

REGENT THEATRE
SCHEDULE B
OFFICIAL RATE SHEET 2024
Effective January 1, 2024



REGENT THEATRE
 50 KING ST E, OSHAWA
 905-721-3399

VENUE INFORMATION

The Regent Theatre is an historic landmark located at 50 King Street East, in downtown Oshawa, Ontario. It is owned and operated by Ontario Tech University (formerly UOIT).

RENTAL SPACE	CAPACITY	ACCESSIBILITY
Theatre with Standard Stage	605 Fixed Seats	4 Wheelchair Spaces
Theatre with Extended Stage	567 Fixed Seats	4 Wheelchair Spaces
Mezzanine Reception Area (2 nd Floor)	100 Persons Total	Elevator & Stairs

For all rentals, service and technical inquiries, please contact the Regent Theatre General Manager:
Kevin Arbour - gm@regenttheatre.ca

FACILITY RENTAL RATES

STANDARD RATES			
Theatre	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	Additional Charges
<i>Regardless of Stage Configuration</i>	\$2,750.00 [10 Hours Included]	\$2,250.00 [10 Hours Included]	After 10 hours a charge of \$300.00 per hour will apply.
Facility Improvement Fee	\$150.00 per Event	\$150.00 per Event	Not Applicable
Mezzanine <i>Receptions, Exhibits, etc.</i>	\$250.00 per Event	\$250.00 per Event	Not Applicable

NOT-FOR-PROFIT RATES (Proof of charitable or not-for-profit status is required)			
Theatre	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	Additional Charges
<i>Regardless of Stage Configuration</i>	\$295.00 per Hour [3-hour minimum]	\$225.00 per Hour [3-hour minimum]	After 10 hours a charge of \$300.00 per hour will apply.
Facility Improvement Fee	\$150.00 per Event	\$150.00 per Event	Not Applicable
Mezzanine <i>Receptions, Exhibits, etc.</i>	\$250.00 per Event	\$250.00 per Event	Not Applicable

Charges commence at the beginning of the scheduled load-in and/or technical set-up and terminate at the completion of the load-out. All charges are subject to HST.

BOOKINGS

DEPOSIT – TICKETED EVENT:

Clients must pay a **\$500.00 deposit** per event upon signing the license agreement. All payments are to be made by Certified Cheque or Money Order and made payable to "Regent Theatre at Ontario Tech U". Any monies owing to the client will be settled within 10 business days of the close of the event.

DEPOSIT – NON-TICKETED EVENT:

Client must pay **25% of the estimated total** rental and expenses, or \$500.00, whichever is greater, upon signing the license agreement. The remainder owing will be due by the date of the event. All payments are to be made by Certified Cheque or Money Order and made payable to "Regent Theatre at Ontario Tech U".

CANCELLATIONS:

Notification of cancellation shall be in writing no less than 45 days prior to the event. Client is responsible for all expenses incurred on their behalf including, but not limited to, box office charges, technical setup, labour charges, and rental of equipment. A charge of \$2.50 plus HST per ticket refunded will also be levied.

If cancelling less than 45 days before the start of the event, the client, in addition to the expenses outlined above, will also forfeit their deposit.

TECHNICAL SERVICES

Rental Rates Include:	
Lighting System	A dimmable, full stage wash, is included in the rental fee. A Regent Theatre Lighting Technician is required to operate the Lighting Console.
Sound System	A full professional P.A. System, including a Digital Audio Console, 4 Stage Monitors & 4 Vocal Mics/Stands, is included in the rental fee. A Regent Theatre Audio Technician is required to operate the sound system.

Rental Items (may require additional labour)	Rental Cost
STAGE EXTENSION (Requires removal of the first two rows of seats) Price includes staging and crew for installation and dismantle	\$950.00
STAGE RISERS – 4' x 8' Riser with 8", 16" or 24" Legs and Black Skirting	\$35.00 EA
DIGITAL MONITOR CONSOLE – 32CH Midas Mixer (Regent Technician Required)	\$175.00
WIRELESS MICROPHONE – Lavalier Clip-On or Hand-Held Vocal Microphone	\$40.00 EA
DIGITAL PROJECTOR (14k Lumens) & 20 FT. SCREEN	\$195.00
FOLLOWSPOT - 96,000 Lumens Dimmable (Regent Lighting Technician Required)	\$175.00
MOVING LIGHT PACKAGE – 30+ MAC350 & Aura Moving Lights plus Hazer	\$450.00
ADDITIONAL SOUND & LIGHTING EQUIPMENT A list of additional onsite rental equipment is available upon request. Please allow adequate time for the Regent Theatre to arrange outside rentals for your event. Contact the Technical Director for more information: tech@regenttheatre.ca	Contact for more details or custom rentals

SUPPORT SERVICES

Staff that may be required to support an event are listed below. The rates listed are in effect as of the date of this document, regardless of when the event is confirmed. The General Manager of the Regent Theatre reserves the right to determine minimum staffing requirements for all events.

TECHNICAL SUPPORT STAFF

Staff	Hourly Rate	Description
Facility Supervisor	\$54.00	When required to supervise facility during event, load-in/load-out, setup/strike, pre/post-show engagements, etc.
Audio / Lighting Technician	\$48.50	A minimum of one lighting technician and one audio technician is required for most events.
Stagehand	\$32.50	To assist with load-in/out, setup, props, wardrobe, etc.

*Minimum 4-hour shift applies unless otherwise indicated.
After 10 hours, an overtime charge of 1.5x the above hourly rates apply.*

AUDIENCE SERVICES STAFF

Staff	Hourly Rate	Description
Front of House Supervisor	\$36.50	Supervisor required for all public events.
Customer Service Representative	\$33.50	To assist with merchandise sales, raffle tickets, VIP events, meet and greet, etc.
Usher	\$28.00	Required for most events. Number of ushers will depend on audience size and nature of the event.
Security	\$30.50	Required in the theatre and/or backstage based on the nature of the event and/or as outlined in the artist rider.

*Minimum 4-hour shift applies unless otherwise indicated.
After 10 hours, an overtime charge of 1.5x the above hourly rates apply.*

HOSPITALITY SERVICES

Concession services in the lobby before/during performances is included at no charge for most public events. Client is responsible for all other catering service and related labour charges. Where no concession services are required, a fee of **up to \$200.00** will be levied per performance. No external catering is permitted without prior written consent from the General Manager.

Catering: If you require food and beverage services for your event, please contact the General Manager to make arrangements at least one week prior to each performance. gm@regenttheatre.ca

BOX OFFICE SERVICES

To maintain a consistent level of service and quality; **all ticketing services will be performed by the Regent Theatre Box Office.** No external company or service will be permitted.

The Regent Theatre Box Office Service allows your customers to take advantage of our advanced electronic ticketing system, make credit card payments online, print their tickets at home or pick them up at the door. They can also pay by cash or credit card in person at our box office (hours of operation determined by the Regent Theatre).

FEES FOR BOX OFFICE SERVICES (all fees and services are subject to HST)

Service	Cost	Description
Setup Fee	\$100.00	Basic flat fee per event. Waived when ticket sales reach 400 seats
Additional Fees	\$50.00 per hour	Adding multiple performances and/or special discount pricing will incur additional fees
Ticket Service Fee*	**15% of ticket price	Minimum Service Fee of \$2.00 per ticket Maximum of \$6.00 per ticket (HST included)
Online Order Fee*	\$3.00 per order	Flat fee per online transaction regardless of the number of tickets purchased (HST included)
Credit Card Processing Fee	3% of credit card sales	A fee equal to 3% of gross credit card sales is charged to the client on the final event reconciliation
Additional Ticket Sales (Optional)	Contact for pricing	The Regent Theatre is able to sell tickets for special events, including receptions, meet & greet, etc., as well as for events at other venues

**Fee is paid by ticket buyers, not billed to client. **Service Fee based on regular price tickets (no discounts)*

MERCHANDISE SALES

Client will be required to pay to the Regent Theatre **15% of total sales (NET of taxes) OR a \$50.00 flat fee, whichever is greater**, for any merchandise or services sold to the public. Merchandise and/or services must be approved in advance by the General Manager. It is the responsibility of the client to notify participating artists or vendors of the Regent Theatre's merchandise sales policy. If you require a seller, additional labour will be charged.

INSURANCE

Clients shall supply Commercial General Liability Insurance at their own expense. Such insurance shall be in an amount of not less than two million dollars (\$2,000,000.00) per occurrence. The policy shall cover the activities and operations of the client in connection with the Engagement, and shall include **"Regent Theatre at Ontario Tech University" as an Insured or Additional Insured** with respect to the activities and operations of the client in connection with the Engagement.

LICENSING FEES

The client is solely responsible for ensuring that all required licenses and associated fees are confirmed at least 10 days before the start of the event. These include, but are not limited to, SOCAN, RE:SOUND and/or ENTANDEM fees, Musical/Theatrical performance royalties, movie screening licenses, and publishing/filming rights.