



# Chan Centre for the Performing Arts at the University of British Columbia

## SCHEDULE OF RATES

As at September 1, 2016

### CONTACT INFORMATION

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#### RENTALS & PROGRAMMING

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ALL PRICES, RATES AND CONDITIONS SUBJECT TO CHANGE

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## **TERMS USED IN THIS DOCUMENT**

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<u>Term</u>	<u>Definition</u>
Front of House staff	Chan Centre employees that work in the following positions: ticketing; concessions and ushers.
License Agreement	Contract between your organization and the Chan Centre.
License Fee	Rental charge for your booking.
License Period	The length of time you are renting. The License Period must include all of your activity (e.g. sound check, rehearsal, event time, reception, and clean up) and the time our staff need to set-up/strike your event.
Necessary Complement of Staff	The number of Front of House staff we will schedule for your event. The Chan Centre determines the number of people needed. The number of people is based on the information you give us about your event.
Staff Allowance	The number of people and the number of hours they will work that is included in your License Fee. This information will be shown in your License Agreement.
Staff Overage	1. Any staff that work longer than the Staff Allowance and/or 2. Any staff needed in addition to those people included in the Staff Allowance. Staff Overage is not included in your License Fee and is an extra cost to you.
Rental Overtime	1. If you or your audience is in the building before or after the License Period and/or 2. If Chan Centre staff are required to work on your event outside of the License Period Rental Overtime is not included in your License Fee and is an extra cost to you.
You/Your	Licensee, the organization signing the rental agreement.
We/Us	University of British Columbia (Chan Centre for the Performing Arts)

## VENUE INFORMATION

### CHAN SHUN CONCERT HALL

SEATING	MAXIMUM CAPACITY	LICENSE FEE		RENTAL OVERTIME <i>(if venue available)</i>	STAFF ALLOWANCE	
		Day License Period (7am-6pm)	Evening License Period (noon-midnight)		Front of House	Production
Three levels & loft	1369	\$5195	\$5890	\$360/hour plus staff costs	- 1 Coordinator for 8 consecutive hours - Necessary complement for 5 consecutive hours	Up to 3 technicians (lighting, audio, stage) for 8 consecutive hours
Three levels	1189	\$5030	\$5725			
Two levels	985	\$4850	\$5545			
One level	717	\$4335	\$4970			

- There are 4 wheelchair and 4 attendant seats on the first level. The first level capacity of 717 seats includes the wheelchair seating.
- The maximum number of people allowed in the choral loft is 180.
- Before your event is contracted and ticketed, you must decide how many levels will be open for your event and the applicable License Fee will be charged. You may increase the number of levels by writing to the Ticket Operations Manager no later than 5 business days before your event. You cannot change the number of levels on the day of your event. Levels may only be increased and not decreased.
- The maximum number of performers allowed on stage at one time depends on the stage configuration.
  - Standard configuration: 150 people
    - The hall comes in the standard configuration, which includes the first three rows of seats in the concert hall (apron) and four rows of seats in the choral loft (capacity 180 people).
  - Choral loft pushed back: 175 people
    - With the choral loft pushed back, the loft seating is reduced to two rows (capacity 100 people).
  - Apron Up: 200 people
    - The apron is the first three rows of seats in the concert hall (77 seats). When the apron is raised to increase the size of the stage, the concert hall capacity is reduced by 77 seats.
  - Choral loft pushed back and apron up: 225 people
    - Loft seating reduced to two rows
    - Concert hall capacity reduced by 77 seats.
- Stage capacity could be reduced due to your stage requirements.
- If you change the stage configuration, you will be charged for the necessary staff time and applicable rental fees.
- Changing the stage from the standard configuration must be approved by the Production Manager or Co-Managing Director.
- If you have a large number of participants and you require additional backstage space please see the chart on page 4 for venues that can be used as additional backstage space.
- Use of the piano is free with the rental of the concert hall. Refer to page 8 for tuning service fees.

### TELUS STUDIO THEATRE

SETUP OPTIONS	MAXIMUM CAPACITY	LICENSE FEE / LICENSE PERIOD	RENTAL OVERTIME <i>(if venue available)</i>	STAFF ALLOWANCE	
				Front of House	Production
Theatre-style	275	\$2245/12 hours	\$107/hour plus staff costs	- 1 Coordinator for 8 consecutive hours - Necessary complement for 5 consecutive hours	Up to 3 technicians (lighting, audio, stage) for 8 consecutive hours
Cabaret style	228				
Standing reception	150				
Banquet-style	100				

- Theatre does not normally have draperies in place.

- Standard configuration for the Theatre is a flat floor with 11 towers in a horseshoe configuration. License Fees will increase significantly with changes to the tower configuration.

## ROYAL BANK CINEMA

LAYOUT	MAXIMUM CAPACITY	LICENSE FEE / LICENSE PERIOD	RENTAL OVERTIME <i>(if venue available)</i>	STAFF ALLOWANCE	
				Front of House	Production
Fixed theatre-style	160 (plus 2 to 4 wheelchair spaces)	\$525/4 hours	\$140/hour plus staff costs	1 Coordinator and necessary complement for 4 consecutive hours	1 technician for 4 consecutive hours

## GREAT PERFORMERS LOUNGE

SETUP OPTIONS	MAXIMUM CAPACITY	LICENSE FEE / LICENSE PERIOD	RENTAL OVERTIME <i>(if venue available)</i>	STAFF ALLOWANCE	
				Front of House	Production
Standing reception	85	\$665/5 hours	\$133/hour plus staff costs	1 Coordinator and necessary complement for 5 consecutive hours	No technical staff included. If technical support is required, extra charges will apply.
Banquet-style	40				
Theatre-style	75	<i>Basic meeting rate:</i> \$272/4 hours <i>Regular meeting rate:</i> \$360/4 hours	<i>Basic meeting rate:</i> \$68/hour plus staff costs <i>Regular meeting rate:</i> \$90/hour plus staff costs	<i>Basic meeting rate:</i> 1 Coordinator for 4 consecutive hours <i>Regular meeting rate:</i> 1 Coordinator and 1 attendant for 4 consecutive hours	
Conference-style	40				

- Basic meeting rate is for use of the venue without beverage service
- Regular meeting rate includes the staff to provide beverage service. Beverages must be non-alcoholic, billed per head and provided on a self-serve basis. License fee does not include the cost of beverages.

## GLASS LOBBY

SETUP OPTIONS	MAXIMUM CAPACITY	LICENSE FEE/LICENSE PERIOD	RENTAL OVERTIME <i>(if venue available)</i>	STAFF ALLOWANCE	
				Front of House	Production
Theatre-style	60	\$815/5 hours	\$168/hour plus staff costs	1 Coordinator and necessary complement for 5 consecutive hours	No technical staff included. If technical support is required, extra charges will apply.
Banquet-style	125	\$910/5 hours	\$189/hour plus staff costs		
Standing reception	less than 100	\$815/5 hours	\$168/hour plus staff costs		
	101-300	\$910/5 hours	\$189/hour plus staff costs		
	301-450	\$1200/5 hours	\$240/hour plus staff costs		

## RECORDINGS, FILM AND TV SHOOTS

The Chan Centre is available for recordings, still photo shoots, film, TV, music video and commercial shoots. Please call for availability and rates.

**MULTIPLE VENUE RENTALS**

EVENT VENUE	ADDITIONAL VENUE	ACTIVITY	LICENSE FEE/LICENSE PERIOD	RENTAL OVERTIME <i>(if venue available)</i>	STAFF ALLOWANCE	
					Front of House	Production
Chan Shun Concert Hall	Glass Lobby	Reception	Free of charge, if available. Must be booked in advance	\$168/hour any level plus staff costs	Included with concert hall rental. If staff allowance is exceeded, extra charges will apply.	No technical staff included. If technical support is required, extra charges will apply.
	Telus Studio Theatre	Reception	\$1920/12 hours	\$107/hour plus staff costs	Necessary complement of staff for 5 consecutive hours	Up to 3 technicians for maximum 8 consecutive hours
		Backstage Use	\$100/12 hours	N/A	No staff included	No staff included
	Royal Bank Cinema	Public event	\$210/4 hours	\$53/hour plus staff costs	Necessary complement of staff for 4 consecutive hours	No staff included
		Backstage Use	No charge	N/A	No staff included	No staff included
	Great Performers Lounge	Reception	\$295/4 hours	\$75/hour plus staff costs	Necessary complement of staff for 4 consecutive hours	No staff included
		Backstage Use	\$63	N/A	No staff included	No staff included
Telus Studio Theatre	Glass Lobby	Reception	Free of charge, if available. Must be booked in advance	\$168/hour any level plus staff costs	Included with theatre rental. If staff allowance is exceeded, extra charges will apply.	No technical staff included. If technical support is required, extra charges will apply.
	Royal Bank Cinema	Public event	\$210/4 hours	\$53/hour plus staff costs		
		Backstage Use	No charge	N/A	No staff included	No staff included
	Great Performers Lounge	Reception	\$360/4 hours	\$92/hour plus staff costs	Necessary complement of staff for 4 consecutive hours	No staff included
		Backstage Use	\$63	N/A	No staff included	No staff included
Royal Bank Cinema	Glass Lobby	Reception	\$360/4 hours	\$92/hour any level plus staff costs	Necessary complement of staff for 4 consecutive hours	No technical staff included. If technical support is required, extra charges will apply.
	Great Performers Lounge	Reception	\$360/4 hours	\$92/hour any level plus staff costs	Necessary complement of staff for 4 consecutive hours	

## TERMS AND CONDITIONS

### BOOKING & FINANCIAL

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#### Taxes

The 5% Goods and Services Tax (GST) will be charged on all rates and fees, unless specifically exempt, in accordance with federal legislation. All prices quoted do not include tax unless otherwise indicated.

#### Non-Refundable Rental Deposit

Your rental deposit confirms your date and is non-refundable. The rental deposit is 25% of the License Fee, plus GST. If your event is cancelled, your deposit will not be returned. If another group rents the venue for your cancelled date, 50% of your deposit may be refunded at the discretion of the Rentals and Programming Manager or Co-Managing Director.

#### Estimates

Every event is different and results in a different combination of staffing, equipment, facility configurations, and services. Upon request, we will provide a written estimate of the rates, fees and charges that are in addition to the License Fee. The estimate will contain a description of the rates, fees and charges based on your requests and our requirements. Estimates are not binding and the final amount will be based on actual staffing, equipment, facility configurations, and services used during your event.

#### Insurance

A Certificate of General Liability Insurance with a limit of not less than \$5 million of coverage per occurrence, and with UBC as the additional insured, is mandatory and must be provided a minimum of four (4) weeks before your event. If you do not have insurance, you may arrange coverage through the Chan Centre. Please contact Rentals and Programming Manager for more information.

#### Deadlines

30 days before your event

- Certificate of General Liability insurance due. If we do not have the certificate at least 14 days before your event we will arrange for insurance through our coverage and charge you accordingly.
- License Agreement signed and returned to our office

2 weeks before your event

- Rental balance due
- Any applicable deposits due

#### UBC Departments and UBC Student Groups

Special rates apply to UBC departments and UBC student groups. For details, please contact the Rentals and Programming Manager.

#### Tariffs for the use of Music (SOCAN and Re:Sound)

SOCAN and Re:Sound are organizations that collect government regulated fees for the use of music. Their fees are subject to change without notice.

SOCAN (Society of Composers, Authors and Music Publishers of Canada)

- SOCAN administers the rights of songwriters and music publishers for the public use of music.
- You are responsible for paying all SOCAN fees. For musical events, SOCAN fees must be paid directly to SOCAN.
- If you use **live or recorded** music for events such as graduations, lectures, weddings, receptions, fashion shows, etc, the Chan Centre will charge you a flat fee plus GST. We send the fee to SOCAN for you.
- For more information on SOCAN, please visit [www.socan.ca](http://www.socan.ca)

Re:Sound Music Licensing Company

- Re:Sound administers the rights of performers and record labels for the public use of sound recordings.

- If you use **recorded** music for events such as graduations, lectures, weddings, receptions, fashion shows, etc. the Chan Centre will charge you a flat fee plus GST. We send the fee to Re:Sound for you.
- For more information on Re:Sound, please visit [www.resound.ca](http://www.resound.ca)

Venue	SOCAN Fee *	Re:Sound Fee*
Concert Hall	\$87.40	\$39.33
Telus Studio Theatre & Royal Bank Cinema	\$29.56	\$13.30
Glass Lobby	\$20.56 - \$87.40	\$9.25 - \$39.33
Great Performers Lounge	\$20.56	\$9.25

\*Note: different fees apply for events that include dancing by audience.

## STAFFING – ALL VENUES

- All Staff Allowances must include required meal breaks or meal penalties will apply.
- If any staff member’s work period exceeds five hours without a meal break, meal penalties will apply. The penalty is equivalent to 30 minutes at the overtime rate per staff member. Overtime rates are twice the regular rate.
- All staff required in addition to the Staff Allowance are charged at Chan Centre rates.
- The Chan Centre determines the necessary complement of all staff.
- If a Production Coordinator is necessary (at the discretion of the Production Manager or Co-Managing Director), extra charges will apply.
- License Fee includes a maximum of 8 hours of Chan Centre staff planning and consultation time, including Ticketing, Front of House, and Production/Technical Services. If your event requires a substantial amount of staff consultation time, at the discretion of a Co-Managing Director (or designate), additional fees may apply. Additional time will be billed at \$50 per hour.

## TICKETING

### Ticketing System

- The Chan Centre operates its own ticketing system and is the only ticket agent for all events held at the Chan Centre.
- All events must be ticketed using Chan Centre barcoded tickets. These tickets are scanned for access control and to prevent fraudulent use.
- All online sales and reservations must be done through the Chan Centre’s ticketing website ([www.tickets.ubc.ca](http://www.tickets.ubc.ca)).
- You have full use of our computerized box-office system and access to ticket sales reports.
- We co-ordinate all of the ticketing details with you including ticket wording, scaling of house, pricing and ticket sales.
- Tickets are available online, by phone and at the Chan Centre’s ticket office.
- Before tickets can go on sale, the deposit must be paid and the license agreement signed.

### Fees

- **Events with Admission Fee (paid events):**
  - 7.5% of your gross ticket sales (including GST). This fee will be included in the ticket price that is advertised on the Chan Centre’s ticketing website.
- **Facility Fees (Concert Hall and Telus Studio Theatre only)**
  - The facility fee for the Concert Hall is \$2.50 per ticket and for the Telus Studio Theatre is \$1.25 per ticket (includes GST).
  - Applies only to events with admission fees over \$8.
  - Charged on each ticket sold or removed from the ticketing system but does not apply to complimentary tickets.

- **Events without Admission Fee (free events):**

All free events must be ticketed using Chan Centre barcoded tickets. Tickets must be available online, by phone and at the Chan Centre’s ticket office.

Venue/Levels	Fee (plus GST)
Concert Hall - one level	\$195
Concert Hall – two levels	\$245
Concert Hall – three levels	\$280
Concert Hall – three levels & loft	\$320
Telus Studio Theatre	\$100
Royal Bank Cinema	\$ 75

### Removing Tickets From the Ticketing System

You may sell tickets to your event through your organization, local stores and clubs etc. Upon request, the Chan Centre will print tickets for you to sell (remove tickets from the system). Please note that the 7.5% commission and facility fees are charged on all tickets removed from the system.

The following conditions apply:

- Once they’re removed from the system, tickets cannot be sold online.
- There is a limit each time you remove tickets from the system. For the Concert Hall the maximum number in one batch is 400 (paid) tickets. For the Telus Studio Theatre the maximum number in one batch is 100 (paid) tickets.
- Before you can remove additional batches of tickets you must pay the 7.5% commission and facility fees on the previous batch of removed tickets, if applicable.
- All unsold tickets must be returned to the Ticket Operations Manager or designate no later than 2 hours prior to the event. A restocking fee of 2% of the gross ticket price applies, and the charge will appear on the final settlement.
- Within two hours of the performance, tickets will not be returned into the system and the 7.5% ticket commission, facility fees and/or printing costs incurred will be charged on the final settlement.

### Complimentary Tickets

- The Ticket Operations Manager or designate has sole authority to remove complimentary tickets from the system on your behalf.
- Complimentary tickets are printed with a \$0.00 value and marked as "\$0.00".
- The maximum number of complimentary tickets per performance is 10% of your total ticket sales. If you request more than 10% the following fees apply.
  - **55 cents per ticket printing fee:** if the number of complimentary tickets is more than 10% of total ticket sales, but less than 30%
  - **55 cents per ticket plus the applicable facility fee on all complimentary tickets above 10% of total ticket sales:** if the number of complimentary tickets is more than 30% of total ticket sales
- Maximum number of complimentary tickets that can be taken out at one time is 200 for the Concert Hall and 50 for the Telus Studio Theatre.

### Penalties

- If you sell tickets online through a source other than the Chan Centre’s website: \$1000
- If you alter or tamper with Chan Centre’s hard tickets: \$1000

### Additional Ticketing Labour Costs

If your event requires extra ticketing staff before the day of your performance, as determined by the Ticket Operations Manager or designate, extra charges will apply.



## FRONT OF HOUSE

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### Concessions

- Catering can be arranged for you or you can hire a caterer of your choice for the food portion of your event, with the approval of the Events and Customer Service Manager or Co-Managing Director.
- The Chan Centre must purchase and serve all beverages. All beverages are charged at Chan Centre rates, plus applicable taxes and gratuity.
- The Chan Centre keeps all revenue from beverage sales.
- For host bar service, the minimum amount billed will be based on the guaranteed number of people:
  - if billed per head, guaranteed minimum is based on number of people expected
  - if billed by consumption, guaranteed minimum is based on a specified dollar amount
- Except for bottled water, no food or drink is allowed in any performance venue.
- For more details, please request a concessions package or refer to our website.

NO ALCOHOL DONATED OR PURCHASED OUTSIDE OF THE CHAN CENTRE MAY BE CONSUMED ON THE PREMISES.

### Cleaning

- If you serve food you will be charged a \$200 cleaning deposit. At the discretion of the Events and Customer Service Manager or Co-Managing Director, this deposit may be refunded if post-event cleaning is not required.
- At the discretion of the Events and Customer Service Manager or Co-Managing Director, if extra cleaning is needed because of your event, cleaning charges will apply.

### Merchandise Sales

- A 15% commission on gross receipts is charged on the sale of souvenirs, compact discs, T-shirts, programs, DVDs, books and/or any other item you offer or display for sale in any venue.
- With at least 2 weeks notice, you can request that the Chan Centre book a staff person to sell merchandise for you. The cost for this service is \$72/4 hours and \$18/ hour for each additional hour required.
- If Chan Centre staff are selling your merchandise, the Chan Centre will provide a cash float.
- If you or someone on your behalf is selling merchandise, they must provide their own cash float.
- Approval of the Events and Customer Service Manager or Co-Managing Director is required before any merchandise sales take place.
- Commission settlement must take place at the Chan Centre at the end of your event.

### Parking

- If you require more information on parking for your performers and/or equipment, please contact the Production Manager.
- Parkade rates and policies are set solely by UBC Parking and Access Control. For information on parking for your audience, please see the UBC parking website for details: [www.parking.ubc.ca](http://www.parking.ubc.ca)

## PRODUCTION

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### Piano Tuning

The standard pitch for our piano is A-440.

- \$220 regular tuning service
  - single tuning before start of rehearsal
- \$330 semi-concert service
  - concert prep and tuning before start of rehearsal
  - meet with tuner and make adjustments as necessary and appropriate (optional)
  - second tuning and voicing/regulation check after rehearsal and before show
- \$435 full concert service
  - concert prep and tuning before start of rehearsal

- meet with tuner and make adjustments as necessary and appropriate (optional)
- second tuning and voicing/regulation check after rehearsal and before show
- tuner on call for show
- check in with tuner at intermission and touch up tuning etc. (optional)

### **Venue Capacity**

Capacity of all areas of the Chan Centre is under the sole discretion of the Co-Managing Director or designate.

### **Additional Equipment**

- If you need additional equipment you may, in consultation with the Production Manager or Co-Managing Director, arrange to have this equipment provided through an appropriate rental agency of your choice.
- If you choose to have the Chan Centre arrange equipment rental or to purchase supplies for you, there will be a 15% administration fee added to the rental cost.

### **Damage Deposit/Security**

- At the discretion of the Production Manager or Co-Managing Director, you may be required to provide a damage deposit (minimum \$2000.00) and/or security staff at your expense.
- The Production Manager or Co-Managing Director determines the number and choice of security personnel.

### **Electronic Tape & Broadcast**

- Recordings of any kind (including audio, video and recordings made for television, radio and web broadcasts) are allowed only by prior arrangement with the Chan Centre.
- Commercial recordings: A separate recording fee of \$500 for audio recordings and \$1250 for video recordings (or \$1500 for both) applies for all commercial recordings of events. The recording fee is payable with the rental balance 10 business days before your event. On the finished version of the recording or video the Chan Centre must be acknowledged with the following credit: "Recorded live at the Chan Centre for the Performing Arts at the University of British Columbia."
- Archival recordings: No recording fee applies to archival recordings. However, extra technical costs may apply. A recording is considered archival when the finished recording will not be sold commercially. Recordings that are only sold at cost to your members may be considered archival. Please contact Rental and Programming Manager for more information.
- The Chan Centre, via an outside service provider, is capable of doing web-broadcasts. Please contact the Production Manager for information on web broadcast service providers.

### **Atmospheric Effects**

Using atmospheric effects may set off the fire alarm and require approval before your event. Using such effects requires temporarily modifying the fire alarm system so that it requires constant monitoring during the event. Monitoring the fire alarm system is done by a UBC electrician and the cost of the electrician will be charged to you.

### **Confetti**

If you use paper confetti, you will be charged a cleaning deposit of \$1250. If you use foil or metal dust mixed with confetti (or by itself), a cleaning deposit of \$2000 will be charged. Use of any type of confetti must be approved in advance by the Production Manager or Co-Managing Director. A sample of the confetti must be provided before approval will be considered.

## **MARKETING**

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- Promotion and publicity for your event are your responsibility.
- The Chan Centre will, whenever possible, include public events on the Chan Centre website.
- Other Chan Centre promotional opportunities may also exist. Please contact the Marketing and Communications Manager for details.