

The information provided is for reference only. Since every event is unique, 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 and Lecture Bookings (Ticketed Event) – 4 hours	\$900.00
Performance Booking (Non-ticketed Event) – 8 hours	\$1950.00
Film Screenings and 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	\$200.00

Staffing (per hour)

	<i>Regular Time</i>	<i>Overtime</i>
Technicians	\$38.00	\$76.00
House Manager	\$28.00	\$56.00
Box Office Manager	\$27.00	\$54.00
Front of House	\$19.00	\$38.00
Bar Staff	\$19.00	\$38.00

Additional Costs

Projector Usage (per day)	\$100.00
Lobby Catering Cleaning Costs (per day)	\$100.00
Ticketing Setup Fee (per performance)	\$50.00
Post-Show Receptions	\$200.00
Missed Intermission Fee	\$150.00
Piano Tunings	\$104.00*
Bus Parking	\$50.00*
Vehicle Parking next to Loading Dock	\$16.00*
Missed Staff Breaks (per staff)	\$10.00
External Catering Fee (calculated on the final invoice from caterer)	10.00%
Commission Rate	15.00%
Postering at the University of Alberta Campus	\$50.00
Postering around Edmonton (per poster)	\$0.45*

* Estimates. Pricing subject to change. Price 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 the piano are included.

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

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

There may be additional costs associated to bookings made on days when the Students' Union Building is closed.

STAFFING

The number of staff required for the booking is to be determined by theatre management. All arrangements of original staff call times must be made at least 30 days in advance of the booked date. 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 requiring three technicians (Lighting, Stage and Audio).

Front of House

Front of House staff is required to open the lobby or the doors to the house. A House Manager will be scheduled and they work as the designate of the Senior Manager of Programming and Venues, and are there as your liaison to the facility and to organize the Front of House staff. 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 five ushers.

No access to the lobby will be granted without a House Manager on duty.

Front of House staff are hired on a three hour minimum call.

Staff Breaks

One 30 minute or one-hour meal break must be provided after no more than four 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 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 this License Agreement. The rest period between scheduled work shifts on consecutive days for a staff person is to be twelve hours. If the same staff member is requested to work hours scheduled within 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 1368.

ADDITIONAL CONSIDERATIONS

GST is not included in any listed prices.

As the Horowitz Theatre is a University of Alberta Students' Union venue, 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 (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 for merchandise sales. This request needs to be made at least 30 days in advance of the booking.

Catering

Food and drinks (with the exception of bottled water) are not allowed into the Theatre. Catering and beverages are allowed in the lobby. Renters are responsible for providing the Senior Operations Manager - Venues with the caterers' contact information at least ten business days prior to their booking.

The House Caterer is [L'Express](#). External caterers will have to be approved by the Senior Operations Manager – Venues in advance. The client will be charged a 10% fee calculated from the final invoice from the external caterer. All caterers must abide by the Coca-Cola single source agreement, which states that 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 or storage fees will be charged.

Tickets

All ticketing is provided by the Horowitz Theatre. Events looking for tickets to be listed online will be listed on TicketFly. Events that do not have tickets, but want to provide free online registration will be handled on a case-by-case basis. Please contact us for more details.

Bar Service

We offer cash bar service for events with at least ninety minutes of service time (generally one hour prior to the event and one thirty minute intermission). If the Myer 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, additional costs will apply.

Post-Show Receptions

If you are interested in having us provide a bar for a reception **after** your event, please let us know at least 30 days in advance. Post-Show Reception fee includes all staff time and rental for 75 minutes of service time.

Storage

Event rental deliveries and pick-ups must be confirmed 10 days prior to the event or storage fees will be charged. Our storage facilities are limited and based on current event requirements. Clients who have significant storage requirements are subject to additional charges.

Dinwoodie Lounge

Dinwoodie Lounge, another multi-purpose venue in the Students' Union Building, can be booked in conjunction with the Horowitz Theatre as rehearsal or reception space.

CONTACT

Senior Operations Manager - Venues :: Michael Kokich
phone 780.492.4764 **email** michael.kokich@su.ualberta.ca

Technical Director :: Dennis Franz
phone 780.492.4779 **email** dennis.franz@su.ualberta.ca

UASU VENUES

BOOKING PROCEDURES

For more information on booking the Horowitz Theatre, Dinwoodie Lounge or SUBstage please contact the Senior Operations Manager – Venues at venues@su.ualberta.ca or 780.492.4764.

FIRST HOLDS

A first hold can be placed on any available date up to thirteen 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 30 days prior to the event date, or the booking becomes subject to cancellation.

Once the Myer Horowitz Theatre has been notified of the decision to proceed with the confirmation, we will need to receive a signed contract and a non-refundable, non-transferable deposit of 50% of the base rent in order for the booking to be fully confirmed. The balance of the estimate is due 30 days prior to the booked date.

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 on the date decides to cancel, 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 for the date. We will contact the client with the first hold 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 will 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 other group in order to fully confirm the date.

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, the deposit will not be refunded. If an event is cancelled less than 30 days before it is set to occur and the full payment has been received, none of the payments will be refunded.

INSURANCE

As per the contract, all renters must provide a certificate of commercial liability insurance for a minimum amount of \$2,000,000.00 at least ten 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.