

# Belfry Arts Centre

## Rental Rates

The Belfry Arts Centre has as its home; a beautifully restored 19<sup>th</sup> century Church, Chapel, and attached buildings, located in Victoria's heritage Fernwood neighborhood, adjacent to Downtown Victoria. It is a wheelchair-accessible, climate-controlled complex with two theatre venues, a large lobby, reception hall, and production facilities. More specific details and rental rates are listed below, according to venue:

### STEWART THEATRE - MAINSTAGE

The Stewart Theatre is a handsomely restored performance space with an elevated thrust stage, heritage features and seating on two levels; making it an extraordinarily unique, acoustic and intimate venue.

Seating: 279 total (163 main floor, 116 balcony + 4 wheelchair locations)  
- Includes 4 house seats for distribution at the Theatre's discretion

### Not-for-Profit Rates

Performance Rental: \$3000/week or \$750/day  
+ 7.5% box office revenues  
+ technical labour  
+ GST  
- includes advance box office sales & staffing for door sales (2 hours)  
- includes front of house staffing (4 hours)  
- subject to conditions outlined in Rental Policies

Non-Performance: \$350/day + technical labour

### Commercial Rates

Daily Rental: \$1000/day  
+ 7.5% box office revenues  
+ technical and front of house labour and services  
+ GST

Labour Rates - subject to conditions outlined in Rental Policies

**Technical Labour:** \$30/hour  
- minimum 3 technicians required – lights, sound, stage  
- minimum 4 hour call, overtime \$45/hour after 8 hours

Additional Labour: \$25/hour front of house manager ; \$25/hour Box Office Clerk  
(if required) - minimum 4 hour call

## **STUDIO -A- THEATRE**

Studio -A- is a “black box” performance space with flexible raked seating and a floor-level playing area. Seating risers reconfigure and large windows reveal for rehearsal, workshop or reception functions.

Seating: 92 total (includes 2 wheelchair locations)  
- includes 2 house seats for distribution at the Theatre’s discretion

### **Not-For-Profit Rates**

Performance Rental: \$1200/week or \$250/day  
+ 7.5% box office revenues  
+ technical labour  
+ GST  
- includes advance box office sales & staffing for door sales (2 hours)  
- includes front of house staffing (4 hours)  
- subject to conditions outlined in Rental Policies

Non-Performance: \$20/hour or \$50/day for multiple day rental  
+ labour (if required)

### **Commercial Rates**

Daily Rental:  
\$500/day  
+ 7.5% box office revenues  
+ technical and front of house labour and services  
+ GST  
- subject to conditions outlined in Rental Policies

### **Labour Rates**

Technical Labour: \$30/hour  
- minimum 1 technician required  
- minimum 4 hour call, overtime \$45/hour after 8 hours

Additional Labour: \$25/hour front of house manager ; \$25/hour Box Office Clerk  
(if required) - minimum 4 hour call

## STUDIO -B-

Studio -B- is an artfully designed meeting room complete with original art and halogen lighting. It has its own street level entrance, facilities and full service concession. It also serves as a comfortable workshop space.

Seating: up to 25

### Room Rental Rates

Multiple day rental: \$50/day

Single day rental: \$100/day

Hourly: \$20/hour

Labour: + \$20/hr Front of House Manager (if required)

## BELFRY LOBBY

This classically restored room acts as the lobby for both performance spaces and also serves independently as a vibrant reception space. On its perimeter are a full-service concession, box office, washrooms and an exterior courtyard featuring illuminated heritage stained glass.

Seating: up to 80, standing: up to 150

### Room Rental Rates

Daily Rental: \$400/day

Labour Rates: + \$20/hour Front of House Manager

+ GST

- minimum 4 hour call

## General Information & Availability

- For the above rental venues, the Belfry Arts Centre assumes all Front of House & Box Office responsibilities, including ticket taking, ushering, concession sales, etc.
- Please see Rental Policies sheet for more detailed information on Rental procedures and requirements.
- Technical Specifications, equipment inventories and Theatre plans and photos are available upon request or from our website at [www.belfry.bc.ca](http://www.belfry.bc.ca).
- Rental Inquiries: Shawn Donellsen, Production Manager, [250-385-6835/production@belfry.bc.ca](mailto:250-385-6835/production@belfry.bc.ca)

# Belfry Arts Centre

## Rental Policies

The following is an outline of space rental requirements and policies:

### RATES AND BOOKINGS

1. Please see our rate sheet for a description of Belfry Arts Centre venues and costs. An estimate of costs can be provided.
2. In order for a Space Rental to be secured, a Rental Contract must be signed and returned to the Belfry Theatre. A non-refundable deposit (amounting to fifty percent of Room Rental fees) will be required.
3. You will be required to provide information about your event on a Rider that accompanies the Contract. The Rider gives you an opportunity to include details about your event such as technical requirements, a detailed schedule, production synopsis, ticket prices etc.
4. Any alteration or cancellation of a contract requires one full month's notice.
5. To proceed with a rental contract, or to answer any questions you may have, please speak with the, Production Manager, at 250.385.6835 / [production@belfry.bc.ca](mailto:production@belfry.bc.ca)

### BOX OFFICE POLICY

1. The Belfry will sell tickets for the event on behalf of the Renter for a minimum of 2 weeks in advance of the event for no additional cost. All events will be General Admission.
2. A 7.5% charge is taken from the ticket revenues at the end of the event to cover costs of ticket printing, credit card charges and phone sales.
3. Please provide the Belfry with your registered GST number. The Belfry will collect GST from ticket sales on behalf of the Renter. The Renter is solely responsible for remitting the GST collected on it's behalf.
4. The Room Rental includes one 2-hour call per day for a Belfry Box Office Clerk around performance times. The Renter is responsible for the cost of any additional staffing required at the discretion of the Theatre; at a rate of \$25.00 per hour.
5. The Belfry Box Office accepts Visa, Mastercard, American Express, Debit Card, cash and cheque transactions. The Belfry Box Office phone number is 385.6815.

## SETTLEMENT

1. A Revenue Summary and Settlement Statement will be provided within 5 business days following the completion of the event. Unfortunately, we cannot accommodate same-day settlement.
2. GST collected from ticket sales will be paid out to the Renter. It is the Renter's responsibility to remit the GST collected on it's behalf.

## FRONT OF HOUSE POLICY

1. The Room Rental includes one 4-hour call per day for a Front of House Manager around performance times and Ushers 1-hour prior to performance times. The Renter is responsible for the cost of any additional front of house staffing required at the discretion of the Theatre; at a rate of \$25.00 per hour.
2. It is understood that all liquor and concession sales are the responsibility and property of the Belfry Theatre and that under the requirements set out by the Belfry's liquor licence that the renter may not sell or give away liquor in conjunction with the event being held at the Belfry Arts Centre.
3. Regular maintenance and janitorial services will be provided. A Janitorial cost may be levied for any extraordinary cleanup.

## TECHNICAL POLICY

1. Please see our rate sheet for staffing requirements and costs.
2. The Renter is required to have Belfry technical staff on-site at all times for the duration of the booking. The Renter will be responsible for the cost of any staffing required at the discretion of the Theatre and/or overtime incurred as part of the Rental event.
3. The Renter is required to communicate technical requirements and details of production schedule with the Theatre no later than 2 weeks in advance of the rental in order to determine labour requirements. Final determination of technical staffing will be determined by the Belfry Arts Centre.
4. All costs associated with the rental of any additional technical equipment are the responsibility of the Renter.
5. Technical Specifications, equipment inventories and Theatre plans and photos are available upon request or from our website at [www.belfry.bc.ca](http://www.belfry.bc.ca).
6. Any incidentals or consumables supplied by the Belfry (ie: gaffers tape, construction materials, coffee, etc) will be charged to the Renter.
7. The Renter is responsible for the cost of restoring the venue to its pre-rental condition. This includes removal of all scenery, props and costumes; repainting any altered surfaces; and restoring the house lighting and sound plots.

## PUBLICITY & MARKETING POLICY

1. The Belfry Theatre does not provide publicity or marketing services for Rental events. Renter is responsible for all advertising, promotions and publicity.
2. The Belfry Theatre's logo may not be used in any promotional material. All advertising materials must use the wording **Belfry Arts Centre** rather than the Belfry Theatre.
3. Publicity material may refer to: The Belfry Arts Centre ,1291 Gladstone Ave. & Belfry Arts Centre Box Office, 1291 Gladstone Ave., 385.6815.
4. The Belfry must approve all marketing and publicity materials for theatre productions before being released. This includes newspaper ads, posters, press releases, radio ad copy, etc. Please email your materials to: Mark Dusseault, pr@belfry.bc.ca
5. Lobby Displays are permitted only at the discretion of the Belfry.
6. We encourage you to let the audience know if your event has any audience advisories in effect (language, content, etc.).
7. It is illegal to put up posters on telephone/power poles, buildings, trees, etc. You may use poster cylinders downtown and/or ask permission to put posters up inside store windows. Should the Belfry receive any complaints regarding poster placement you must deal with it immediately. A copy of the city bylaw regarding poster placement is available.
8. We encourage you to ask the media to include an over lead description for any preview and review articles that you secure. An over lead is the box that gives readers information at a glance – name of the event, dates, venue and the producers of the event.

## OTHER

1. Rental Companies will have access to dressing rooms, green room and the rentals production office. Green room equipment includes leather sofas, fridge, microwave, etc. Rentals production office is equipped with telephone, computer, and high speed Ethernet port. Rental does not include access to shop facilities.
2. Renter will be financially responsible for any damages incurred to Belfry property as a result of the Renter's activity or damage done by all who might use the premises at the invitation of the renter.

Please note that all information printed here is subject to change without notice.  
This shall not be considered a binding contract.