

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

SCHEDULE OF RATES

As at September 1, 2011

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CHAN SHUN CONCERT HALL

Rates

License Period	License Fee	Capacity	Overtime charges*	Staff Allowance	
Evening noon – midnight	All levels and loft:	\$5410	1369	\$418/hour any level	<ul style="list-style-type: none"> • Necessary complement of Front of House staff for five consecutive hours & Front of House Co-ordinator for eight consecutive hours. • Three technicians for max. eight consecutive hours
	All Levels:	\$5255	1189		
	Two Levels:	\$5090	985		
	One Level:	\$4565	717		
Day 7 am – 6 pm	All levels and loft:	\$4770	1369	\$407/hour any level	<ul style="list-style-type: none"> • Necessary complement of Front of House staff for five consecutive hours & Front of House Co-ordinator for eight consecutive hours. • Three technicians for max. eight consecutive hours
	All Levels:	\$4615	1189		
	Two Levels:	\$4455	985		
	One Level:	\$3980	717		
Audio recordings	\$250.00/hour Minimum four hours			Applicable rates determined by time of recording. Hourly rates apply	<ul style="list-style-type: none"> • One technician for max. eight consecutive hours

*Plus all labour costs up to a maximum of one hour. After one hour a new License Period starts.

- 1) **All levels with Choral Loft:** orchestra, parterre, dress circle and upper circle (approximately 1369 seats) with, when technically possible, an additional 180 seats in choral loft above stage.
All Levels: orchestra, parterre, dress circle and upper circle (approximately 1189 seats).
Two Levels: orchestra, parterre and dress circle (approximately 985 seats).
One Level: orchestra and parterre only (approximately 717 seats). **Note:** There are only 4 wheelchair and 4 attendant seats available on the first level. 717 includes the wheelchair seating.
- 2) When an event is contracted or ticketed (whichever is first) licensee must decide how many levels will be open for their event and the applicable License Fee will be charged. Licensee may increase the number of levels by writing to the Chan Centre Ticket Operations Manager no later than 5 business days before the event. Levels may only be increased and not decreased. Changes to the number of open levels cannot be made the day of the event.
- 3) License Periods must include load-in, set-up, rehearsal, event, strike and load-out.
- 4) All License Periods include three technicians: one stage, one lighting and one audio with the exception of audio recordings, which include the services of one audio technician only.

- 5) If a Production Co-ordinator is deemed necessary at the discretion of a Co-Managing Director (or designate), extra charges will apply.
- 6) All staff time allowances must include required meal breaks or meal penalties will apply.
- 7) All Front of House or technical services above the specified time allowance outlined in the Rates Chart are charged at Chan Centre rates.
- 8) The Chan Centre retains the right to determine the necessary complement of Front of House, security and technical staff.
- 9) License Fee includes use of a piano. Piano tunings are available at two service levels: \$200 for a single tuning or \$300 for a full concert service. The standard pitch for the Chan Centre piano is A-440.
- 10) Any time exceeding the License Period is **subject to availability**.
- 11) The maximum number of performers allowed on stage at one time is:
 - Stage in standard configuration: 150 people
 - Choral loft pushed back: 175 people
 - Choral loft pushed back & apron up: 225 people

*Note: capacity could be reduced, subject to Licensee's stage requirements.
- 12) The hall comes in the standard configuration with the choir loft forward with four usable rows.
- 13) The maximum number of people allowed in the choral loft is 180.
- 14) If licensee has a large number of participants requiring additional backstage space, licensee may have use of the Royal Bank Cinema at no extra cost, subject to availability. The Chan Centre retains the right to determine if extra cleaning is required because of the event. If so, additional cleaning charges apply.
- 15) If licensee rents the Royal Bank Cinema for a public event during the same License Period as licensee's Concert Hall rental, the rate for the Cinema is \$190.00/four hours. After four hours, additional rates apply. This rate includes the necessary complement of Front of House staff for four hours; it does not include technical staff. If technical support is required, additional charges apply.

TELUS STUDIO THEATRE

License Period	License Fee	Front of House Time Allowance	Technical Time Allowance	Overtime Charges
12 hours	\$2060 one performance	Necessary complement of staff for five consecutive hours & Front of House Co-ordinator for eight consecutive hours.	Three technicians for max. eight consecutive hours.	\$170/hour plus all labour costs. Time subject to availability.
Multiple days	Rates available on request			

- 1) 160–275 seats, depending on stage and seating configuration.
- 2) The Telus Studio Theatre is normally set up with a flat floor and 11 towers in a horseshoe configuration.
- 3) The Theatre does not normally have draperies in place.
- 4) License Period must include load-in, set-up, rehearsal, event, strike and load-out.
- 5) If a Production Co-ordinator is deemed necessary at the discretion of a Co-Managing Director (or designate), extra charges will apply.
- 6) All staff time allowances must include required meal breaks or meal penalties will apply.
- 7) All Front of House and technical services beyond specified time allowance outlined in the Rates Chart are charged at Chan Centre rates.
- 8) The Chan Centre retains the right to determine the necessary complement of Front of House and technical personnel.

ROYAL BANK CINEMA

License Period	License Fee	Front of House Time Allowance	Technical Time Allowance	Overtime Charges
Any four hours between 7 am - midnight	\$480/License Period. Minimum four hours required.	Necessary complement of staff for the duration of License Period to a max. of eight hours/day.	One technician for the duration of License Period to a max. of eight hours/day.	\$130/hour plus all labour costs for max. one hour after which new four hour period & applicable rates in effect. Subject to availability.

- 1) Maximum capacity: 160 seats plus 2 to 4 wheelchair spaces (depending on the size of the wheelchairs)
- 2) License period must include load-in, set-up, rehearsal, event, strike and load-out.
- 3) All staff time allowances must include required meal breaks or meal penalties will apply.
- 4) If a Production Co-ordinator is deemed necessary at the discretion of a Co-Managing Director (or designate), extra charges will apply.
- 5) All Front of House and technical services beyond specified time allowance are charged at Chan Centre rates.
- 6) The Chan Centre retains the right to determine the necessary complement of technical and Front of House staff.
- 7) Projectionists are required for 35 mm, 16 mm and data projection presentations. Projectionist fees are not included in License Fee.

RECEPTIONS

Reception as component of other venue rental

Event Venue	Reception Venue	License Fee	Overtime Charges
Chan Shun Concert Hall	Glass Lobby	Free of charge, if available. Must be booked in advance.	Applicable if lobby usage goes beyond License Period of concert hall. Based on attendance, please see pg. 7.
	Great Performers Lounge	\$275/four hours Minimum four hours (including set up, reception and tear down). Includes necessary Front of House staff for four hours.	\$68/hour plus all labour costs for max. one hour after which new four hour period & applicable rates in effect. Subject to availability.
Telus Studio Theatre	Glass Lobby	Free of charge, if available. Must be booked in advance.	Applicable if lobby usage goes beyond License Period of Telus. Based on attendance, please see pg. 7.
	Great Performers Lounge	\$335/four hours Minimum four hours (including set up, reception and tear down). Includes necessary Front of House staff for four hours.	\$85/hour plus all labour costs for max. one hour after which new four hour period & applicable rates in effect. Subject to availability.
Royal Bank Cinema	Glass Lobby	\$335/four hours Minimum four hours (including set up, reception and tear down). Includes necessary Front of House staff for four hours.	\$85/hour plus all labour costs for max. one hour after which new four hour period & applicable rates in effect. Subject to availability.
	Great Performers Lounge	\$335/four hours Minimum four hours (including set up, reception and tear down). Includes necessary Front of House staff for four hours.	\$85/hour plus all labour costs for max. one hour after which new four hour period & applicable rates in effect. Subject to availability.

- 1) If technical staff is required, additional rates apply.
- 2) License periods must allow time for set-up, reception and clean up.
- 3) All staff time allowances must include required meal breaks or meal penalties will apply.
- 4) For receptions in the Great Performers Lounge, the four hour License Period may be timed to end a maximum of one hour later than the License Period of the main venue (Concert Hall or Telus Studio Theatre).
- 5) Licensee may employ a caterer of their choice for the food portion of the event. **Please note that any event where food is served will be charged a \$200 cleaning deposit. At the discretion of the Chan Centre's Co-Managing Director (or designate), this fee may be refunded if post-event cleaning is not required.**

Stand-Alone Receptions

Event Venue	Capacity	License Fee	Overtime Charges
Glass Lobby	100 and less (standing or seated at round tables) 60 seated theatre style	\$750/five hours (minimum five hours required)	\$150/hour plus all labour costs for max. one hour after which new five hour period & applicable rates in effect. Subject to availability.
Glass Lobby	101 to 300	\$835/five hours (minimum five hours required)	\$170/hour plus all labour costs for max. one hour after which new five hour period & applicable rates in effect. Subject to availability.
Glass Lobby	301 to 500	\$1100/five hours (minimum five hours required)	\$220/hour plus all labour costs for max. one hour after which new five hour period & applicable rates in effect. Subject to availability.
Glass Lobby	501 and over	\$1275/five hours (minimum five hours required)	\$255/hour plus all labour costs for max. one hour after which new five hour period & applicable rates in effect. Subject to availability.
Great Performers Lounge	80 standing 65 seated theatre style 40 seated conference style	\$605/five hours (minimum five hours required)	\$119/hour plus all labour costs for max. one hour after which new five hour period & applicable rates in effect. Subject to availability.

- 1) All License Periods must allow time for load-in, set-up, event, strike and load-out.
- 2) License fees include Front of House staffing costs for the duration of the License Period.
- 3) Concessions services are available; please refer to clause 13 under General Terms and Conditions or request a Concessions package. Licensee may employ a caterer of **their choice** for the food portion of the event. **Please note that any event where food is served will be charged a \$200 cleaning deposit. At the discretion of the Chan Centre's Co-Managing Director (or designate), this fee may be refunded if post-event cleaning is not required.**
- 4) All staff time allowances must include required meal breaks or meal penalties will apply.
- 5) If technical support is required, additional charges apply.
- 6) The Glass Lobby may be booked only six weeks prior to reception date during the periods listed below:
 - April through August (some exceptions may apply, please contact Programming Manager for details)
 - All Fridays, Saturdays and Sundays throughout the year.
 Bookings can be made further in advance at all other times of the year.

Meetings, Presentations & Other Uses*

Event Venue	Capacity	License Fee	Front of House Time Allowance
Great Performers Lounge	80 standing 65 seated theatre style 40 seated conference style	\$60/hour: basic meeting rate (minimum four hours required)	Front of House Co-ordinator for the duration of License Period to a max. of eight hours/day.
		\$77/hour: regular meeting rate (minimum four hours required)	Front of House Co-ordinator and one Front of House staff for the duration of License Period to a max. of eight hours/day.

*If beverages are requested, they must be non-alcoholic, billed per head and provided on a self-serve basis, otherwise reception rental rates will apply (please see top of this page).

FILM SHOOTS

Rates

License Period	License Fee	Technical Time Allowance
As required	\$325.00/hour (Minimum eight hours required)	Up to two liaisons (not working technicians) for max. eight consecutive hours/day. After eight hours overtime labour charges apply

Other Conditions

Activity	Conditions	Additional Rates
Hook-up to Chan electrical panels	UBC electrical personnel only	Varies depending on time/day of week
Smoke and/or atmospheric effects	Any filming involving atmospheric effects requires that the fire protection system be taken off line. Taking the system off line requires UBC electrician to shutdown fire protection system & to remain onsite for duration of shutdown.	Approximately \$300 for four hours; \$75/hour beyond four hours (non overtime rates) Overtime rates apply anytime a regularly scheduled fire watch technician is not available and will be billed to Licensee.
Chan Ticket Office Closure	Requires minimum 24 hours advance notice	\$500.00/day
Strike/Re-set Concessions Area	Requires minimum 48 hours advance notice	\$350 (non overtime rate)
Audience/Simulated audience	To be determined	Additional charges apply
Roof Access	Not permitted	

- 1) License Period must include load-in, set-up, preparation, shoot, wrap and load-out.
- 2) A Chan Centre technician must be on site at all times. The number of technicians required is at the discretion of a Co-Managing Director (or designate).
- 3) If additional technicians are required, or if technicians must work more than eight hours/day, the Licensee will be charged additional labour costs.
- 4) All staff time allowances must include required meal breaks or meal penalties will apply.
- 5) All film activities and locations must be approved by a Co-Managing Director (or designate).
- 6) All film shoots must be pre-authorized by the UBC Business Relations office. T: 604.822.6555.
- 7) All film shoot rentals require a damage deposit, amount to be determined by a Co-Managing Director (or designate).

The Chan Centre is also available for photo shoots. Please call for availability and rates.

GENERAL TERMS AND CONDITIONS

1. Taxes

All rates and fees, unless specifically exempt, are subject to the 12% Harmonized Sales Tax (HST) in accordance with federal legislation. All prices quoted are exclusive of taxes unless otherwise indicated.

2. Ticketing

All events, including those with free admission, must be ticketed using Chan Centre barcoded tickets. These tickets are scanned for access control and to prevent fraudulent activity.

2.1 Events with Admission Fee

- *Ticketmaster* is the Chan Centre's sole and exclusive ticket agent for tickets sold for events in the Chan Shun Concert Hall, Telus Studio Theatre and Royal Bank Cinema.
- The Chan Centre acts on behalf of Licensee as the sole coordinator with *Ticketmaster* for the arrangement of all ticket wording, scaling of house, pricing and ticket sales.
- Licensee has full use of the *Ticketmaster* computerized box-office system and has access to complete ticket sales reports and all *Ticketmaster* media buying services.
- Licensee is responsible to the Chan Centre for all *Ticketmaster* charges including:
 - Set-up Fee \$56.00 (including HST)
 - 3% commission on gross ticket sales (including HST)
 - 2.5% commission on all credit card sales (including HST)
 - 2.5% commission on all debit card sales (including HST)

2.2 Free Events

Pre-printed tickets for free events must be ordered through the Chan Centre, in consultation with the Ticket Operations Manager. The fee for this service is \$168.00 including HST for the Concert Hall, Telus Studio Theatre, and Royal Bank Cinema.

All *Ticketmaster* charges are subject to change.

3. Facility Fees – Chan Shun Concert Hall and Telus Studio Theatre only

- 3.1 Facility fees apply only to events with admission fees over \$8 that are held in the Chan Shun Concert Hall or Telus Studio Theatre.
- 3.2 The facility fee for the Concert Hall is \$2.25 and for the Telus Studio Theatre is \$1.25. These rates include HST.
- 3.3 The facility fee is charged on each ticket sold or removed from the *Ticketmaster* system.
- 3.4 The facility fee is not levied against complimentary tickets.
- 3.5 The commercial box office–*Ticketmaster*–collects and remits to the Chan Centre the applicable facility fee on each ticket sold and/or removed from the *Ticketmaster* system for sale. This ticket surcharge is subject to change without notice.

4. Parking

- 4.1 Parking rates and policies are set solely by UBC Parking and Access Control.
- 4.2 Please see the UBC parking website for details of other available parkades and current parking rates.
<http://parking.ubc.ca>

5. Commission on Merchandise & Collateral Sales

- 5.1 The Chan Centre charges a percentage of the gross receipts for the sale of souvenirs, compact discs, T-shirts, programs, librettos, books and/or any other article offered or displayed for sale, in any venue by a Licensee. A 15% commission on the gross receipts is charged on all sales.
- 5.2 If Licensee requests at least two weeks in advance, the Chan Centre will provide a staff person to sell merchandise on behalf of the Licensee. The cost for this service is \$17.50/hour (minimum four hours) plus 17.5% commission on all sales.
- 5.3 If Chan Centre staff are selling merchandise, the Chan Centre will provide a cash float and access to sales by credit card.
- 5.4 If Licensee or representative is selling merchandise, they must provide their own cash float and credit card sales, if applicable.
- 5.5 In all cases the approval of a Co-Managing Director (or designate) must be obtained before any such sales are conducted.
- 5.6 Commission settlement must take place on-site at the conclusion of the event.

6. Non-Refundable Rental Deposit

The required rental deposit is 25% of all License Fees, subject to HST. In the event of cancellation, the deposit is non-refundable. If another Licensee subsequently rents the venue for the cancelled date, 50% of the original deposit may be refunded at the discretion of a Co-Managing Director (or designate).

7. Hold Expiry and Late Bookings

- 7.1 Holds are valid until 4 weeks before the date on hold. After that date, if the hold has not been confirmed with a deposit, it will expire and the date will be released. The Chan Centre will attempt to contact clients with holds before the expiry date but we are not responsible for any repercussions due to holds that expire before they are confirmed. All second or third holds expire as soon as the date is booked by the client with the first hold.
- 7.2 Any booking request made less than one month before the event is subject to staff availability.

8. UBC Departments and UBC Student Groups

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

9. Promotion & Publicity

The Chan Centre will, whenever possible, include public events on the Chan Centre website. Other Chan Centre promotional opportunities may exist; please contact Marketing Manager for details. Any additional promotion and/or publicity is the responsibility of the Licensee.

10. Insurance

A Certificate of General Liability Insurance with a limit of not less than \$2 million of coverage per occurrence, and with UBC as the additional insured, is mandatory and must be provided a minimum of four (4) weeks prior to the event. Please contact the Programming Manager for the required wording on the certificate and more information.

11. Security

- 11.1 The Chan Centre is not responsible for loss or damage to personal items.
- 11.2 The Chan Centre is not responsible for any items left in the building outside of the contracted License Period.
- 11.3 At the discretion of a Co-Managing Director (or designate), Licensee may be required to provide a damage deposit (minimum \$2000.00) and/or security personnel at their expense. A Co-Managing Director (or designate) will determine the number and choice of security personnel.

12. Electronic Tape & Broadcast

- 12.1 Recordings of any kind (including audio, video and recordings made for television, radio and web broadcasts) are permitted only by prior arrangement with the Chan Centre.
- 12.2 **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 the 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.”*
- 12.3 **Archival recordings:** No recording fee applies to archival recordings however extra technical costs may apply. Audio recordings are considered archival when a mono CD is recorded off the Chan Centre’s sound board by a Chan Centre technician. Video recordings are considered archival when only one fixed camera is used. Any recording made using additional equipment or any other type of equipment is considered commercial and the fees in clause 12.2 apply.
- 12.4 The Chan Centre, via an outside service provider, is capable of doing web-broadcasts. Please call for the contact information for web broadcast service providers.

13. Concessions

- 13.1 With the approval of a Co-Managing Director (or designate), Licensee may employ a caterer of their choice for the food portion of their event.
- 13.2 All beverages must be purchased, served and charged at established Chan Centre rates, plus applicable taxes and gratuity.
- 13.3 The Chan Centre will retain all revenue from the proceeds of such beverage sales.
- 13.4 For host bar service, the minimum amount billed will be based on confirmed guaranteed numbers:
- if billed per head guaranteed minimums are based on number of people expected
 - if billed by consumption guaranteed minimums are based on a specified dollar amount
 - please see separate concessions package, available on our website, for more details.
- 13.5 No food or drink is allowed in any performance venue, with the exception of bottled water.

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

14. Staff Time Allowance

- 14.1 If any staff member's work period exceeds five hours, meal penalties will apply. These penalties will be charged at \$50 per technician, per penalty and \$35 per Front of House staff member, per penalty.
- 14.2 If License Periods are combined, extra technical and Front of House staff charges may apply.
- 14.3 At the discretion of a Co-Managing Director (or designate), should a Licensee require a substantial amount of staff consultation time, additional fees may apply. Licensee is entitled to up to 8 hours of planning time to cover meetings, and preparation time for their event, including Ticketing, Front of House/Audience Services, and Production/Technical Services. Additional time will be billed at \$50 per hour.

15. Cleaning

- 15.1 If there is cause for additional cleaning in any venue, extra charges will apply.
- 15.2 **Please note that any event where food is served will be charged a \$200 cleaning deposit. At the discretion of the Chan Centre's Co-Managing Director (or designate), this fee may be refunded if post-event cleaning is not required.**
- 15.3 A cleaning deposit of \$1250 applies to all events using paper confetti. A cleaning deposit of \$2000 applies to any event or film that uses any portion of foil or metal dust mixed with confetti (or by itself). All use of confetti (including foil and/or metal dust mixed or alone) must be approved in advance by a Co-Managing Director (or designate). A sample of the confetti must be provided before approval will be considered. Cleaning charges will be applied retroactively to any group that uses any of the above without prior permission or approval.

16. Additional Equipment

- 16.1 If additional equipment or supplies are required, Licensee may, in consultation with a Co-Managing Director (or designate), arrange to have this equipment or supplies provided through an appropriate rental agency.
- 16.2 If Licensee chooses to have the Chan Centre arrange additional equipment rental and supplies or to purchase supplies on their behalf, there will be a 15% administration fee added to the charges.

17. Atmospheric Effects

- 17.1 Use of atmospheric effects may set off the fire alarm. Such effects are used at Licensee's own risk and the Chan Centre is not responsible for any extra costs or additional rental time incurred because of fire alarms caused by such effects.

18. "Turn Off Cell Phones" Announcement

- 18.1 At the discretion of a Co-Managing Director (or designate), a "Turn off cell phones" announcement will be made before the performance to avoid interference with Chan Centre sound equipment.

19. Special Set-Up Charges

- 19.1 A fee will be charged to differ seating from the standard configuration in the Chan Shun Concert Hall. The standard configuration includes three rows of removable seats in the apron and four rows of seats in the choral loft. Any reconfigurations must be approved by a Co-Managing Director (or designate).
- 19.2 Changes to the seating configuration of the Telus Studio Theatre as well as setup charges must be reviewed and approved by a Co-Managing Director (or designate). Please note that rental costs for the Telus Studio Theatre will increase significantly with these changes.
- 19.3 The Chan Centre reserves the right to charge certain additional fees in all venues for special seat set-ups, stage, electrical, audio or utility services, including preparing tape recordings.

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

- 20.1 SOCAN fees are government regulated and are subject to change without notice. For more information on SOCAN, please call 604.669.5569.
- 20.2 The Chan Centre for the Performing Arts reports all musical performances and/or concerts (live or recorded music) to SOCAN. Licensee is responsible for all SOCAN fees.
- 20.3 The Chan Centre also reports events such as graduations, assemblies, lectures, weddings, receptions, fashion shows, etc. where music (live or recorded) is used as an accessory to the event. For these events a flat fee plus HST is charged to Licensee and remitted to SOCAN on behalf of the Licensee. Rates are as follows without HST (please note that additional charges apply for events with dancing):

Venue	SOCAN Fee (not including HST)
Concert Hall	\$87.40
Telus Theatre & Royal Bank Cinema	\$29.56
Glass Lobby	\$20.56 – \$87.40
Great Performers Lounge	\$20.56

RENTAL INQUIRIES

For more information and/or rental inquiries please contact:

Wendy Atkinson

Programming Manager

Chan Centre for the Performing Arts

The University of British Columbia

6265 Crescent Road

Vancouver, BC Canada V6T 1Z1

T: 604.822.2283 F: 604.822.1606

E: wendy.atkinson@ubc.ca

PROGRAMMING INQUIRIES

For more information about programming and co-presentation opportunities, please contact:

Joyce Hinton

Co-Managing Director

Chan Centre for the Performing Arts

The University of British Columbia

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Vancouver, BC Canada V6T 1Z1

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PLEASE NOTE: ALL RATES AND CONDITIONS SUBJECT TO CHANGE