

The Myer Horowitz Theatre is a multipurpose soft-seat theatre that is home to a great variety of events, including Students' Union Programming, concerts, lectures, dance performances and film screenings.

## RENTAL TYPES & EXTERNAL RATES

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There are two types of rentals available: Performance bookings and Non-Performance bookings. Performance bookings include live music, acting and/or dancing. Non-Performance bookings include events such as film showings, lectures and rehearsals where no audience is present.

	Rental Rate	Booking Length
Performance booking	\$1500.00	8 hours
Non-Performance booking	\$750.00	4 hours

*\* Extra rental hours may be booked in advance. Additional rental time is billed at \$75.00 per hour.*

Please keep in mind that the 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 Venue

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; however, piano tunings are extra and must be requested ahead of time. The LCD projector can be rented for a fee of \$75.00 per day.

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

## STAFFING COSTS

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The number of staff required for the booking is to be determined by the Operations Manager - Venues and Technical Director. All necessary technical arrangements of original staff call times must be made at least 30 days in advance of the booked date or as specified in the License Agreement. Shift times and schedules must be reconfirmed with the Technical Director at least one week in advance. ***Activity in the Theatre must be supervised by Myer Horowitz Theatre staff at all times.***

### Technical Staff

All technical staff are scheduled on a minimum 4 hour call, with most Performance bookings requiring three technicians (Lighting, Stage and Audio). Overtime rates are charged after 8 scheduled hours, or for any unscheduled time.

### Front of House

A House Manager is required and will be scheduled for the duration of the event. 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.

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

A House Manager is included in an External Rental performance, for a maximum of one hour prior to the doors opening until one hour after the event has concluded. Unscheduled overtime will be invoiced.

## Staffing Rates

	Regular Time per hour (up to 8 hours)	Overtime per hour (over 8 hours or unscheduled)
Technicians	\$34.00	\$68.00
House Manager	\$28.00	\$56.00
Front of House	\$19.00	\$38.00
Box Office Staff	\$19.00	\$38.00
Bar Staff	\$19.00	\$38.00

Please note that all staff bill out at overtime rates on statutory holidays and there may be additional costs for allowing access to the building.

## 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 meal and coffee breaks are missed, these charges will be paid by the Licensee:

Meal Break	\$10.00
Coffee Break	\$8.00

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. Since every event is unique, please contact the Senior Operations Manager - Venues to request an estimate. As well, please contact us for more information on booking procedures and policies.

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. It is the renter's responsibility to inform all parties involved of this commission. Please note that this commission does not include a merchandise seller. If one is needed, please contact us to request staff at least 30 days prior to the event. Merchandise sellers are available at \$19.00 per hour.

## 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.

**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). For a Performance Booking, if the intermission is less than thirty minutes, a \$500 non-intermission fee will be added to the final invoice. If the Myer Horowitz Theatre does not offer a bar, one can be requested and two bar staff will be added to the estimate at \$19 per hour. 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 in writing to the Senior Operations Manager – Venues 30 days prior to the booked date.

**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. Additional charges apply.

**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. If booking both venues for the same event, the renter will receive \$50.00 off the rental rate for Dinwoodie Lounge. Please see the Dinwoodie Rate Sheet for more details.

**CONTACT**

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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

### TICKETING RATES AND PROCEDURES

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All ticketing is handled through the Horowitz Theatre to ensure a reliable product for our clients and patrons. Online tickets are sold through [www.ticketfly.com](http://www.ticketfly.com). Clients can choose to sell event tickets offline, but the tickets must be printed by the Horowitz Theatre.

#### SERVICE CHARGES & FEES FOR ONLINE TICKET SALES

Service Charges are per ticket and based on the base price of the ticket. Service Charges will be added to the tickets automatically when purchased through TicketFly and will be listed separately.

Base Ticket Price	Service Charge	Facility Fee
\$0.01 - \$10.00	\$2.00	\$1.00
\$10.01 - \$20.00	\$2.50	\$1.00
\$20.01 - \$30.00	\$3.50	\$1.00
\$30.01 - \$45.00	\$4.00	\$1.00
\$45.01 +	\$4.50	\$1.00

#### Delivery Methods

Customers can choose the following delivery method for their tickets when ordering through TicketFly. Some delivery options incur an additional fee (added to the customer order).

**Print at Home (Free):** Each ticket will be emailed to the customer for them to print out.

**Mobile (Free):** A mobile ticket will be sent to the customer, which can be scanned at the door for entry.

**Will Call (\$2.00):** Tickets will be available at the door one hour before the show begins. Customers will need to provide photo ID to claim their tickets.

#### Handling Fee

A flat fee of \$2.00 is charged to every order, regardless of the number of tickets purchased.

#### CHARGES TO THE CLIENT

All ticketed shows incur a \$50.00 ticket set up fee.

#### Online Ticket Sales

3% of the total face value from online ticket sales will be deducted for credit card fees.

#### Offline Ticket Sales

There is a \$1.00 Facility Fee per seat sold. This fee will be calculated based on the number of tickets ordered, less the number of tickets returned. Non-ticket free shows also incur a \$1 per attendee Facility Fee that will be billed to the client after the event based on the attendance.

#### Printed Tickets

Any printed tickets (whether complimentary or for sale) can be printed for you at a charge of \$0.10 per ticket. The cost of printing will be deducted from the total online ticket sales. A maximum of 40% of sellable tickets can be printed to be sold in person. At least 60% of tickets must be available to be sold online.

A maximum of 5% of total available tickets can be printed for complimentary tickets.

#### OTHER CONSIDERATIONS

**GST must be built into the base price.** It is the responsibility of the client to deduct and report this income.

**All forms of marketing that list the ticket price(s) must be approved by UASU and indicate that there are additional service charges (for example: \$20 + s/c).**

Revenue from all tickets being sold online will be remitted 7 to 14 days after the event. Any outstanding charges will be deducted from the gross revenue before being paid out to the client. Please note that your ticketing contract is with the Students' Union and not TicketFly.

The Myer Horowitz Theatre will setup and run the Box Office on the day of, for all shows that have been listed on TicketFly. Staffing costs will apply.

Six designated House Tickets (G9 – G15) must be reserved for the exclusive use of the UASU.

## UASU VENUES BOOKING PROCEDURES

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For more information on booking the Horowitz Theatre, Dinwoodie Lounge or SUBstage please contact the Senior Operations Manager – Venues at [venues@su.ualberta.ca](mailto: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 \$1,000,000.00 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.