



## RENT our Facility

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**If you wish to rent the facility the “Booking Request Form” must be completed in full and submitted to the Brockville Arts Centre (BAC) by email or in person.**

### FACILITY RENTAL

#### Daily Rate

A maximum of 4 hours for set-up/rehearsal and 4 hours performance and includes a Technical Supervisor for up to 8 hours. All events that exceed the 8 hours will be charged for the additional time at the current hourly rate.

#### Set-up/Rehearsal Rate

A minimum of 3 hours up to a maximum of 8 hours and includes a Technical Supervisor for up to 8 hours. All events that exceed the 8 hours will be charged for the additional time at the current hourly rate.

#### Performance Rate

A minimum of 4 hours and includes Technical Supervisor, House Manager, Ticket Taker, Ushers and Box Office Service.

#### Additional Costs (The BAC sets the requirements for additional staff, set-up, etc.)

- Piano tuning
- Video projector
- Entandem (SOCAN) Tarrif(s)
- 5 million dollars Liability Insurance Coverage (City of Brockville must be named as an Additional Insured)
- Additional Technician(s)
- Additional Technical Supervisor
- Additional ushers will be added to rentals with audiences of more than 475 or audiences requiring increased assistance
- All beverages and bar service provided by the BAC
- Room set-up
- After-event receptions

Visit our [Technical Information](#) page for equipment available with your rental.



## RENTAL RATES

Please see our [Rates and Fees](#) for 2022

Rental rates are subject to HST and are reviewed on an annual basis by Council. Rates and fees are subject to change.

HST is added to Rental Fees, regardless of your organization's charitable status.

## FACILITY INFORMATION

Accessible doors, washrooms and seating on main floor. Accessible seats must be sold in person or by phone.

Auditorium – 478 seats

Balcony – 226 seats (only accessible by two flights of stairs)

Lobby – Capacity of 112 people

Parking – Free parking located at the rear of the facility. Accessible parking available.

## NON-PROFIT ORGANIZATIONS

Non-profit Rental Clients (subsidized rate) will be required to demonstrate their non-profit status as outlined below. The non-profit rate will also apply to commercial enterprises that rent the Brockville Arts Centre in order to raise funds for non-profit groups or organizations provided that the non-profit status can be clearly demonstrated. The term “non-profit” is defined in the Income Tax Act and the Canadian Law Dictionary as follows:

A non-profit organization is a “Club, society or association that, in the Opinion of the Minister, was not a charity within the meaning assigned by section 149.1(1) and that was organized and operated exclusively for social welfare, civic improvement, pleasure or recreation or for any other purpose except profit, no part of the income for which was payable to, or was otherwise available for personal benefit to any proprietor, member or shareholder thereof unless the proprietor, member or shareholder was a club, society or association, the primary purpose and function of which was, the promotion of amateur athletics in Canada.”

## BOX OFFICE SERVICE

- All tickets for events at the BAC must be supplied by the Box Office
- Unlimited length of sale On-line ticket sales available 24/7
- In-person tickets sales. [Box Office Hours](#)



- The rental client contract lists seats that are held back from inventory for emergency and special needs patrons. These seats are utilized under the jurisdiction of the BAC, at no cost to the centre.
- Daily support available from Box Office Supervisor & Staff
- A full staff of knowledgeable ticket sellers
- Customer Service to patrons
- Sales reports available online to rental clients
- Detailed tracking of ticket sales sold on system

## **Box Office Fees**

Box Office charge is 3.5% of gross ticket sales  
Ticket printing fee is \$0.10 for every ticket printed  
Credit card recovery fee is 3.5%

The Box Office also provides services as a ticket agent for other venues upon agreement and signing of an Outlet License.

## **FRONT OF HOUSE**

### **Lobby Sales – merchandizing**

A commission of 15% of gross receipts is collections at the end of the event. Large groups will be charged \$200/day.

Merchandise sold cannot interfere with any items sold by the BAC.

## **BEVERAGE SERVICE**

All beverages and bar service is provided by the BAC. Rental Clients are not permitted to serve or provide their own refreshments for patrons. The theatre staff follows the guidelines issued by Smart Serve Ontario.

**The BAC cannot serve donated alcoholic beverages.**

### **Bar List**

Wine  
Wine Spritzer  
Beer  
Pop  
Coffee/Pot Coffee/Tea  
Juice  
Iced Tea  
Water



## Reception Equipment available for rent

Tables

Chairs

Video Monitor

PA (microphone and audio playback)

\*AV set-ups require a technician at applicable rates.

## MARKETING SERVICES

The following marketing and promotional services are included in the cost of your rental of the BAC:

- Event listing on the Electronic Message Board on King Street two weeks prior to the event
- An event listing on BAC's website under upcoming events
- An event listing in the Live at the BAC monthly electronic newsletter
- Promotion through the BAC's social media platform
- Box office event racks - where available flyers for performances at BAC can be delivered. This is subject to available space. Please do not put flyers into the racks yourself.
- On sale email notifications to electronic mailing list
- Provide a list of local media contacts, upon request



## RATES and Fees 2022

### FACILITY RENTAL RATES

Non-Profit = \$650 + HST or 10% of gross ticket sales (whichever is greater)

Non-Profit Same Day/Second Performance Rate = \$325.00 + HST or 10% of gross ticket sales (whichever is greater)

Commercial = \$975.00 + HST or 10% of the gross ticket sales (whichever is greater)

Commercial Same Day/Second Performance Rate = \$487.50 + HST or 10% of gross ticket sales (whichever is greater)

Rehearsal (Full Day) = \$503.00 + HST

Rehearsal (Additional Fee/Hour) = \$60.00 + HST

Lobby (Full Day) = \$305 + HST

Lobby (Half Day) = \$205 + HST

Telethon Weekend Rental = \$2,085 + HST

Dance Competition Daily Rate = \$8,750 + HST

### STAFF AND CREW RATES

Front of House Fee = \$90

BAC Crew/HR (3 Hour minimum) = \$25

Sound Technician/HR = \$40

Light Technician/HR = \$40

House Technician Overage (Cost/HR over 8 hours during facility rental) = \$40

### PRODUCTION COSTS

Piano Tuning = \$150 + HST

Haze Machine Rental = \$20 + HST

Fog Machine Rental = \$20 + HST

### OTHER FEES

Video Projector (N/A)

Liability Insurance Coverage = \$5 million, City of Brockville named as an Additional Insured

Janitorial deposit (N/A)



Tables (N/A)

Chairs (N/A)

Merchandizing = 15% of gross receipts. Large groups will be charged \$200/day.