

Please find below the theatre rental information rates and FAQs. We hope that this helps answer any immediate questions you may have. For further information please contact Giselle at [tech@phtheatre.org](mailto:tech@phtheatre.org) or by phone at 604-990-3473.

### **How much is it to rent the theatre?**

Our non-profit rate for the theatre is \$500/day for tech or rehearsal days and \$600/day for performance days plus GST.

Please inquire about commercial rates.

### **How many seats does the theatre hold?**

150 including 4 seats that can be removed for those with mobility devices.

### **What are your Technician rates?**

The Technician rates are as follows:

- Day 1 - \$35/hr min 5hr call; Subsequent days - \$35/hr min 4 hr call

### **Coffee Breaks**

- While coffee breaks are not a legal requirement they are a humane one. You can expect the head technician to let you know you're coming up to "Coffee" about 2 hours after your arrival. A break is usually at a halfway point within a call.

### **Regular Rate, Overtime Rate and Double Time Rate**

- Regular rates are up to 8 hours of work. This rate is \$35 per hour billed in increments of 15 minutes.
- Overtime rates are after 8 hrs hours of work. This rate is \$52.50 per hour billed in increments of 15 minutes.
- Double time rates are beyond 12 hours of work. This rate is \$70 per hour billed in increments of 15 minutes.

### **Meal Penalties**

- BC regulations state that a meal break of at least 30 minutes must be taken within 5 hours of work. Clients will have the option to either give a 30-minute paid break or a 1 hr unpaid break.
- If a technician works for more than 5 continuous hours they go into meal penalty until they are given a meal break.
- The meal penalty rate will be at 1.5 whatever their current rate is.

### **FAQs**

*Does this mean that I have to pay 5 hrs for each show call?*

- No. The 5hr call only applies to the first day when the technician is preparing the space for you. A 4 hr minimum call applies to additional days when you have already been in the theatre.

*Can I keep working while I send the technician on break to avoid a meal penalty?*

- No. Any use of technical equipment requires the Head Technician to be present.

*Can I work with my performers without tech to avoid a meal penalty?*

- The Head Technician is responsible for your safety and the building security. We do not recommend working onstage while the technician is on break. You are welcome to do notes in the backstage area or in the Artists Lounge.

*Can your technician run lights and sound?*

- No. Our Head Technicians can help set up both but can only operate one. Please discuss your technical needs with the Production Coordinator and the Assistant Technical Director. They may suggest two technicians for your event if you have an equally heavy lighting and sound show.

*Can I bring in my own technician to run lights or sound?*

- Any person operating the lighting or sound board must be a trained technician and will need to be approved by the Assistant Technical Director before operating the lighting or sound board.
- Stage Managers are welcome to operate a computer to run the show on QLab.

*Do you have a projector and how much extra is it?*

- Yes, we do have a projector and there is not an extra cost to use it.
- We have various sized screens that are available.

*What kind of gear do you have?*

- We are a fully equipped theatre. A tech specs booklet is available on our website. <https://www.phtheatre.org/wp-content/uploads/2021/09/PHT-Mainstage-Tech-Info-Package-Covid-Edition-September-2020.pdf>

*Can I just drop by and see the theatre?*

- While we welcome visitors to our space, just dropping in can be inconvenient for the staff and other artists who are using the space. Please call or email in advance (ideally 48hrs or 72hrs in advance) to see if the theatre is available for a site visit.

*I've booked the theatre and need to look at it again.*

- Upon booking the theatre a site visit is required and needs to be booked in advance. Subsequent site visits are subject to availability and any subsequent site visit over 15 minutes will be subject to a charge. All site visits are to be done within business hours (9am – 5pm Monday – Friday).

## FOH Information

THE VENUE MANAGER is responsible for staffing the box office, overseeing ushers (either those provided by PHT or the Producer) and staffing the lobby before, during and after the performance. They are responsible for ensuring all health and safety policies are followed within the building. Their fees are based on a minimum 3 hr call at \$25/hr.

PHT requires a PHT Usher at all performances when the public are in attendance. They are responsible for ensuring all health and safety policies are followed in the venue during the performance. Their fees are based on a minimum 3 hr call at \$20/hr. This applies to **all** performances.

*Can you sell our tickets?*

- Yes. With enough time (min 1 month) we can provide tickets to your event through our website, in person or online.
- Our Box Office Manager will be on duty for your performances at a rate of \$25/hr based on a minimum 3 hr call.
- Further questions can be directed to Emily at [boxoffice@phttheatre.org](mailto:boxoffice@phttheatre.org)

*Is there a bar?*

- Yes. When using our bar and our stock you do not need a Special Occasions Permit. PHT retains all proceeds from the bar. If you wish to provide your own stock and sell it you will need a SOP. Further questions can be directed to Emily at [boxoffice@phttheatre.org](mailto:boxoffice@phttheatre.org)

## Marketing

*What kind of marketing can I expect from PHT?*

- PHT will place your production on our website and list it on our Renters page along with a show description and a link to your website or ticketing site. We can also place your event on our electronic sign approx. one week before your event.
- We can also do basic social media sharing and posting.

## Other

*Do I need insurance?*

- Yes. The renter must obtain Special Events Insurance through a reputable Insurance company that names Presentation House Theatre and the City of North Vancouver as Additional Insured. The liability needs to be \$5M in coverage.
- We do not suggest a specific Insurance company. Our clients in the past have used: BFL Canada; CSIO Reliance Insurance Agency and PAL Insurance Brokers Canada Ltd.

*Is there a deposit and when is it due?*

- We do require a deposit. This payment is usually half of the total theatre rental amount and it's usually due 60 - 90 days before your event. This deposit is applied to your final invoice when the technician hours are finalized.