

Pricing valid July 1st, 2026, to June 30th, 2027

For rental events, default staffing is (1) Technical Supervisor, (2) Technicians and (1) FOH manager. These staffing costs are added on top of the base rental fee listed below. The Technical Supervisor and Technicians are scheduled 30 minutes prior to your access time and are onsite for the entirety of your rental. The FOH manager is scheduled 2 hours prior to your show start. For price estimates, default staffing will be used, changes to the default staffing will be confirmed before the rental agreement is signed. All costs are tallied at the end of the rental and will reflect actual usage of the space.

Market Rate:

- Weekday (Monday- Thursday): \$850/day
- Weekend (Friday-Sunday): \$1,050/day
- Nonrefundable hold deposit: \$300/day

Not for Profit Rate:

- Weekday (Monday- Thursday): \$550/day
- Weekend (Friday-Sunday): \$750/day
- Must be registered as a charitable organization or part of a school district.
- Nonrefundable hold deposit: \$300/day

Rehearsal Rate: \$400/day

- Only available on multi-day rentals with a performance.
- Not available Fridays-Sundays.
- Nonrefundable hold deposit: \$300/day

Staffing Rates

- Technical Supervisor: \$51/technician/hour
- Overtime for Technician (after 7 hours): \$102/technician/hour
- Technicians: \$43/technician/hour
- Overtime for Technicians (after 7 hours): \$86/technician/hour
- Front of House Manager: \$37/hour
- Overtime for Front of House (after 7 hours): \$74/hour

Additional Charges

- Capital Improvement Fee (C.I.F.): \$1.25/attendee (min \$125)
- Rehearsal Hall: \$150 per day, subject to availability
- BR126 Meeting Room: \$300, subject to availability
- Additional Classrooms: \$200, subject to availability
- Piano Usage Fee: \$125
- Piano Tuning Fee: \$300
- Fog Machine Fee: \$50/day

Box Office Services

- Setup Fee: \$75 (Basic ticketing setup)
- Per Ticket Fee: \$4
- Box Office Attendant: \$150 per show
- Credit Card Fees: 3% of card transactions

Booking Requests

- Please email your request to book the Capilano University Centre for the Performing Arts. 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.
- 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 the renter 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.
- The renter must communicate technical requirements and provide a detailed production schedule 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 Centre at CapU.

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 15-minute break for staff must be scheduled.
- As per Capilano University's collective agreement, after 5 hours, a 30-minute break must occur. Clients must exit the stage and theatre or incur a penalty.
- Following the event, the technical staff will perform a venue check with a renter representative to ensure all spaces utilized are left in acceptable condition.
- The technicians call time ends after this check.

Overtime Breaks

- All employees who are officially requested to remain at work for a period of 3 hours or more beyond their approved workday (7 hours) shall receive 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

- The renter is required to have a CapU Front of House Manager on duty at the event any time an audience is present. Renters 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](#) document. The event may not proceed without these essential personnel being in place.
- Volunteer names must be confirmed five days prior to the event date by email. If volunteers are not provided for the event, Capilano University has the right to hire ushers. Staffing costs will be charged back to the client. Should there be no ushers available, Capilano University may cancel the event.

Concession services

- Concession service is subject to staffing availability and is not guaranteed. Capilano University will do its best to provide this service for renter events. Alcohol is not permitted to be sold or served by anyone other than Capilano University staff.

Box Office

- Capilano University Centre for the Performing Arts may be able to provide box office services for rental clients. If needed, please fill out the [Ticketing Information Form](#). Please contact our box office staff with any questions about this process.
- Capilano University Centre for the Performing Arts' capacity is 372, including 12 wheelchair accessible seats. Four of the 372 seats are designated for the renter's volunteer ushers, reducing the sellable inventory to 368.

Merchandise

- Capilano University Centre for Performing Arts does not collect a percentage of vendor sales. Prior approval for merchandise sales must be arranged through the General Manager in advance of the event. Please bring a cash float and supplies for this – Capilano University cannot offer change or equipment.

Socan Fees

- The renter is responsible for remitting SOCAN/Re:sound fees for any event that uses music. Current fees and parameters can be found by visiting [Entandem](#).

Contracts and Invoicing

- The renter's signed contract includes an **estimate** of charges based on the information provided in the questionnaire. The final invoice will reflect **actual** usage.

Insurance

- A Certificate of Insurance must be provided to Capilano University in advance of the event. This must include a minimum of \$5 million inclusive limit for bodily injury/property damage and must also list **Capilano University** as "additional insured." Insurance may be purchased through a company of the renter's choice or through [All Sport Insurance Marketing Ltd.](#) or through [Event Policy](#).

Parking

- Paid parking is enforced at all times. Please visit [Parking Services](#) for up-to-date rates.