**General Rental Information for The BlueShore at CapU UPDATED Apr 13/22**

**One Day Rental Rates**

* Not for Profit/Community (with NFP #) $690 (nonrefundable deposit to hold $200 per day)
* Commercial rate $990 (nonrefundable deposit to hold $300 per day)
* Film Shoot $1,500 (nonrefundable deposit to hold $500 per day)

**Staffing**

* Technicians: $40/technician/hour/minimum 4-hour call
* Overtime for Technicians (starts after 7 hours including break) $80/technician/hour
* Front of House Manager: $28/hour/minimum 4-hour call
* Overtime for Front of House (starts after 7 hours): $56/hour

**Additional Fees**

* Capital Improvement Fee (C.I.F.) $1/attendee
* Rehearsal Hall $125 per day, subject to availability
* Piano usage fee: $100
* Piano tuning fee: $300

**Booking Requests**

* Please email your request. Your email should include a description of your event to determine suitability for our theatre. New clients may be required to provide references from other venues they have rented with.
* Upon approval of your booking, a non-refundable deposit will be required to hold the theatre for the date(s) you wish to rent. This deposit will be applied to your final amount owing.

**Technical Guidelines**

* The Technical Supervisor will discuss technical requirements with all user groups and will set staffing levels to provide appropriate service and safety. Our technicians must be present anytime you are in the venue, either onstage or in the auditorium. Outside technicians are not permitted to replace our unionized staff at any time.
* The user group must communicate their technical requirements and provide a detailed production schedule for their event at least six weeks in advance of the event in order to determine appropriate crew requirements. Final determination of technical staffing will be at the discretion of the BlueShore Financial Centre for the Performing Arts.

**Scheduling and Breaks**

* Prior to accessing the stage technicians will be scheduled 30-60 minutes in advance to have time to set-up equipment, unlock rooms, and prepare the venue and stage.
* For events up to 5 hours in length, one fifteen-minute break for staff must be scheduled.
* As per our collective agreement, after 5 hours, a 30-minute break must occur. Clients must CLEAR/EXIT the stage and theatre or incur a meal break penalty.
* Following your event the technical staff will perform a venue check with a representative from your organization to ensure dressing rooms and any additional spaces utilized are left in acceptable condition.
* The technicians call time ends after this check has been performed, all equipment has been put away securely, and stage and theatre have been cleared.

**Overtime Breaks**

* All employees who are officially requested to remain at work for a period of three (3) hours or more beyond their approved work day (7 hours) shall receive a one-half hour paid break at the applicable overtime rate. The break may be taken before, during, or after the overtime period.

**Front of House and Ushers**

* You are required to have our Front of House Manager on duty for your event any time an audience is present. Groups renting the theatre must supply 4 volunteers to act as ushers who will be directed by the Front of House Manager. They will be in assigned seats inside the theatre during the event and will be briefed on emergency evacuation procedures. Responsibilities and requirements can be found in our [Volunteer Duties](https://www.capilanou.ca/student-life/campus-community/blueshore-financial-centre-for-the-performing-arts/rent-the-theatre/rental-documents/) document. Your event may not proceed without these essential personnel in place.

**Concession services**

* Concession service is subject to staffing availability and not guaranteed. We will do our best to provide service for your event. No concession services will be provided for events that do not have an intermission. Alcohol is not permitted to be sold or served by anyone other than The BlueShore at CapU staff.

**Box Office**

* At this time we are unable to provide complete box office service for our rental clients. However, if you require assistance our ticket office can print tickets for you to sell yourself. Fees for this service can found on our [Ticketing Information Form](https://www.capilanou.ca/student-life/campus-community/blueshore-financial-centre-for-the-performing-arts/rent-the-theatre/rental-documents/). Please contact our box office staff for any questions you may have about this process.
* Our capacity is 372, including 12 wheelchair accessible seats. 4 of the 372 seats are designated for your volunteer ushers, reducing sellable inventory to 368. In addition 14 “babe in arms” tickets are available, should you require that.

**Merchandise**

* If you are selling merchandise of any kind, the venue collects 10% of gross sales. Prior approval must be arranged through the General Manager in advance of your event. On the day of your show, the Front of House Manager will collect this fee from you, in cash, following your performance -please provide a copy of your completed sales form for this calculation. Please bring your own cash float and supplies for this – we are not able to offer change or equipment.

**Socan Fees**

* You are responsible for remitting your own SOCAN fees for any event that uses music. Current fees and parameters can be found by visiting [Socan](https://www.socan.com/about-socan/).

**Contracts and Invoicing**

* Your signed contract includes an **estimate** of charges based on the information you have provided in the questionnaire. Your final invoice will reflect **actual** usage.

**Insurance**

* A Certificate of Insurance must be provided to the University in advance of the event. This must include a minimum of Two Million Dollars ($2,000,000.00) inclusive limit bodily injury/property damage and must also list Capilano University as “additional insured”. Insurance may be purchased through a company of your choice or through [All Sport Insurance Marketing Ltd](http://www.allsportinsurance.com/). or through [Event Policy](https://eventpolicy.ca/).

**Parking**

* Paid parking is enforced at all times. Please visit [Parking Services](https://www.capilanou.ca/about-capu/get-to-know-us/our-locations/parking-services/) for up to date rates.

**Covid Protocols as of April 8, 2022**

* Capacity limits have been removed and we are back to 100% capacity
* Masks wearing is optional but recommended for patrons, staff and performers
* There is no longer a need to check vaccine passports

These orders may change at any time. You are responsible to stay updated by calling the BlueShore Theatre General Manager at 604-990-7910 or by visiting the health and safety guidelines on the CapU website [www.capilanou.ca](http://www.capilanou.ca) prior to your event.