

Preamble

Schedules 'A' through 'E' intend to provide clients of the Sagebrush Theatre with relevant information to inform the mutual expectations between venue and client regarding the usage of the Sagebrush Theatre. This document compiles common requests and frequently-asked-questions to help our clients execute successful performances.

- Schedule A = backstage, production & technical rates & conditions.
- Schedule B = front-of-house rates & conditions
- Schedule C = communicable disease plan & COVID safety plan requirements
- Schedule D = common booking policies, practices & questions
- Schedule E = rental rates for the applicable year.
- Appendix A = Public House Policies

We welcome feedback and questions regarding these Schedules. Please send email to venueservices@wctlive.ca

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Version

This document was updated September 14, 2021.

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1. THEATRE TECHNICAL INFORMATION

- a. Prior to booking the theatre, all Licensees are encouraged to review the theatre's technical specifications, ground-plans and equipment inventory, available online at sagebrushtheatre.ca. These resources are subject to change, and use of all resources should be confirmed with the Technical Supervisor prior to the start of residency.

2. TECH RIDER & SCHEDULING DISCUSSION

- a. Assignment of Tech 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 client on anticipated equipment, technician staffing, and related costs, based on the client'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; and
 - iii. Any modification to the stage floor, including attaching scenery to the floor, modifying stage traps, or restoring the paint of any part of the theatre.
- e. Modifications/Attachment to Stage Floor: While we discourage modifying or attaching items to the stage floor, if these are required by your event, we require all clients to confirm the specifics with the Technical Supervisor at least 2 months prior to the rental period. The time to implement & restore these modifications will be charged to the Licensee as part of the rental, see below. These restorations can involve significant crew time, and may be costly. We reserve the right to decline to alter the stage or paint treatments if prior written permission is not secured.
- f. 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 their rental, regardless of the original estimate.
- g. Increases to Rates: The schedule of rates and conditions is subject to review & increase on an annual basis, effective August 1 of each year.

3. 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

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accordance with the rates below. These two technicians will be: a) the Technical Supervisor, who represents the venue backstage and is a First-Aid attendant; and b) an operator for the Lighting console.

- i. Please see Schedule C for requirements for an additional Safety & Infection Control Crewperson, as may be required at time of residency.
- 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. If more than 40 participants are onstage, an additional “deck” technician
 - ix. Other theatre-owned equipment, as determined by the Technical Supervisor
- c. Responsibility to Confirm Crewing: The responsibility for an event to have the appropriate technical crew rests with the client. We encourage all clients to confirm the scope of work with the assigned Technical Supervisor early enough to ascertain the number of technicians required and related costs.
- d. Client-Supplied Technical Assistants: The usage of Licensee-supplied technical assistants to augment Theatre-supplied technicians is permitted only with the advance, written permission of the Technical Supervisor. Please note that additional requirements for tech 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, 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, all technicians work their first 8-hours at the “Standard” rate.

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- 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.
- 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 client, there must be a designated day off within each work week, to occur no later than after the 6th day of work. Work on the designated day off will start at the “Double Time” rate, if required.
- m. **Hourly Rates:** Are as follows for the 2021/22 season, through to July 31, 2022:

Hourly Rates	First 8.0 Hours “Standard” Rate	8.25 Hours to 12.0 “Overtime” Rate	Over 12.0 Hours “Double Time” Rate
Technical Supervisor	\$32.50	\$48.75	\$65.00
Technicians	\$27.00	\$40.50	\$54.00n

4. **CREW ARRIVAL & DEPARTURE TIMES**

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

5. **USAGE OF THE THEATRE’S EQUIPMENT & PREMESIS**

- a. **Permission for Equipment Use:** Usage of all equipment owned by or brought into the Sagebrush Theatre is subject to prior confirmation with the assigned Technical Supervisor.
- b. **Restoration of Equipment:** Following clause 2(d) and 2(e) 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 Premesis:** In keeping with the contract, the Licensee’s usage of the premissis is limited to the activities proposed in the contract, and as discussed with the Manager’s representative and/or the Technical Supervisor.
- d. **Animals, Running Water, Live Flame, Pyrotechnics:** The bringing of live animals into the premissis, the use of running water/plumbing onstage, and any live flame, fire or pyrotechnic effects, are subject to advance, written approval by the assigned Technical Supervisor.

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- 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. Damages: Licensees are responsible for ensuring that artists/participants do not damage the premises and to leave the premises in the condition it was found on arrival. Any and all damages to the premises will be charged to the Licensee, at cost plus 20%.
- g. 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 audience safety as they walk up to/down from the stage. Such labour is charged to the Licensee's expense.
- h. Additional Janitorial Costs: Should a Licensee use glitter, confetti, hay, popcorn or other particulate within the theatre, an additional cleaning fee of \$100 per occurrence will be charged.
- i. 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.

6. 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, communicable disease plans, 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. Note that as we recover from the pandemic, plans & regulations may shift following the execution of the licensing agreement.
- 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. WCT will not tolerate disrespectful behaviour towards its staff, including:
 - i. Swearing or cussing;
 - ii. Name-calling whether derogatory, stereo-typical or otherwise;
 - iii. Yelling, or speaking in an aggressive or threatening manner;
 - iv. Uttering of threats;

The Theatre encourages the use of 'oops-ouch' as a method for addressing microaggressions before they escalate into full-scale complaints. Contravention of the respectful workplace policy may be considered unsafe work, and an employee may elect to make a complaint or refuse work as follows.

- c. Right to Refuse Work: As staff of the Theatre, under WorksafeBC guidelines, any staff person may refuse to work, on the grounds of unsafe activity. WCT supports our workers' right to a safe work environment while always aiming for the successful continuation of an event. *For this reason, it is best for the Licensee to work with the Technical Supervisor ahead of the rental period, to ensure safe work is always possible.* Should a concern be raised during the rental period:
 - i. Concern is brought to the Technical Supervisor, who will evaluate the concern and may confer with other technicians, the theatre's production manager or management, as well as with the Licensee on site. While this decision is being

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made, the affected area shall be cleared and no work, rehearsal or performance shall continue until a decision has been made.

- ii. If there is agreement on a remedy, the remedy is put into effect and the event proceeds.
 - iii. If there is not agreement, the Technical Supervisor and Licensee may continue to discuss possible solutions, with support from the Theatre's production manager & management, if needed.
 - iv. In this occurrence, the assigned Technical Supervisor will have ultimate authority to investigate and determine whether a proposed activity, equipment or installation is permissible.
 - v. During the course of making a decision, the Technical Supervisor will also consult with the theatre's production manager or other WCT leadership. The theatre will support the decision made by the Technical Supervisor.
 - vi. Decisions shall be made with a view to continuing the activity/event, though modifications may be required, up to and including the expulsion of individuals from the premises. Only as a last resort would the event be deemed so unsafe as to not be able to continue.
 - vii. In the event of a disputed decision, WorksafeBC shall be the final arbiter.
 - viii. The venue 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 our technical staff to the management. 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 Theatre management, and are available upon request.

7. 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 Theatre's 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 Theatre 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.

8. TECHNICAL SUPERVISOR'S 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.

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- b. In this circumstance, the Technical Supervisor shall be paid for the duration of time, plus an additional hour at the standard rate, as meal penalty, and the Licensee shall provide the Technical Supervisor with a hot meal at the Licensee's expense, and allow the Technical Supervisor a half hour to eat.
- c. This arrangement must be approved, in advance, with the Technical Supervisor.
- d. Staggering meal breaks will not avoid the Technical Supervisor's meal penalty.

9. '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.

10. 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 their box office settlement.
- c. In all cases, Invoices are receivable by the Theatre, Net 30.

11. ADDITIONAL TECHNICAL CHARGES

- a. 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.
- b. Typical Consumables:
 - i. Roll 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.
 - ii. Gel: if not in stock, at cost + 20%.
 - iii. Mics/Batteries: \$3 per device per day.
 - iv. Fogger/Hazer Fluid: \$25 per day of use
 - v. Paint/Floor Restoration: minimum \$75 per gallon of paint, or materials at cost plus 20%, whichever is higher, plus technician labour at the rates below.
 - vi. Dance Floor Usage Fee (includes installation/tear down): \$100 per residency
 - vii. Dance Lighting Usage Fee: \$75 per residency
 - viii. Long-Throw Projector: \$250 per day of use
- c. Other consumables that are used are charged to the Licensee: at cost + 20%

12. USAGE AND RENTAL OF LAVALIERE MICS

- a. The Theatre owns a set of 20 Lavalier-style microphones along with mic cables and wireless packs.
- b. Due to the fragile nature of the mics, they are made available to Licensees only upon advance request and with specific usage requirements.
- c. Any and all damage to Wireless Mics shall be invoiced to the Licensee, at cost + 20%, plus technician labour at the rates below.

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- d. The use of the Theatre-owned Lavalier Mics is conditional on the Theatre receiving a Microphone Deposit in the amount below. 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:
 - i. For 1-5 mics: \$300
 - ii. For 6-10 mics: \$600
 - iii. For 11-20 mics: \$1200
- e. Mic expendables (i.e. batteries and microphone tape) are invoiced to the Licensee at the rate of \$3 per mic per day of use, plus GST.
- f. Conditions surrounding the usage of Wireless Mics:
 - i. Mics will remain on the stage/wings of the Theatre; We ask that all clients do not bring microphones to their dressing rooms, the green room, or outside the theatre building.
 - ii. If you require more than 5 mics (i.e. 6 or more), then an additional technician will be scheduled to ensure the safe donning and doffing of the mics, as well as act as deck sound / RF tech. Please confirm these arrangements with the Technical Supervisor.
 - iii. Those wearing microphones should not eat or drink beverages (other than water) while wearing the mic.

13. GRAND PIANO USAGE & RENTAL

- a. The Sagebrush Theatre is proud to own a Yamaha 9-foot concert grand piano.
- b. The piano is available to Licensees for rent on a daily basis, for use on the stage of the Sagebrush 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 of \$50 per day of use is charged to all Licensees using the piano. The rental fee is not charged on days when the piano is tuned.
- 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 their 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.

14. ATTACHING TO OR PAINTING THE STAGE FLOOR

- a. The Theatre expects most Licensees are prepared with free-standing equipment that does not require attachment to the stage floor.
- b. 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.
- c. 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 MSDS provided to the Technical Supervisor prior to use.
- d. Costs associated to repairing the floor and/or restoring the paint, shall be borne by the Licensee, at a minimum of \$25 per event, plus labour at time.

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15. LIVESTREAMING

- a. The Sagebrush 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 your assigned Technical Supervisor.
- b. Equipment is made available to clients under the following conditions:
 - i. At \$0 in rental fees;
 - ii. All SBT-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 Technical Assistants.
 - iv. All equipment is in an as-is condition, with capabilities as communicated by the Technical Supervisor.
- c. Client 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.
 - 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. SBT 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.
- d. The Sagebrush 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.
- e. We encourage any clients interested in utilizing our video/broadcast systems to contact their assigned Technical Supervisor at least 2-months prior to booking to ensure adequate planning is in place.
- f. Please consult with your Technical Supervisor on any additional services that our tech 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.

16. 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.

17. ALL OTHER RECORDINGS

- a. Licensees are welcome to contract audio, video & other recordings with the supplier of their choice.

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- b. Suppliers coming into the building should do so during the client's rental period, unless previously arranged with the Technical Supervisor.
- c. Suppliers may be approved to use SBT-owned equipment, with the prior approval of the Technical Supervisor.

18. SOCAN AND/OR MUSIC RIGHTS

- a. The Licensee is solely responsible for arranging for the appropriate authorization and/or rights to perform any music, whether recorded or live, in the Sagebrush Theatre.
- b. Please direct questions or inquiries to SOCAN Vancouver:
 - i. Telephone: 604-699-5569
 - ii. Toll Free: 1-800- 937-6226
 - iii. Website: <http://www.socan.ca>

19. LIGHTING DESIGN SERVICES & DUTIES OF HEAD LX

- a. Upon request, Sagebrush Theatre technicians may be available to consult as lighting designer, at cost to the Licensee.
- b. Technicians will be engaged as a lighting designer, at a stipend above their hourly wage, if the work of lighting design takes place outside of work hours within the venue.
- c. Such arrangements will be made independently between the Licensee and the designer.

20. 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 above. A minimum call may apply.
- c. Notwithstanding the above, typical email communication with the assigned Technical Supervisor will not be considered an additional meeting.

21. 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.
- 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 clients in house, subject to a small fee for fluid replacement.

22. PROJECTION

- a. The Sagebrush 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 clients at a daily rental rate.
- d. Projection control computer and content should be provided by the Licensee. Please confirm details with the Technical Supervisor.

23. EXTERNAL SUPPLIERS, CATERING & SUPPORT SERVICES TO CLIENTS

- a. We encourage Licensees to consult our Tech Specifications online for a list of recommended suppliers.

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- b. Sagebrush 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, should be provided by the Licensee if needed.

24. 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 venue at the time.
- c. Storage fees may apply (please see removal of goods within the contract).

Licensee Initials: _____

1. USE OF LOBBY

- a. **LOBBY USE:** The use of the lobby is automatically included in the rental of the theatre on performance days. On rehearsals or dark days we ask that Licensees confirm if they need to access to the lobby, however, as the Manager reserves the right to schedule other lobby-only rentals during these time periods.
- 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. The Theatre reserves the right to place a permanent display recognizing our volunteers, and a social media frame in the lobby.
- 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 Manager is required at any time the Lobby is in use.
- d. **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 WCT's Liquor Policy, as required by the LCRB. All liquor distribution will be adherent to all legislation & regulations in effect.
- e. **LIQUOR SUPPLIERS:** All liquor to be consumed in the venue must be supplied by the Manager, under the venue's Liquor Primary license.
- f. **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 client at cost + 20%.
- g. **COMPLIMENTARY LIQUOR/BAR SERVICES:** Should a Licensee desire to offer 'comped' 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 comped sales, a minimum consumption of \$500, before GST/PST, is required, or the Licensee will pay a minimum charge, calculated:
 - i. \$500 less total net sales, plus GST.
- h. **POST-PERFORMANCE BAR:** If the Licensee chooses to offer a post-performance reception with beverage service, the minimum charges in (g) above will apply, to cover the cost of extending the bartender's hours.
- i. **CATERING:** As the Sagebrush Theatre does not have any catering facilities, and 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.
- j. **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, without the prior permission of the Manager.

2. MERCHANDISE SALES

- a. The sale of items to the public in the lobby may occur with the prior permission of the Manager.

Licensee Initials: _____

- 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 merchandiser to complete & reconcile sales at the rates below, at cost to the Licensee (for a minimum 3-hour call).
- d. A merchandiser's hours begin 1-hour prior to the lobby opening, and concludes once all sales are reconciled with Licensee and Manager.
- e. The Licensee should notify the Manager of their intent to sell merchandise no later than 2-weeks prior to the performance.
- f. The Manager does not ordinarily provide payment processing or floats, however, these services may be requested by the Licensee with a minimum 30-days notice. Payments processed by the Manager on the Licensee's behalf will be reconciled with the final event settlement only, and will incur a 4% credit card surcharge.

3. CHARGE OUT PRACTICES

- a. The Licensee is responsible for all labour charges incurred on their rental.
- b. An invoice for front-of-house charges will be issued by the Manager, to the Licensee, to be deducted from box office proceeds as part of their overall settlement.

4. 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 our front-of-house ushering team. Current House Policies are attached to this contract as Appendix A.

5. FRONT-OF-HOUSE HOURS OF WORK & RATES

- a. On non-performance days, the House Manager works as required by Licensee activity in the lobby. Any call for the House Manager is for a minimum 2-hour call.
- b. On performance days:
 - i. the House Manager arrives 2-hours prior to the performance and works until 45-minutes following the final patron's departure from the lobby.
 - ii. the House Manager'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.
- c. If the House Manager works beyond the included daily hours above, all hours worked after the included hours will be invoiced to the Licensee at the hourly rates below.
 - i. Overtime and Double Time rates apply for hours worked beyond 8- and 12- per day.
- d. Rates are as follows for the 2021/22 season, to July 31, 2022:

Hourly Rates PLUS GST	First 8 Hours "Standard" Rate	Over 8 Hours up to 12 "Overtime" Rate	Over 12 Hours "Double Time" Rate
Front of House Supervisor	<i>4 Hours incl., hrs 4-8:</i> \$27.00	\$40.50	\$54.00
Merchandiser	\$23.00	\$34.50	\$46.00
Bar Minimum Charge	\$500 less net sales, plus GST		

Licensee Initials: _____

Preamble

The Sagebrush Theatre takes our responsibility to provide a safe work & public environment seriously. This document is intended to provide Clients and user groups with the Sagebrush Theatre's current policies, based on our understanding of WorksafeBC regulations, the Public Health Orders in the Province of BC and any restrictions enforced by health authorities or government.

This Schedule is subject to change, and periodic update, without notice, in response to this evolving health crisis. We welcome feedback and response – email may be addressed to COVID@wctlive.ca

Audience Capacity

- Capacity limits may be in effect, in keeping with requirements of the Province of BC or Interior Health.
 - ~~At time of writing, on September 1, 2021, capacity is set to 50 persons in indoor gatherings, excluding participants and event staff. Current restrictions can be viewed online at <https://news.interiorhealth.ca/news/provincial-and-regional-restrictions/?bcgovtm=20210311> GCPE Vizeum COVID Google Search BCGOV EN BC Text~~
 - As of September 13, 2021, capacity is governed by "Step 3" of the BC Restart Plan, with capacity limits at 50% of posted capacity.
 - Sagebrush Theatre seated capacity is 685, at 50% = 342.
 - Capacity excludes event staff, artists, ushers or technicians.
 - Step 3 Capacity restrictions are found online at <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions?bcgovtm=20210311> GCPE Vizeum COVID Google Search BCGOV EN BC Text#pho-order
 - While at 50% capacity, audiences will be seated to ensure some distancing is applied between patrons.
- Capacity limits are subject to change without notice.

Masking & Vaccination Requirements - Audience

- Vaccination: Effective from September 13, 2021 through to January 31, 2022, please note that the Province of British Columbia requires that all persons age 12 and older attending performances present proof of vaccination AND valid government-issued photo ID, prior to entry to the venue. Age specific conditions:
 - Patrons aged 18+: proof of vaccine and government-issued photo ID;
 - Patrons aged 12-18: proof of vaccine with optional ID;
 - Patrons under age 12: no proof of vaccine however will be required to be attending with a vaccinated adult.

For additional information please visit the Province of BC proof of vaccination website. Link: <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

- Per Interior Health regulations, audiences with capacity of greater than 50, and up to 50% of the room capacity, are permitted when all audience members are fully vaccinated (2 doses), including during the time between September 13 through October 23. For additional information, please visit the Interior Health restrictions for Organized Gatherings. Link: <https://news.interiorhealth.ca/news/provincial-and-regional-restrictions/?bcgovtm=20210311> GCPE Vizeum COVID Google Search BCGOV EN BC Text

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- **Mask Mandate for Audiences:**
 - In keeping with the Mask Mandate required by the Province of British Columbia: all staff, artists, patrons, contractors and volunteers, age 12 and up, are required to wear masks any time they are within the premises.
 - Audiences are required to wear masks at all times within the premises, including while at their seat but not when actively eating or drinking.
- We anticipate a time when the Mask Mandate will not be in effect:
 - If there is no provincial mask mandate in effect, the wearing of masks follows the following guidance:
 - Persons aged 12 or older, who are fully vaccinated, may wear non-medical masks at their personal discretion.
 - Persons aged 12 or older, who are not fully vaccinated, are advised to wear a mask any time they are within the premises.
 - Persons under the age of 12 are not required to wear masks but may exercise their personal choice.
 - To prevent the spread of communicable diseases such as COVID-19, the venue highly recommends that all persons wear masks as frequently as possible, and especially while in the lobby, aisles and seating areas.

Vaccination Requirements – Licensee Staff, Artists, Participants & their Team(s)

- We encourage all Licensees, clients, their participants, staff and artists to be fully vaccinated, to help stop the spread of COVID-19.
- Vaccination requirements will be implemented if required in response to direction from the Province of BC.
- For the information of Licensees & their participants: as Manager of the premises, our staff and volunteers are engaged under a vaccination policy that sets out a requirement and exemption process.

Mask Policy – Backstage Artists, Staff, Participants, Clients & their Team(s)

- If a provincially-ordered mask-mandate is in effect, all staff, artists & contractors are expected to wear masks in common areas, break/lunch/green rooms, rehearsal halls, backstage, washrooms, onstage, etc.
- If there is no provincial mask mandate in effect, the wearing of masks follows the following guidance:
 - Persons aged 12 or older, who are fully vaccinated, may wear non-medical masks at their personal discretion.
 - Persons aged 12 or older, who are not fully vaccinated, are advised to wear a mask any time they are within the premises.
 - Persons under the age of 12 are not required to wear masks but may exercise their personal choice.
- Masks may be removed by performers as part of their performance. The venue understands that the production process may require performers to remove their masks & not adhere to distancing measures from time to time. The removal of masks may create additional risks that must be mitigated by the Client in their Safety Plan.
- The Sagebrush Theatre highly recommends that all production staff, creative team, actors & artisans wear non-medical masks as much as possible during their residency in the venue, to help prevent the spread of communicable disease.

Licensee Initials: _____

- Clients are responsible for having their own Safety Plans and/or communicating with participants regarding the circumstances where mask wearing is/is not required.

Mask Policy – Venue Staff

- Sagebrush Theatre staff and volunteers working in premises are required to wear masks during a Licensee's rental/activities, including in the front of house and backstage.

Contact Tracing

- Every person in the facility (whether audience, participant, client, staff or volunteer) must provide contact information to the venue to aid in the Province's contact tracing practices.
- Audiences must have contact information on file with the box office prior to entry to the facility.
- While in Step 3 of the Provincial Restart Plan, the Sagebrush Theatre requires all staff, volunteers and backstage artists, participants and clients to complete a pre-screening questionnaire AND provide contact tracing information.
 - Clients are responsible to ensure the completion of the questionnaire.
 - The questionnaire should be completed on a daily basis, prior to entering the facility.
 - Please use the following QR Code and Link to the Screening Form:
<http://bit.ly/WCTCOVID19Screen>
 - Clients are responsible to monitor their participants for symptoms of communicable disease – and to deny entry to the venue if a participant is showing symptoms.
 - Individuals who are ill, have symptoms, have been told to isolate, are awaiting a COVID-19 test result, have tested positive, have been in contact with someone who tested positive, or who are required to quarantine as per public health – are NOT permitted within the premises.
 - Practices are subject to change based on information from public health.



Hand Hygiene

- All persons should sanitize or wash their hands on entry, and throughout their residency in the venue, and particularly before/after all breaks, and when handling common property or handling touchpoints.
- The Sagebrush Theatre will provide wall-mounted sanitizing stations at key access points in the building. If supplies are running low, please alert the Technical Supervisor and/or House Manager.

Backstage/Room Capacities

- Capacities backstage may fluctuate based on the Public Health Orders in effect:
 - ~~50 Person Restriction in Effect: The maximum number of persons backstage is 46. This is inclusive of the stage, wings, dressing rooms, green room and upstairs rehearsal hall:~~
 - ~~Dressing Rooms x3: 5 persons each (=15)~~
 - ~~Green Room: 10 persons~~
 - ~~Upper Rehearsal Room: 21 persons~~
 - **50% Capacity Restriction in Effect:** The maximum number of persons backstage may not exceed 55, with the following breakdown of spaces:
 - **Dressing Rooms x4:** 6 persons each (=24)
 - **Green Room:** 10 persons

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- **Upper Rehearsal Room:** 21 persons
- **At 100% Capacity:** The maximum number of persons backstage may not exceed 110*.
 - **Dressing Rooms x4:** 12 persons each (=48)
 - **Green Room:** 20 persons
 - **Upper Rehearsal Room:** 42 persons
 - **NOTE:** at 100% capacity, the maximum stage capacity is 200 persons, so an additional 75 participants may enter the stage directly from the exterior of the building.
- At time of writing, on September 21, 2021, a 50% of capacity restriction is in effect.

Backstage Distancing Requirements

- Participants may elect to sit in the audience seating area during rehearsals.
- We highly recommend that 2-meters physical distancing be maintained whenever possible.
- We highly recommend the wearing of non-medical masks when distancing is not able to be maintained, as well as in all backstage common/working areas.
- Diagrams of the stage are available demonstrating distancing of 2m per person and 3m per person. A map of the venue is available to help plan ingress and egress.
- Clients/Participants/Artists must provide their own masks – the venue does not have the ability to provide any to clients or their artists

Permitted Activities

- Public gatherings are permitted at time of writing by the Province of BC.
- Planned activities should consider public health safety when in planning stage. We encourage all clients to review their activities to ensure safety & health for all.
- If there is any question as to whether an activity is allowed under the Public Health orders, clients are required to:
 - a. Reach out to WCT staff in advance of your event, to confirm a mutual understanding of the orders & activities;
 - b. Seek additional clarification from Interior Health by sending an email request to EPHCOVID19@interiorhealth.ca. Please copy responses to WCT.

WCT reserves the right to require further documentation and/or plans prior to allowing any activity within the facility.

Crewperson for Safety & Infection Control / Responsibilities of the Client

- Clients are responsible for the conduct of their participants and artists, and are responsible to keep them safe, and ensure they are maintaining the venue's policies.
- At the discretion of the venue, or at the client's request, the venue may provide a crewperson dedicated to Safety & Infection Control, at the expense of the client, per the rates outlined in Schedule A.
- Participants who do not adhere to this Plan are subject to discipline, including up to expulsion from the venue.
- Clients are responsible to have their own Safety Plan, that governs the conduct of their participants, staff and artists.

Licensee Initials: _____

- Client's are required to have their own client safety marshal who will be backstage at all times during the residency. This person will be responsible for ushering participants to the muster points and completing a headcount in case of emergency.

Sanitizing of Items:

- Clients should arrange for the sanitizing of their own items, as per the Client's safety plan. This might include props, equipment, microphones, tools, instruments, costumes, etc. Under no circumstances will the Venue be responsible for the sanitizing of participant-specific items.

Safety & Health Orientation:

- All participants should arrive at the venue having already been oriented to the requirements of this plan. Orientation of participants is the responsibility of the Client.
- Venue staff will provide a venue safety chat with the client and participants at the start of the first rental activity.

Access to Lobby

- The Sagebrush lobby is used as a separate rental space, and is available upon request.

Entrance via Stage Door

- The only door available to access the Sagebrush Theatre backstage area is the Stage Door. All participants should enter the facility through that door, in order to allow for contact tracing. Arrangements for loading via the parking lot side door, may be made directly with the Technical Supervisor on site.

Shifts/Groupings of Participants:

- Clients may elect to have shifts or groups of participants enter through the facility, provided that under no circumstances are the posted capacities of the various rooms exceeded.
- At the start of the day, the Client's designated representative must be present for the venue safety chat and takes responsibility to update all participants thereafter.
- Client's designated representative keeps an accurate log of who is in the building and when.

Adherence to the Plan

All Participants are required to read and adhere to the Safety Plan prior to starting their engagement.

Intentional contraventions of the Plan are unacceptable. Contravening the Plan may be inadvertent; an appropriate initial response will be a verbal correction. A second contravention of the Plan would result in the Theatre's representative having a conversation with the affected individual(s) and providing a verbal warning. A third contravention of the Plan would result in a written warning from management.

Thank-you for your interest in the Sagebrush Theatre! We look forward to hosting your event. This document will provide you with an overview of the bookings process as you move from planning to performance.

1. IMPORTANT CONTACTS

- a. When in question, reach out to venueservices@wctlive.ca for general assistance. This email address will reach all team members.
- b. Venue Date Inquiries & General Bookings Inquiries:
 - i. Evan Klassen, Managing Director, evan@wctlive.ca, 778-471-9051.
- c. Contracts, Settlements & Invoicing:
 - i. Administrative Assistant, venueservices@wctlive.ca.
- d. Initial Technical Inquiries, Scheduling, Production Planning:
 - i. Bill Chabassol, Production Manager, bill@wctlive.ca, 778-471-9053
- e. Ticket Sales, Box Office Contracting:
 - i. Michelle Chabassol, Manager of Ticketing & Patron Services, michelle@wctlive.ca, 778-471-9049
 - ii. *For inquiries regarding sales reports, please contact the box office representatives at klbo@kamloopslive.ca, 250-374-5483.*
- f. Front-of-House, Audience Services:
 - i. Morgan Benedict, House Manager, morgan@wctlive.ca
- g. Final Settlement & Invoicing:
 - i. Ron Thompson, Director of Finance, ron@wctlive.ca, 778-471-9057.

2. CALENDAR AVAILABILITY

- a. The Manager will set and communicate when the calendar for subsequent season(s) will open.
- b. When we open the calendar, our Calendar Policy is to accept bookings in the following order:
 - i. Local School District & anchor tenant activities
 - ii. Local & Community groups, non-profits, dance schools, community producers, presenters (within the City or TNRD)
 - iii. BC-based groups, producers & presenters
 - iv. Canada-based groups, producers & presenters
 - v. Foreign-based groups, producers & presenters
- c. Once all requests in the week of the calendar open are responded to, we accept date requests in order they are received.

3. BOOKINGS PROCESS

We encourage all clients to follow this general guide for booking the Sagebrush Theatre:

- a. Initial Contact & Date Inquiry: Confirm with Management that a date is available for booking;
 - i. Please email us at venueservices@wctlive.ca and we will respond!
 - ii. Once initial contact has been made, we will confirm date availability and you may place up to 3 holds for dates prior to going to contract.
- b. Date Holds: See #4, below.
- c. Event Intake: Submit an Event Intake form, once a date is confirmed to be available, to begin the bookings process.
- d. Contract Draft: Management will draft a contract and send for your review.

Licensee Initials: _____

- e. Executed Contract & Venue Deposit: The contract is only considered complete when the following are received by the Manager:
 - i. A completely signed/executed contract; and
 - ii. The appropriate deposit has been paid; and
 - iii. A Certificate of Insurance has been provided, in keeping with the contractual requirements.
 - f. Technical Contacts: Once the contract is complete (above), Management will connect you with our Technical teams, and direct you to our Tech Questionnaire/Rider Information.
 - g. Box Office Contacts: If your event has tickets to sell, you need to contact the Kamloops Live Box Office for ticket sales, and make arrangements with the box office directly.
 - h. Technical Questionnaire/Rider Deadline: At least 2-months prior to the rental period, complete your Technical Questionnaire or submit your rider to the Tech team.
 - i. Liaise with Technical Supervisor & House Manager: In the 2-months leading up to the rental period, you will liaise directly with the Technical Supervisor & House Manager to complete arrangements for your event.
4. HOLDS, 2ND HOLDS & CHALLENGING DATES
- a. Please try to provide us with at least 2 possible dates for any requests.
 - b. The first step is for us to 'hold' a date or dates. We will confirm with you, by email, that the date is held for you, and then provide you with the Event Intake Form to complete prior to contracting. Contracting follows automatically, ideally within 30 days of a hold placed.
 - c. Second Holds
 - i. If a date is not available a client may make a 'soft 2nd hold'. This goes into the calendar, but with no real urgency applied to either party.
 - ii. If a client with a second hold wishes to challenge the first hold, the venue will press the first hold as to their intents for the date.
 - iii. The client with first hold has 10 business days (2 weeks) to execute a contract and provide a deposit, or the date is released.
 - iv. If the date is released to the 2nd hold, then that client must execute a contract on the date within 10 business days, or the hold is released.
 - d. Third Holds – may be placed as a 'soft' hold in the event other holds release.
5. RENTAL RATES
- a. Please see Schedule 'E' for applicable rental rates.
 - b. Our rental rates are tiered by the type of organization who is the Client, responsible for presenting the performance. Please note that for new clients, we may require proof of non-profit, local or charitable status in order to qualify for certain rates.
 - i. Commercial / Standard – this is the default rate for all spaces
 - ii. Professional with Amateur Performers – this is the rate for dance companies, and other professional businesses with amateur performers.
 - iii. Community & Non-Profit – this rate is available to renters of the theatre that are local and non-profit. Local is defined as an organization with its main office within the TNRD region. Non-Profit (or Charitable status) will need to be verified by providing us with a copy of your Articles of Incorporation or Charities Return.

Licensee Initials: _____

- c. Rental Rates are structured by area of the theatre. All spaces may be booked independently of one another, except for the lobby on performance days:
 - i. Theatre – booked on a daily basis (excepting school performances); includes all of the stage, audience seating area, backstage dressing rooms x4. During performances only, a Theatre rental also includes the lobby.
 - ii. Lobby – booked on a 4-hour basis and hourly thereafter, except for during theatre performances.
 - iii. Classroom Space – our 2nd floor backstage classroom space is available for rental for rehearsals, meetings or workshops .
 - iv. Adding Lobby or Classroom Space to a Theatre rental – These spaces may be rented separately to other clients outside of during performance times. We consider 'performance time' to be 2-hours prior, through to 2-hours after a performance. Subject to availability, and upon request, we will make these spaces available to theatre rental clients, and at no additional charge.

6. VENUE RENTAL DEPOSIT POLICY

- a. All external clients of the Sagebrush Theatre will be required to pay a deposit for their rental in the amount of:
 - i. For new clients: 100% of the minimum rent applicable for all days
 - ii. For returning clients: 50% of the minimum rent applicable for all days
 - iii. For resident/recurring/anchor clients (including KSO, WCT, Laughingstock, KFPA, Dance Schools): 50% of the base rent applicable for all days to a maximum of \$500 standing, to be applied against the final rental of the applicable season
 - iv. For classes/schools/programs of SD73: no deposit
- b. Deposits are applied against the final applicable rental invoice.
- c. Deposits are due at the time of contracting – a contract is not complete until the deposit has been received.
- d. Deposits are made by cheque payable to SAGEBRUSH THEATRE, or may also be paid by Credit Card # via telephone. Please contact venueservices@wctlive.ca to arrange your deposit by credit card. Do not send credit card info by email, please!
- e. Sagebrush Theatre will issue an invoice for the deposit upon request. Please write to venueservices@wctlive.ca to request a deposit invoice.
- f. Cancellations are pursuant to the terms of the contract; Deposit amounts may be retained by the Manager as damages.

7. RATE INCREASE & CHANGE POLICY

- a. Rental rates are approved & published annually for the subsequent season.
- b. All rates are subject to a minimum 2% annual increase, or more as approved by the Sagebrush Management Committee.
- c. Increases take effect on August 1 of each year, and are effective through the following July 31st.
- d. The rate sheet in effect for the contract is attached to the contract as Schedule E – Rental Rates. Note that certain a la carte charges, including labour, are found within Schedules A + B as well.

Licensee Initials: _____

8. VENUE TICKETING POLICY

- a. All events where members of the public pay for a ticket and enter the facility via the front doors must be ticketed in some form.
- b. Tickets that are reserved or sold in advance for a purchase price, must be sold exclusively through the Kamloops Live! Box Office. Licensees are not permitted to sell tickets through any other ticket agent other than the Box Office, without the prior permission of the Manager.
- c. Tickets will not go on sale until the following are completed:
 - i. An executed rental agreement;
 - ii. We have received & executed a ticketing contract, complete with signed/approved pricing breakdowns for every price ticket to be sold;
 - iii. Deposits received, as required by the contract(s).
 - iv. Proof of insurance in place.
- d. Clients should clearly iterate their ticketing expectations in their Event Intake Form, to ensure that all policies & instructions are clear. This includes: refund/exchange policy for the event, babes-in-arms, accessible seating, Row Q seating/technical holds, and any other held seat requests. These requests should be confirmed at least 2 weeks prior to onsale.
- e. Onsales utilize all available sales channels, including: online sales through kamloopslive.ca, telephone sales & in-person sales.
- f. Box Office in-person & telephone sales hours may vary depending on the upcoming event schedule.
- g. The Box Office and Licensee agree on an expression of the ticket price that considers:
 - i. A ticket agent surcharge per sold ticket, as outlined under the approved pricing calculator, paid to the Box Office;
 - ii. Any facility/capital improvement fees payable directly to the venue from the box office;
 - iii. Any applicable taxes;
 - iv. Any credit or debit-card processing charges
- h. Tickets that are not sold but given away must be printed with clear date, time & venue name, and have a removable stub and/or scannable unique barcode, so that the stubs may be 'ripped' or the barcode scanned at the door.
- i. The Licensee acknowledges that the tickets may be produced and sold through a computerized system which may be subject to intermittent interruption due to technical malfunction. The Licensee agrees that provided that all reasonable efforts are made to service and maintain the system, and all reasonable steps are taken to restore the system to operation in a reasonable time frame. The Ticket Agent may not be held responsible or liable for downtime due to technical malfunction or scheduled system maintenance.

9. DRESS REHEARSAL AND ADMISSION BY DONATION POLICY

- a. If the Licensee chooses to allow entry to the venue by donation or free of charge, the following process applies.

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- b. All persons entering the facility shall be counted by Sagebrush Theatre ushers as they enter. At no time will the posted occupancies be exceeded.
- c. Donations at the door are 'silver collection' only; no electronic means of collection is permitted.
- d. The Licensee is responsible for the security, depositing and management of their collected donations.
- e. Invited dress rehearsal admissions do not garner the Capital Improvement Fee, however, free admissions to performances DO garner the Capital Improvement Fee.

10. TICKETING DEPOSIT POLICY

- a. Effective September 1, 2021.
- b. Due to the increased risk of event cancellation, as of 2021, the box office requires a ticketing deposit to be paid to the box office prior to tickets going on sale.
- c. Ticketing deposits are IN ADDITION TO any Venue Rental deposits made.
- d. Ticketing deposits may be made by cheque, payable to KAMLOOPS LIVE BOX OFFICE. Clients may also make their deposits via credit card, and may do so upon request to the Manager of Ticketing & Patron Services.
- e. Deposits are applied against the final applicable ticketing invoice and/or may be refunded upon settlement, in accordance with the conditions on the Ticketing Agreement.
- f. Deposits are due at the time of contracting – a contract is not complete until the deposit has been received – and onsale will not occur until the deposit is received.
- g. The box office will issue an invoice for the deposit upon request. Please write to michelle@wctlive.ca to request a deposit invoice.
- h. Ticketing deposits are set at \$250 per contract regardless of the client or # of performances.

11. INFANTS & "BABES IN ARMS" POLICY

Everyone entering the Sagebrush Theatre requires a ticket of some kind, including infants.

A "babe-in-arms" is an infant that meets all of the following criteria:

- i. is not yet walking; and
- ii. is under the age of 3; and
- iii. does not require an individual seat; and
- iv. is accompanied by and held by the parent/guardian for the duration of the event.

Any patron, or infant that does not meet the above criteria must have a regular seat assigned and ticket purchased, and are not considered under this policy.

"Babes in Arms" must be assigned an "infant admission pass" by the box office attendant at the door, and will be allowed entry, with the following restrictions:

- i. Patrons should present themselves at the box office window, to be issued an Infant Pass. Infant passes are issued by the box office attendant at the door, and are not issued in advance. For emergency purposes, the pass indicates the guardian's name, contact information, seat location, and the date/time of performance.
- ii. Infant passes are confirmed with the house management, for information for emergency evacuation.
- iii. Strollers, bags, blankets and accessories may not be taken to the seat and should be checked at Coat Check in the lobby.
- iv. To avoid interruption to other patrons, we encourage guardians with infants to book seats close to an aisle for easy entry/exit.

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- v. Guardians whose infants are disrupting a performance will be asked to “take a break” in the lobby. Guardians/infants re-entering from the lobby may be asked to wait for a suitable break in performance to be re-seated. The lobby features a TV with live feed from the stage, so that those waiting in the lobby may continue to observe the performance in progress.
- vi. For the comfort of guardians and infants, we have a changing station, and a family/accessible/gender-neutral washroom available in the lobby.
- vii. The Sagebrush Theatre does not have a booth available for parents to view a performance – rather the lobby video screens may be used.

12. DEMOGRAPHIC REQUIREMENTS FOR ENTRY TO EVENT POLICY

- a. The Theatre is a public venue, and as such, has a mandate to allow access to events to the public in the broadest-possible means.
- b. Recognizing that mandate, the Sagebrush Theatre will only allow event requirements to be set on legal grounds (i.e. 19+ where content requires it, or based on other laws/regulations that may be in force at the date of the event).
- c. Event producers/presenters may elect to limit their audiences to specific demographics where law permits. In most cases, this is based on age, due to restricted content that is 19+. In this event, the client will provide the venue & the box office with:
 - i. The legal rationale for the decision;
 - ii. The precise demographics being excluded/included;
 - iii. Messaging for the public to appear on ticket sales channels, and in direct communications to patrons; and
 - iv. Contact information that will be provided to patrons who may wish to complain regarding a condition being enforced.
- d. The venue reserves the right to approve or deny any demographic event restrictions.

13. RECOMMENDED AUDIENCE FOR A PERFORMANCE

- a. The client has sole prerogative in determining the recommended age range suitable for the performance.
- b. As an alternative to expressly prohibiting certain audience members, the Sagebrush Theatre encourages all clients to make use of “recommended” language as to the intended audience, without expressly discriminating based on age or family status. In the case where a recommendation exists, the venue and box office will do their best to inform all ticket holders of this recommendation, and will issue refunds upon customer request.
 - i. We strongly recommend that Licensees state whether their performance is recommended for infants under the age of 3, or not.
 - ii. “Recommended Audiences” are not enforced, but will be communicated to audiences when booking and/or entry to the venue.

14. NON-RESIDENT TAX POLICY

- a. As required by Regulation 105 of the Income Tax Act, the Sagebrush Theatre will deduct and withhold 15% tax from all amounts paid to a non-resident of Canada. Non-residents of Canada who feel that the withholding tax is more than their actual tax liability to Canada may apply in advance to Canada Revenue Agency to have the tax waived or reduced. If the application is approved, the CRA will authorize the Sagebrush Theatre to not withhold or to withhold at a reduced rate. A Regulation 105 Waiver Application

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(R105E) is available from our Rentals Coordinator or from the CRA's website at:
www.cra.gc.ca.

- b. Proof of resident status, or R105 waiver, is required prior to settlement to avoid withholding tax. The providing of this proof is the responsibility of the Licensee, and shall be provided to the Sagebrush Theatre as early as possible, ideally no later than 10 business days prior to the event.

15. OBJECTIONABLE CONTENT

- a. The Manager has the right to object to any song, speech, dialogue, business or costume which, in their opinion, may be considered indecorous or improper and such song, speech, dialogue, business or costume shall be forthwith changed or omitted as the Manager may direct.
- b. Any events with any unusual degree of risk (such as pyrotechnical effects, stunts, animals, flowing water, live flame, or other) must be fully described at the time of booking, and must be approved by the Manager.

16. DAMAGE TO THE BUILDING POLICY

- a. All damage done to the facility during a rental shall be paid for by the renter and/or their insurance policy.
- b. This includes, but is not limited to: torn draperies or soft goods, paint touchup on backstage walls, condition of stage floor and/or equipment.
- c. The Technical Supervisor will undertake a walkthrough of the backstage at the end of the rental to ascertain any damage that may have occurred.

The following rental rate schedule is in effect for the 21/22 season, and this contracted rental:

SCHEDULE 'E' 2020/2021 and 2021/2022 Season Rental Rates Effective September 1, 2020 through August 31, 2022 REVISED November 2020 in light of COVID restrictions				
THEATRE RENTALS	Performance*** Rate	2nd performance same day	Rehearsal Rate	Capital Improvement Fee / Civic Charge
Commercial	Minimum Rate: \$1100 (without capacity limits) \$500 (with capacity <=250*) Regardless of capacity, minimum or: 10% gross gate**, whichever is greater	Minimum Rate: \$650 (without capacity limits) \$500 (with capacity <=250*) Regardless of capacity, minimum or: 10% gross gate**, whichever is greater	Daily Rate: \$500.00	\$1.75 per admission (excluding 10 comps)
Professional sponsored by a non-profit or amateur entertainment sponsored by a commercial company	Minimum Rate: \$731 (without capacity limits) \$412 (with capacity <=250*) Regardless of capacity, minimum or: 8% gross gate**, whichever is greater	Minimum Rate: \$433 (without capacity limits) \$412 (with capacity <=250*) Regardless of capacity, minimum or: 8% gross gate**, whichever is greater	Daily Rate: \$412.00	
Local Non-Profit	Daily Rate: \$505 (without capacity limits) \$237 (with capacity <=250*)	Daily Rate: \$253 (without capacity limits) \$237 (with capacity <=250*)	Daily Rate: \$237.00	
LOBBY-ONLY RENTALS	General Rental Rate	Per hour Thereafter	Capital Improvement/ Civic Charge	
<i>this rate is applicable when rentals are only using the lobby, with no access to the theatre.</i>	Minimum/First 4-hour call Minimum rate: \$100.00 Plus FOH Manager charged per hour	All Clients: \$20.00 / hour Local Non-Profits: \$18.00 / hour Plus FOH Manager charged per hour	\$1.75 per admission (excluding 10 comps)	
ALL RENTAL RATES, CHARGES & COMMISSIONS SUBJECT TO GST				
*reduced rates in effect while government-mandated capacity limits are in place up to, and including 250 persons. Once capacity limits are above 250 patrons, regular rates apply. **gross gate is: total ticket price, less GST, less CIF, less any box office fees ***performance rate in effect when any audience, paid or otherwise, in attendance				
ADDITIONAL CHARGES				
Labour Charge Out	Straight Time	Over 8 up to 12 hours	Over 12 up to 14 hours	
Technical Supervisor	performance days: Up to 8-hours included ,per day (regardless of 1 or 2 performances) rehearsal rate: for 20/21: first 6 hours included for 21/22: first 4 hours included \$32.50 / hour, next 2 hours (up to 8 total)	at time x 1.5	at time x 2.0	
Technician(s) & Safety/Infection Control Coordinator(s)	\$27.00 / hour	at time x 1.5	at time x 2.0	
FOH Manager	performance days: Up to 4-hours included, per day (regardless of 1 or 2 performances) \$27.00 / hour, next 4 hours (up to 8 total)	at time x 1.5	at time x 2.0	
<i>FOH Manager arrives 45-minutes prior to lobby opening and departs 30-minutes following the departure of the last patron from the lobby</i>				
Merchandise	\$23.00 / hour	at time x 1.5	at time x 2.0	
Host Bar and/or Bar Requested	Drinks sold at public prices; Minimum guaranteed sales of \$300 per performance			
Meal Penalty <i>any staff working more than 5 hours without a 30-minute break will incur a meal penalty; see contract for details</i>	\$29.00 / person / occurrence			

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The following house policies are general in nature, applying to most if not all events at the Sagebrush Theatre. We encourage patrons & Licensees to contact the House Manager regarding the application of a specific house policy to their event/performance.

COMMON COURTESY

We ask that all patrons consider the impact of their behaviour on fellow audience members. Please be courteous of one another.

RECOMMENDED AGES & AUDIENCE ADVISORIES

The presenter of the event determines a recommended age range for attendance at the event. The age range includes any recommendations for content, audience advisories and restrictions. Audience advisories are posted prominently when patrons enter the audience seating area.

LOBBY OPENING

Our front doors open to the public 60-minutes prior to curtain time.

WASHROOMS

The Sagebrush Theatre includes full washroom facilities, and includes single-use facilities for accessible and gender-diverse patrons. We also have an infant change table available in our single-use facilities.

WATER BOTTLES

We encourage patrons to bring reusable water bottles to refill at the theatre. We have a bottle-fill station in the lobby.

TICKETING

All tickets are sold through the Kamloops Live! Box Office.

SCENT FREE

With an increasing number of patrons with sensitivities to various scents, we encourage all patrons to avoid use of scented products.

PARKING

Ample parking may be found on streets around the Sagebrush Theatre, as well as in the lot immediately outside the venue, and across the street from the venue. Please note parking may be restricted during certain hours.

ACCESSIBILITY

The Sagebrush Theatre lobby is fully accessible. Within the seating area, accessible seats are found in Row Q, with seats in Row P reserved for those with limited mobility, as there are only 2 steps down to this row. The lobby has two single-person accessible/gender-diverse washroom stalls.

BAGS OR ITEMS

Bags or items may be brought into the audience seating area provided that the bag fits entirely under a seat. Bags too large for storage under a seat may be checked, free of charge, at the coat check in the lobby.

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MOBILITY AIDS

Due to space limitations, walkers or mobility aids cannot impede walkways or aisles, and may need to be stored in Row Q, if space permits, and if no space permits, checked at Coat Check. Canes that fit underneath or between a seat may be brought to the seat.

SERVICE ANIMALS

Service Animals are welcome in the Theatre; however, patrons and the service animal must be seated in Row Q for accessibility & egress.

OUTSIDE FOOD & BEVERAGES

No outside food or beverages are permitted within the Sagebrush Theatre lobby or audience seating area.

BAR & CONCESSION

The Sagebrush Theatre may operate a bar & concession at certain events.

PHOTOS, VIDEO & RECORDING

In general, patrons are not able to take photos, video or recordings without the prior permission of the Client.

CELLPHONES, ELECTRONICS

In general, patrons are discouraged from using cellphones and other electronics within the audience seating area, except with the prior permission of the Client.

MOSH PITS

Due to low lighting levels, dancing in the front of the theatre is not encouraged.

LATECOMERS

Latecomers may be seated at an appropriate break in the performance, or at intermission. A video screen is available in the lobby to watch a performance in progress.

INFANTS & BABES-IN-ARMS

Everyone entering the Sagebrush Theatre requires a ticket of some kind, including infants.

A "babe-in-arms" is an infant that meets all of the following criteria:

- i. is not yet walking; and
- ii. is under the age of 3; and
- iii. does not require an individual seat; and
- iv. is accompanied by and held by the parent/guardian for the duration of the event.

Any patron, or infant that does not meet the above criteria must have a regular seat assigned and ticket purchased, and are not considered under this policy.

"Babes in Arms" must be assigned an "infant admission pass" by the box office attendant at the door, and will be allowed entry, with the following restrictions:

- i. Patrons should present themselves at the box office window, to be issued an Infant Pass. Infant passes are issued by the box office attendant at the door, and are not issued in advance. For emergency purposes, the pass indicates the guardian's name, contact information, seat location, and the date/time of performance.

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- ii. Infant passes are confirmed with the house management, for information for emergency evacuation.
- iii. +, bags, blankets and accessories may not be taken to the seat and should be checked at Coat Check in the lobby.
- iv. To avoid interruption to other patrons, we encourage guardians with infants to book seats close to an aisle for easy entry/exit.
- v. Guardians whose infants are disrupting a performance will be asked to “take a break” in the lobby. Guardians/infants re-entering from the lobby may be asked to wait for a suitable break in performance to be re-seated. The lobby features a TV with live feed from the stage, so that those waiting in the lobby may continue to observe the performance in progress.
- vi. For the comfort of guardians and infants, we have a changing station, and a family/accessible/gender-neutral washroom available in the lobby.
- vii. The Sagebrush Theatre does not have a booth available for parents to view a performance – rather the lobby video screens may be used.