

HOROWITZ THEATRE

EXTERNAL RATE SHEET & BOOKING PROCEDURES

As every event is unique, this information is provided for reference only. Please contact the Senior Operations Manager – Venues to request a complete estimate.

EXTERNAL RATES

Base Rental

Performance Booking (ticketed event) – 8 hours	\$1500.00
Film Screenings & Lecture Bookings (ticketed event) – 4 hours	\$900.00
Performance Booking (non-ticketed event) – 8 hours	\$1950.00
Film Screenings & Lecture Bookings (non-ticketed event) – 4 hours	\$1350.00
Additional Performance for non-ticketed events	\$450.00
Rehearsal Booking – 4 hours	\$800.00
Extra Hours (per hour)	\$100.00
Dinwoodie Lounge (per day – contact us for details)	\$200.00

**There is a \$25 per day premium on all bookings between January 15 and May 30 due to the configuration of the stage.*

Staffing (per hour)

	<i>Regular Time</i>	<i>Overtime</i>
Technicians	\$39.00	\$78.00
House Manager	\$29.00	\$58.00
Box Office Manager	\$29.00	\$58.00
Front of House	\$21.00	\$42.00
Bar Staff	\$21.00	\$42.00

Additional Costs

Ticketing setup fee (per performance)	\$50.00
Projector use (per day)	\$100.00
Missed intermission fee	\$150.00
Merch sales commission rate	15%
Lobby catering cleaning fee (per day)	\$100.00
External catering fee (calculated on the caterer's final invoice)	10%
Post-show reception fee	\$200.00
Piano tuning	\$104.00*
Bus parking	\$50.00*
Vehicle parking (one spot next to the Theatre Loading Dock during the booking)	Complimentary
Missed staff breaks (per staff member – 30 minutes billed at overtime rates)	\$39.00
Postering (University of Alberta North Campus)	\$50.00
Postering (around Edmonton, per poster)	\$0.45*

**Estimated. Pricing subject to change. Costs must be confirmed with a quote.*

BASE RENTAL

Your rental of the Horowitz Theatre includes use of the stage and seating areas, the lobby, the green room, two dressing rooms and the use of the Theatre Loading Dock for load in and load out. The use of in house lighting and audio equipment, as well as use of the piano, are also included.

Your booked time includes load in, setup, sound check, performance and load out time. If the event runs longer than the booked time period, the extra time will be invoiced.

Clients will be held responsible for any additional maintenance or cleaning charges over and above those specified in the License Agreement, with respect to damages and stains to the lobby carpet or furnishings.

There may be additional costs for bookings made on days when the Students' Union Building is closed. Please contact us for details.

STAFFING

The number of staff required for a booking will be determined by Theatre management. Staff call times must be arranged at least 30 days in advance of the booked date. All shift times and schedules must be reconfirmed at least one week in advance. **Activity in the Theatre must be supervised by Theatre staff at all times.**

Overtime rates are charged after 8 scheduled hours, or for any unscheduled time. All staff bill out at overtime rates on statutory holidays.

Technical Staff

All technical staff are scheduled on a minimum 4 hour call. Most Performance bookings require three technicians (Lighting, Stage and Sound).

Front of House Staff

A House Manager will be scheduled and act as the designate of the Manager of Programming & Venues. They are on hand as your liaison to the facility and to organize the Front of House staff. Access to the lobby will only be granted with a House Manager on duty.

Front of House staff (ushers and ticket takers) will be scheduled based on the expected attendance and nature of the event. Sold out shows require a minimum of 6 ushers. These staff are scheduled on a minimum 3 hour call.

Staff Breaks

One 30 minute or 1 hour meal break must be provided after no more than 4 working hours, as well as one 15 minute coffee break per shift. If breaks are missed, overtime will be charged for the period of the break and a Missed Staff Break Fee will apply.

When a License Agreement covers two or more consecutive days, there is a rest period provision with respect to Theatre staff whose shift schedules come into effect within the terms of that License Agreement. The rest period between scheduled work shifts on consecutive days is twelve hours. If the same staff member is requested to work during this rest period, the hours will be charged at the overtime rate.

The Horowitz Theatre technical and Front of House staff are members of CUPE Local 1386.

ADDITIONAL CONSIDERATIONS

GST is not included in any listed prices.

As the Horowitz Theatre is a venue of the University of Alberta's Students' Union, the UASU retains first booking privileges on select dates for student programming and engagement.

Merchandise Sales

The Horowitz Theatre has a 15% commission rate on all merchandise sales. **This rate is applied to gross sales, including GST.** It is the renter's responsibility to inform all parties involved of this commission. Front of House staff can be scheduled to assist with merch sales – please contact us with your request at least 30 days in advance of the booking.

Catering

Food and drink are not allowed into the Theatre (with the exception of bottled water). However, catering and beverages are allowed in the lobby. Clients are responsible for providing the Senior Operations Manager – Venues with the caterer's contact information at least 10 business days prior to the booking.

Our House Caterer is [L'Express](#). Any external caterers must be approved in advance by Theatre management, and the renter will be charged an External Catering Fee, equal to 10% of the caterer's final invoice. All caterers must abide by the Coca Cola single source agreement, which states only Coca Cola products may be served as cold non-alcoholic beverages.

Please note that an additional custodial fee may be charged for catered events. All catering materials must be removed from the Theatre by the end of the booked period unless other arrangements are approved in advance. Storage fees will apply if arrangements are not made with management in advance.

Ticketing

All ticketing is provided by the UASU. Clients that would like to have tickets available online will have their show set up on [Ticketfly](#). Events that do not require tickets but would like to arrange for free online registration will be handled on a case-by-case basis. For details, please see the Ticketing Rate Sheet and contact us for more details.

Bar Service

We offer cash bar service for events with at least 90 minutes of service time (generally 1 hour prior to the event and one 30 minute intermission). If the Horowitz Theatre does not offer a bar, one can be requested and two bar staff will be added to the estimate. If bar sales at the event exceed \$750, we will waive the cost of the bar staff on the final invoice. All requests for bar service must be submitted 30 days prior to the booked date.

Intermissions

All performances over 90 minutes require a 30 minute intermission. If missed, the Missed Intermission Fee will apply.

Post-Show Receptions

If you are interested in having us provide bar service for a reception **after** your event, please submit a request at least 30 days in advance. The Post-Show Reception Fee includes all Front of House staff and rental time for 75 minutes of service. Please contact us for options if you would like the post-show reception to run for longer than 75 minutes.

Storage

All rental deliveries and pick-ups must be confirmed 10 days prior to the booked date or storage fees will apply. Our storage facilities are limited and may vary based on other clients' requirements. Clients with significant storage requirements are subject to additional charges.

Dinwoodie Lounge

Dinwoodie Lounge is a multi-purpose venue located on the second floor of the Students' Union Building. It can be booked in conjunction with the Horowitz Theatre as rehearsal or reception space. Please contact us for details.

BOOKING PROCEDURES

For more information on booking the Horowitz Theatre, Dinwoodie Lounge or SUBstage, please contact the Senior Operations Manager – Venues.

First Holds

A first hold can be placed on any available date up to 13 months in advance, and the date will be held for a short period of time without a deposit. Please note that first holds are considered tentative bookings. Once a decision has been made about the date, please contact our offices to let us know if you would like to confirm or release the hold. **All holds must be confirmed 60 days prior to the event date, or the booking becomes subject to cancellation.**

We require a signed contract and non-refundable, non-transferable deposit of 50% of the base rent in order to fully confirm a booking. The balance of the estimate is due 30 days prior to the date of the booking.

Second Holds

A second hold can be placed on any date that already has a first hold in place. If the group with the first hold decides to release, the group with the second hold will be contacted and offered the date.

Challenges

If a group with a second hold would like to try to confirm a date immediately, they can contact our offices and ask to issue a challenge. We will contact the client with the first hold on the requested date and ask them to confirm their booking with a signed contract and deposit, or to release the date to the other group. First holds are given two business days to respond to a challenge, and we require a signed contract and deposit from the confirming client within one week.

If the first hold decides to release the date being challenged, a signed contract and non-refundable, non-transferable deposit payment will be due from the challenging group within one week in order to fully confirm the booking.

All bookings remain subject to challenge until a signed contract and deposit payment are received.

Cancellation Policy

Please note that all rental deposits are non-refundable and non-transferable. If an event is cancelled after the deposit has been received, it will not be refunded. If an event is cancelled less than 30 days before it is set to occur and full payment has been received, none of the payments will be refunded.

Insurance

As per the License Agreement, all renters must provide a certificate of commercial liability insurance for a minimum amount of \$2,000,000 at least 10 business days prior to their booking, or the event becomes subject to cancellation. "The Students' Union, University of Alberta" must be listed as additionally insured.

CONTACT

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