lighting & audio, video, staging, draperies, risers, chairs, music stands) used during the course of the event will be restored to the condition found at the outset, or as otherwise arranged by the Technical Supervisor. This includes restoring house lighting hangs, audio setups, curtains/draperies, risers, chairs, etc.
- c. Usage of the Premises: In keeping with the License Agreement, the Licensee's usage of the Premises is limited to the activities proposed in the License Agreement, and as discussed with the Manager's representative and/or the Technical Supervisor.
- d. Animals, Running Water, Live Flame, Pyrotechnics: Animals, Running Water, Live Flame, and Pyrotechnics are not permitted.
- e. Access to 2nd Floor Classroom & the Lobby: Licensees are granted access to the audience seating area, stage, wings, backstage, dressing rooms & green room with every rental of the theatre. Access to the 2nd floor classroom and to the Lobby may be available upon request by the Licensee.
- f. Patrons Onstage: Patrons are not permitted on the stage without the prior permission of the Technical Supervisor. Such arrangements may include additional ushers or assistants to ensure patron safety getting to and from the stage. Such labour is charged to the Licensee.
- g. Additional Janitorial Costs: Should a Licensee use glitter, confetti, hay, popcorn or other particulate within the theatre, an additional cleaning fee per occurrence will be charged (see Schedule C for full fee breakdown).
- h. Fire Exits: Fire exits must be kept clear at all times. Fire exits may not be blocked by set pieces, large amounts of equipment, or numerous people at any time before, during or after a performance. **The Technical Supervisor is empowered to stop a performance if this policy is not followed.**

5. SAFETY ADHERENCE & EXPECTATIONS:

- a. Adherence: All activities within the Theatre must adhere to the Theatre's safety policies, safe work procedures, posted capacity/occupancy limits, anti-discrimination & anti-harassment policies, and WorksafeBC guidelines/regulations, as well as any other regulatory requirements in place governing specific activities not covered above. It is the Licensee's responsibility to ascertain if the proposed activities meet these standards.
- b. Respectful Workplace: All personnel, whether staff of the Theatre or the Licensee, or participants or artists at the Theatre have the right to a workplace that is respectful in nature, and does not engage in practices of discrimination, harassment or bullying of any kind. The Manager will not tolerate disrespectful behaviour towards its staff, including:
 - i. Swearing;

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- ii. Name-calling whether derogatory, stereo-typical or otherwise;
- iii. Yelling, or speaking in an aggressive or threatening manner;
- iv. Uttering of threats;

Contravention of the respectful workplace policy may be considered unsafe work.

- c. **Unsafe Work:** Under Worksafe BC guidelines, the Manager supports its workers' right to a safe work environment and any staff person may refuse to work, on the grounds of unsafe activity. Should a concern be raised during the rental period:
 - i. The Technical Supervisor will evaluate the concern and may confer with other technicians, the Manager, the Licensee who are on site. While this evaluation is being made, the affected area shall be cleared and no work, rehearsal, or performance shall continue until a decision has been made. Decisions shall be made with a view to continuing the activity/event. Only as a last resort would the event be deemed so unsafe as to not be able to continue.
 - ii. If there is agreement on a remedy, the remedy is put into effect and the event proceeds.
 - iii. If there is no agreement, the Technical Supervisor and Licensee may continue to discuss possible solutions, with support from the Manager, if needed. In this occurrence, the Technical Supervisor will have ultimate authority to investigate and determine whether a proposed activity, equipment or installation is permissible. The Manager will support the decision made by the Technical Supervisor
 - iv. Modifications may be required, up to and including the removal of persons from the Premises.
 - v. The Theatre shall not be liable for any impact to an event because of a safety concern and/or decision.
- d. **Incident Reporting:** All incidents, accidents or near-misses are reported by the Technical Supervisor to The Manager. Affected artists/participants, witnesses or Licensees may be asked to complete a WorksafeBC first aid or incident report form, as required. These documents are kept confidentially by the Manager, and are available upon request.

6. BREAKS:

- a. **Coffee Breaks:** One, 15-minute paid coffee break shall be held within each period of work (when the period of work lasts a duration of 3 hours or more).
 - i. Coffee break shall be called at the discretion of the Technical Supervisor.
 - ii. During the coffee break, the Licensee may remain on stage, wings or in the audience seating area, but the rehearsal or technical work will stop, and the theatre will return to work light for the break.
 - iii. Technicians cannot be asked to work during a coffee break.
- b. **Meal Breaks:** In accordance with BC Employment Standards, an unpaid meal break is required after no more than 5-hours of work.
 - i. The duration of a meal break must be a minimum of 30-minutes, but we encourage meal breaks to be at least 60-minutes in duration.
 - ii. The scheduling of a meal break will be determined by the Technical Supervisor in coordination with the Licensee.
 - iii. During the meal break, the stage, wings and audience seating areas must be clear of all personnel, and the meal break will begin once the areas are clear and work has ceased.
 - iv. Technicians cannot be asked to work during a meal break.

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7. MEAL PENALTY:

- a. Should the Licensee elect NOT to clear the stage, wings or audience seating area during a scheduled meal break, the Technical Supervisor shall be deemed to be working. This may apply to the other technicians on the call as well.
- b. Lack of a 30-minute meal break after 5 hours, will result in an additional charge per hour, for each technician affected, until a break is taken – see Schedule C for full rates breakdown.
- c. Staggering meal breaks will not avoid the meal penalties.

8. TEAR-DOWN or LOAD OUT FOLLOWING A PERFORMANCE:

- a. Technicians working the performance will continue to work the tear-down following the performance.
- b. Work during a tear-down is subject to overtime and meal penalty requirements.
- c. If a tear-down requires a technician to work for a duration of more than 5 consecutive hours inclusive of the preceding performance, (when a meal break would not be possible, or is deemed not desirable by either Licensee, Technical Supervisor or technicians), after 5 hours, the hourly rate shall increase to the next higher “overtime” rate. The technician will also be paid a meal penalty of 1-hour at the regular rate.

9. INVOICING TERMS:

- a. An invoice for the rental & technical charges will be issued by the Manager, to the Licensee.
- b. If the Licensee has sold tickets via the Kamloops Live! Box Office, the Licensee authorizes the total rental invoice amount to be deducted from box office proceeds as part of the box office settlement.
- c. In all cases, Invoices are receivable by the Manager with terms Net 30.

10. ADDITIONAL TECHNICAL CHARGES:

- a. See the list of consumable charges that are considered ‘a la carte’ in Schedule C. Those items are invoiced to the Licensee based on actual usage during the course of the rental period. All charges are subject to 5% GST.
- b. Other consumables that are used are charged to the Licensee: at cost plus 15%

11. USAGE AND RENTAL OF WIRELESS MICROPHONES:

- a. The Theatre owns a set of 24 Lavalier-style microphones along with microphones cables and wireless packs.
- b. Due to the fragile nature of the microphones, microphones are made available to Licensees only upon advance request and with specific usage requirements.
- c. Any and all damage to wireless microphones shall be invoiced to the Licensee, at cost plus 15%, plus technician labour found in Schedule C.
- d. The use of the Theatre-owned wireless microphones is conditional on the Theatre receiving a Microphone Deposit in the amount found in Schedule C. This deposit is retained to be applied against damages to the microphones, and will be applied to the final invoice at the time of settlement.
- e. Microphone expendables (i.e. batteries and microphone tape) are invoiced to the Licensee at the rates found in Schedule C.
- f. Conditions surrounding the usage of wireless microphones:
 - i. Microphones will remain on the stage/wings of the Theatre: Licensees will not bring microphones outside the theatre building.

- ii. If the Licensee requires more than 5 microphones (i.e. 6 or more), then an additional technician will be scheduled to ensure the safe donning and doffing of the microphones, as well as act as deck sound / RF technician. Please confirm these arrangements with the Technical Supervisor.
- iii. Those wearing microphones should not eat or drink beverages (other than water) while wearing the microphone.

12. GRAND PIANO USAGE & RENTAL:

- a. The Theatre is proud to own a Yamaha 9-foot concert grand piano.
- b. The piano is available to The Licensee for rent on a daily basis, for use on the stage of the Theatre only. The piano does not leave the Premises.
- c. The piano must only be moved by the Theatre's technicians, unless specific permission is given. A minimum of 2 technicians is required to move the piano.
- d. To recoup the ongoing maintenance & investment in the piano, a Grand Piano rental fee is charged to all Licensees using the piano. The rental fee is not charged on days when the piano is only being tuned – See Schedule C for rates.
- e. The Theatre makes no assertions as to the condition or tuning of the piano prior to the Licensee's use. If the Licensee requires the piano to be tuned, the Licensee may either select the local tuner of the Licensee's choice, or have the Technical Supervisor arrange for the tuning, at cost to the Licensee. Please note that the Technical Supervisor is required to be present while the tuner is in the building. Due to tuner and venue scheduling, we recommend the scheduling of piano tunings at least 1-month prior to usage.

13. PAINTING THE STAGE FLOOR:

- a. Licensees may request, in writing, to paint or attach equipment to the stage floor by contacting the Technical Supervisor, who will offer advice on how to best proceed and will respond with permission in writing, if granted.
- b. Under no circumstances will oil-based paints be used within the Premises. All paint products to be used in the Premises are subject to the prior approval of the Technical Supervisor, and the appropriate SDS provided to the Technical Supervisor prior to use.
- c. Costs associated to restoring the paint, shall be borne by the Licensee. See rates in Schedule C.

14. LIVESTREAMING:

The Theatre is pleased to own and offer a complete set of equipment, appropriate for the livestreaming of an event. To arrange the use of this equipment, please contact the assigned Technical Supervisor.

- a. Equipment is made available to Licensees under the following conditions:
 - i. Rental fees may apply, see Schedule C;
 - ii. All Theatre-owned technology is to be operated by the Theatre's technicians.
 - iii. A minimum of 2 technicians is required to operate the equipment (1 for computer/mixing, and one for cameras/placement/operation) for the basic installation. The use of additional cameras or movement of cameras may require additional technicians, who may be provided by either the Theatre or the Licensee as Professional Technical Assistants.
 - iv. All equipment is in as-is condition, with capabilities as communicated by the Technical Supervisor.
- b. Licensee is responsible for:
 - i. Ensuring adequate technical setup, rehearsals & dress rehearsals prior to broadcast. We recommend a minimum of 4-hours setup and 4-hours rehearsal, along with a test broadcast, prior to performance.

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- ii. Arranging for accounts for streaming and/or distribution through desired channels (i.e. livestreams that are available for sale, and are filmed on site at the Theatre, may also be 'sold' by the box office).
 - iii. Any editing required. The Theatre is only able to record using the equipment, and/or mix for livestream distribution. We do not offer professional, final editing or mastering capabilities.
 - iv. All additional costs for editing, mastering or distribution.
 - v. Arranging for the appropriate copyright & authorizations (see #16 below).
 - vi. Providing a designated 'Film Director' who is the point person for the livestreaming component of the event.
- c. The Theatre takes no responsibility for any technical difficulties that may be experienced during broadcast, including but not limited to: internet speed or reliability; software or hardware malfunction; human error; data deletion or integrity; power outage or instability; inclement weather.
 - d. Any Licensee interested in utilizing the video/broadcast systems must contact the Technical Supervisor at least 2-months prior to booking to ensure adequate planning is in place.
 - e. Please consult with the Technical Supervisor on any additional services that the Technical Team may be able to provide, including: livestreaming assistance, film editing, marketing/sales support and production management. Additional services should be arranged in advance, at cost borne by the Licensee.

15. AUTHORIZATION AND/OR COPYRIGHT FOR ANY RECORDINGS:

- a. The Licensee is solely responsible for arranging for the authorization and/or rights for recording or broadcast of material that is being presented onstage at the Theatre.
- b. Please provide written copy of these authorizations to the Technical Supervisor prior to the start of residency.

16. ALL OTHER RECORDINGS:

- a. Licensees are welcome to contract audio, video & other recordings with the supplier of the Licensee's choice.
- b. Suppliers coming into the building should do so during the Licensee's rental period, unless previously arranged with the Technical Supervisor.
- c. Supplier's Professional Technicians may be approved to use Theatre-owned equipment, with the prior approval of the Technical Supervisor.

17. AVAILABILITY FOR PRE-PLANNING & PRODUCTION MEETINGS:

- a. The Technical Supervisor and/or technicians are available to consult with the Licensee by attending pre-planning or production meetings ahead of the rental period.
- b. All such work shall be considered paid time, and invoiced at the rates found in Schedule C. A minimum call may apply.
- c. Notwithstanding the above, typical email communication with the assigned Technical Supervisor will not be considered an additional meeting.

18. FOG AND HAZE EFFECTS:

- a. Prior to the use of any fog or haze effect on the Premises, if the Licensee is supplying the equipment/fluid, the Licensee will provide the Technical Supervisor with the SDS for the product to be used.

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- b. At no time shall oil-based or other toxic products be aerosolized within the venue. Products should be non-scented whenever possible.
- c. The Theatre’s fogger is available for use by Licensees in house, subject to a fluid replacement fee. See Schedule C.

19. PROJECTION:

- a. The Theatre has a permanently-mounted long-throw projector in the Front of House, suitable to project onto an upstage cyclorama or drop.
- b. The projector cannot be moved or altered in anyway.
- c. To recoup bulb replacement costs, the projector is made available to Licensees at a daily rental rate - see Schedule C.
- d. Projection control computer and content must be provided by the Licensee. Please confirm details with the Technical Supervisor.

20. EXTERNAL SUPPLIERS, CATERING & SUPPORT SERVICES TO LICENSEES:

- a. Licensees are encouraged to consult our Technical Specifications online for a list of recommended suppliers.
- b. The Theatre does not have or supply any catering equipment/supplies, nor any drivers or production vehicles.
- c. Any time a supplier is in the building for setup or tear down, the Technical Supervisor must be present. Deliveries ahead of, or following, the rental period must be arranged in advance, and may result in labour charges for the Technical Supervisor’s time.
- d. The Licensee is welcome to arrange any artist catering or ‘craft services’, using the Green Room as kitchenette. The Green Room includes dishwasher, microwave & coffee maker. All other supplies, including dishes & cutlery, must be provided by the Licensee.

21. EARLY DROP OFF & LATE PICKUP / STORAGE OF MATERIALS:

- a. Any time equipment, supplies or personnel enter or leave the building, the Technical Supervisor must be in attendance. A minimum call may apply.
- b. The ability to receive goods ahead of a rental period, or pickup after a rental period, is at the discretion of the Technical Supervisor, given the other activities in the Premise at the time.
 - i. When permission is granted, deliveries/pick-ups can only be made for prearranged times in coordination with the Technical Supervisor. General mail and/or couriered deliveries are not accepted.
- c. Storage fees may apply (please see removal of goods – Clause 11 within the contract).

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1. USE OF LOBBY:

The use of the Lobby is automatically included in the rental of the theatre on performance days. On rehearsals or dark days, The Licensee must request access to the Lobby. At all times that the Licensee is utilizing the Lobby, a Front of House Supervisor is required to be present. Licensee appointed Front of House staff are not permitted.

- a. Ushers: The Manager will supply a team of volunteer ushers and door attendants for every performance.
- b. Furniture Layout: The Manager has the exclusive right to furnish the Lobby at its discretion. This may include the installation of seating, tables, plants, signage or artwork. Licensees are welcome to request permission to alter the Lobby layout and/or art installation, at a cost to be borne by the Licensee.
- c. Lobby Setup Times: The Licensee and House Manager should discuss the layout of Lobby furniture prior to the Licensee's performance, and access times for rearranging the space according to the Licensee's requirements. Except when used as a marshalling area for artists participants, the House Supervisor is required at any time the Lobby is in use.

2. FOOD AND BEVERAGE:

- a. Exclusive Right: The Manager has the exclusive right to operate a concession, bar, coat check, and any vending machines, at the Manager's discretion. The Manager may also determine if beverages may/may not be permitted within the audience seating area. The distribution of all liquor is subject to the Manager's Liquor Policy, as required by the Liquor and Cannabis Regulation Branch. All liquor distribution will be adherent to all legislation & regulations in effect.
- b. Liquor Suppliers: All liquor to be consumed in the venue must be supplied by the Manager, under the venue's Liquor Primary license.
- c. Liquor Product Requests: Licensees requesting specific product to be sold or distributed may make arrangements at least 30-days ahead of the performance by contacting the House Manager. The cost of such product purchases will be passed along to the Licensee at cost plus 15%.
- d. Complimentary Liquor/Bar Services: Should a Licensee desire to offer 'complimentary' drink vouchers or a 'complimentary' bar, the Manager is able to offer this service to Licensee, with all product consumed charged to the Licensee at market prices. Inclusive of patron bar/concession sales PLUS the complimentary sales, a minimum consumption is required, see Schedule C.
- e. Post-Performance Bar: If the Licensee chooses to offer a post-performance reception with beverage service, the minimum charges will apply – see Schedule C.
- f. Catering: As the Theatre does not have any catering facilities, any catering requests should be made well in advance and in consultation with the House Manager. Caterers will need to bring all supplies, including dishes, cutlery and serving utensils. At no time is catered food permitted within the audience seating area.
- g. No External Beverages: Patrons may not bring any external food or beverages into the Premises. Licensees may not bring external beverages for distribution or sale within the Premises.

3. MERCHANDISE SALES:

- a. The sale of items to the public in the Lobby may occur with the prior permission of the Manager.
- b. The venue charges a 15% commission of gross sales, plus GST, of all merchandise sold at the venue, excluding VIP packages sold in advance.
- c. On request, the Manager may provide a Front of House Staff person to complete & reconcile sales at a cost to the Licensee – see rates found in Schedule C.

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- d. Front of House Staff selling merchandise hours begin 1-hour prior to the Lobby opening, and concludes once all sales are reconciled with Licensee and Manager. All merchandise products must be counted in and counted out.

4. CHARGE_OUT PRACTICES:

- a. The Licensee is responsible for all labour charges incurred on the rental.
- b. An invoice for Front of House charges will be issued by the Manager, to the Licensee, to be included in the overall settlement for the venue, which may be deducted from box office proceeds when tickets are sold through the Kamloops Live! Box Office.

5. HOUSE POLICIES:

- a. All events with public entering through the front doors require a House Supervisor and ushering team to be present.
- b. The Manager enforces house policies via the Front of House ushering team. Current House Policies are found on the Theatre's website.

6. FRONT OF HOUSE HOURS OF WORK & RATES:

- a. On non-performance days, the House Supervisor works as required by Licensee activity in the Lobby. Any call for the House Supervisor is a minimum 3-hour call.
- b. On performance days the Licensee is responsible for labour costs for the following individuals:
 - i. House Supervisor:
 1. The House Supervisor's shift starts 1 hour prior to the Lobby opening and continues until 45-minutes following the final patron's departure from the Lobby.
 2. The House Supervisor's hours are included as part of the performance day's rental rate, up to a total of 4-hours per day, regardless of the number of performances. On a Statutory holiday, this provision is reduced to a total of 2.5-hours.
 3. If the House Supervisor works beyond the included daily hours above, all hours worked after the included hours will be invoiced to the Licensee at the hourly rates found in Schedule C.
 - ii. House Staff Person:
 1. At minimum, one (1) additional House Staff person is required for all performances to ensure audience safety and to assist with ticket scanning and house supervision. The House Staff person's shift starts 1 hour prior to the Lobby opening and continues until 45-minutes following the final patron's departure from the Lobby.
 2. All House Staff hours are charged to the Licensee.
 - iii. Overtime and Double Time rates apply for hours worked beyond 8+ and 12+ per day.
- d. Hourly rates are found in Schedule C.

SCHEDULE C – RENTAL RATES (CURRENT SEASON)

As of May 2023

The following rental rate schedule is in effect for the 23/24 season, to August 31, 2024:

THEATRE RENTAL RATE				
Type of Licensee	Performance** Rate	2nd performance (same day)	Rehearsal Rate	Capital Improvement Fee
Commercial	\$1167.00 or 10% gross box office receipts*, whichever is greater	\$690.00 or 10% gross box office receipts*, whichever is greater	\$531.00	\$1.75 per admission First 10 complimentary admissions per performance, free
Professional	\$776.00 or 8% gross box office receipts*, whichever is greater	\$460.00 or 8% gross box office receipts*, whichever is greater	\$438.00	
Local*** Non-Profit	\$536.00	\$269.00	\$253.00	
NOTES				
<ol style="list-style-type: none"> ALL RENTAL RATES, CHARGES & COMMISSIONS SUBJECT TO GST *gross box office receipts are: total ticket price, less GST, less CIF, less any box office fees **performance rate in effect when any audience, paid or otherwise, in attendance ***Local is defined as an organization with its primary address within 100km radius of Kamloops, BC 				

LOBBY ONLY VENUE RENTAL RATE			
LOBBY-ONLY RENTALS	General Rental Rate Minimum/First 4-hour call	Per hour Thereafter	Capital Improvement Fee
<i>this rate is applicable when rentals are only using the Lobby, with no access to the theatre.</i>	Minimum rate: \$108.00	All Clients: \$22.00 / hour Local Non-Profits: \$20.00 / hour	\$2.00 per admission (first 10 complimentary admissions, free)
	Plus FOH Manager charged per hour		

LABOUR CHARGES			
Labour Charge Out	Straight Time (Up to 8 hours/day)	Time & A Half (8-12 hours/day)	Double Time (12+ hours/day)
Technical Supervisor	\$34.50/hour	x 1.5	x 2.0
Technician(s)	\$29.00 / hour	x 1.5	x 2.0
House Supervisor	\$29.00 / hour	x 1.5	x 2.0
House Staff	\$25.00 / hour	x 1.5	x 2.0
Meal Penalty	Lack of a 30minute meal break after 5 hours , will result in a Meal Penalty, an additional charge of \$50.00 per hour, for each technician affected , until a break is taken.		
Additional Janitorial	The use of glitter, confetti, hay, popcorn, or other particulate within the theatre, will incur an additional cleaning fee of \$100 per occurrence.		
NOTES			
<ol style="list-style-type: none"> Technical Supervisor Rates: <ol style="list-style-type: none"> Included on non-performance days: the first 4 hours Included on performance days: the first 8 hours (regardless of the number of performances) House Supervisor Rates: <ol style="list-style-type: none"> Included on performance days: the first 4 hours (regardless of the number of performances) 			

SCHEDULE C – RENTAL RATES (CURRENT SEASON)

As of May 2023

ADDITIONAL & À LA CARTE ITEMS		
Technical Items		
The following consumable charges are considered 'a la carte' and are invoiced to the Licensee based on actual usage during the course of the rental period. All charges are subject to 5% GST.		
Rolls of gaffer's or cloth or vinyl or spike tape	\$25. Note that a typical dance floor installation needs approximately 4 rolls of vinyl tape.	
Gel	if not in stock, at cost plus 15%.	
Wireless Microphones (batteries/tape)	\$3 per device per day.	
Fogger/Hazer Fluid	\$25 per day of use	
Floor Paint Restoration	minimum \$75 per gallon of paint, or materials at cost plus 15%, whichever is higher, plus technician labour at the rates listed above	
Dance Floor Usage Fee	\$100 per residency during dance season <i>(additional labour charges may apply)</i>	
Dance Lighting Usage Fee	\$75 per residency during dance season <i>(additional labour charges may apply)</i>	
Long-Throw Projector	\$100 per day of use to a maximum of \$250 per residency.	
Live Streaming Equipment	\$0 per day of use.	
Other consumables that are used are charged to the Licensee:	at cost plus 15%	
Grand Piano	\$50 per day of use (fee is not charged on days when the piano is only being tuned)	
Approved Storage outside of rental	\$50 per day	
Technical Equipment Usage Damages/Deposits		
	Deposits (based on quantity)	Damages
Wireless Microphones	For 1-5 microphones: \$300 For 6-10 microphones: \$600 For 11-24 microphones: \$1200	cost plus 15%, plus technician labour
Repairing the Floor/Restoring Paint		Cost plus technician labour
Additional Front of House Costs		
Liquor Product Requests	Licensees requesting specific product to be sold or distributed may make arrangements at least 30-days ahead of the performance by contacting the House Manager. The cost of such product purchases will be passed along to the Licensee at cost plus 15%.	
Host Bar and/or Bar Requested	Drinks sold at public prices; Minimum guaranteed sales of \$300 per performance	
Complimentary Liquor/Bar Services:	Should a Licensee desire to offer 'complimentary' drink vouchers or a 'complimentary' bar, the venue is able to offer this service to Licensee, with all product consumed charged to the Licensee at market prices (see below). Inclusive of patron bar/concession sales PLUS the complimentary sales, a minimum consumption of \$500, before GST/PST, is required, or the Licensee will pay a minimum charge, calculated: <ul style="list-style-type: none"> • \$500 less total net sales, plus GST. 	
Merchandise Sales	The sale of items to the public in the Lobby may occur with the prior permission of the Manager. The venue charges a 15% commission of gross sales, plus GST, of all merchandise sold	