

MYER HOROWITZ THEATRE

EXTERNAL RATE SHEET & BOOKING PROCEDURES

As every event is unique, this information is provided for reference only. Please contact our offices to request a complete estimate.

EXTERNAL RATES

Base Rent	Length	Rate
Performance Booking - Ticketed	8 hours	\$1750
Film Screenings & Lectures - Ticketed	4 hours	\$1025
Performance Booking - Non-Ticketed	8 hours	\$2150
Film Screenings & Lectures - Non-Ticketed	4 hours	\$1500
Rehearsal Booking - No Audience*	6 hours	\$1050
Additional Performance for Non-Ticketed Events	-	\$500
Extra Hours	Per hour	\$110
Dinwoodie Lounge	Per day	\$225

*Please see information regarding rehearsal bookings on page 2.

Staffing (per hour)	Regular Time	Overtime
Technicians	\$43.00	\$86.00
House & Box Office Managers	\$33.00	\$66.00
Front of House	\$25.00	\$50.00
Bar Staff	\$25.00	\$50.00

Additional Costs	Rate
Ticketing Setup Fee - per performance	\$60
Projector Use - per day	\$100
Missed Intermission Fee	\$150
Merchandise Sales Commission Fee	15%
Lobby Catering Cleaning Fee - per day	\$100
Post-show Reception fee	\$300
SOCAN & Re:Sound Fees	TBD
Piano Tuning	\$125**
Bus Parking	\$110**
Dinwoodie Lounge	\$225
Missed staff breaks (per staff member – 30 minutes billed at overtime rates)	\$43

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

REHEARSAL BOOKINGS

A standard rehearsal booking includes the theatre, 1 technician, and 1 front of house staff member for 6 hours and is priced at \$1050. Additional hours for a standard rehearsal booking are billed out at \$150 per hour. Standard rehearsal bookings can only be booked between Sunday and Wednesday.

A condensed rehearsal booking is available Thursday to Saturday, and must end on or before 12 noon. It includes the theatre, 1 technician, and 1 front of house staff member for 4 hours, and is priced at \$525. Additional hours, up to 6 total hours for the booking, are billed out at \$150.

Rehearsals booked Thursday to Saturday afternoon will be billed at the performance rate.

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 Director of Conferencing & Events. 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.

All Horowitz Event Centre technical and front of house staff are members of CUPE Local 1386.

ADDITIONAL CONSIDERATIONS

GST is not included in any listed prices.

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

Ticketing

All ticketing is provided by the Horowitz Event Centre to ensure reliable service for our clients and patrons. Clients can opt for printed (offline) tickets or online ticket sales via our exclusive ticketing provider, Eventbrite. 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 60 minutes prior to the event plus 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, the cost of the bar staff will be waived on the final invoice. All requests for bar service must be submitted 30 days prior to the booked date.

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. Please contact us for options and details.

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.

We offer in-house catering services for all styles of events – please contact our Client Coordinators for more information.

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.

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 client'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.

Intermissions

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

Fee will apply.

SOCAN & Re:Sound Fees

Fees for both the Society for Composers, Authors and Music Publishers of Canada (SOCAN) and Re:Sound Music Licensing apply to all events where music is publicly performed. The rate is based on the capacity of the venue as well as whether there will be dancing at the event. Please contact us for more details.

Storage

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

Horowitz Event Centre Meeting & Event Spaces

The Horowitz Event Centre consists of a number of bookable meeting rooms and venues which can be booked in conjunction with the Horowitz Theatre as rehearsal or reception space. Please contact our Client Coordinators for more information.

BOOKING PROCEDURES

For more information on booking meeting rooms and venues with the Horowitz Events Centre, please contact our Client Coordinators.

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.

CONTACT

Horowitz Events Centre · 780.492.4764

Bookings · bookings@horowitzevents.ca

Ticket Setup & Sales · tickets@horowitzevents.ca

Catering · catering@horowitzevents.ca

Technical Advance · dennis@horowitzevents.ca