



CAPITOL THEATRE WINDSOR

THEATRE RENTAL RATES

standard rental rates

	TUESDAY- THURSDAY	FRIDAY- SUNDAY	DEPOSIT
PENTASTAR PLAYHOUSE THEATRE (620 fixed capacity)			
1-day bookings & performance days (8 hours)	\$1,550	\$1,950	\$600
rehearsal days (8 hours)	\$850	\$1,950	\$300
additional hours (performance days)	\$225/hr	\$225/hr	N/A
DANIEL PATRICK KELLY THEATRE (209 fixed capacity)			
1-day bookings & performance days (8 hours)	\$800	\$950	\$300
rehearsal days (8 hours)	\$500	\$950	\$150
additional hours (performance days)	\$120/hr	\$120/hr	N/A
JOY FAMILY THEATRE (100 loose capacity)			
1-day bookings & performance days (8 hours)	\$650	\$750	\$150
rehearsal days (8 hours)	\$400	\$750	\$75
additional hours (performance days)	\$95/hr	\$95/hr	N/A

STAFFING INCLUDED:

8-hour performance day bookings: 1 technical staff (8 hours), 1 front-of-house staff (4 hours)

8-hour rehearsal bookings: 1 technical staff (8 hours)

A mandatory Heritage Preservation Fee will apply per ticket to all ticketed events.

All rates in Canadian dollars and subject to HST.

To book or for more information please email bookings@capitoltheatrewindsor.ca or call 519.973.1238 ex. 3



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www.capitoltheatrewindsor.ca

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photographs John Chan / Perfect Shutter

Booking Service Summary



Theatre Rentals:

- 4-Hour, 8-Hour, and 12-Hour bookings available
- Versatility of 3 theatres in Capitol Theatre of varying size to accommodate for multiple production or audience size. (See attachment for details)

Booking block must include the set up and load out time required. *Bookings begin when access to the theatre is provided by Theatre staff.*

Labor:

- Rehearsal/Set Up Rates include base labor of: one Staff Person for booking duration
- Performance Rates include base labor of: one Technical Staff Person for booking duration and one Front-of-House Supervisor for 4H (performance only)

Additional crew: \$140/4H call. *Crew requirements are at the discretion of the Capitol Theatre Technical Director.*

Equipment:

- Base equipment is included in rental rates: lighting board, audio board, 1 handheld mic, fly system
- Additional equipment: charges apply for additional equipment rentals (clip mics, follow spot, risers, specific gels or gobos, etc)
- Third Party Rentals: can be arranged through the Technical Director and charged back on the final invoice (fog machines, backlines, additional monitors, etc)

Projector and screen rental are packaged together at \$300/day.

Insurance Requirements:

- \$2,000,000 liability insurance (Mandatory for all bookings)
 - Opt-in coverage available through theatre (Maximum: \$125/day. Based on occupancy).
- Insurance fee waived if proof of \$2,000,000 general liability coverage is provided to Theatre (with specific stipulations) a minimum of 6 weeks before the booking start date.

Heritage Preservation Fee:

- As a City of Windsor Heritage-designated building, a Heritage Preservation Fee is collected based on the ticket sales (contributes to the sustainability of the historical building)
- \$1/ticket \$15 and under and \$2/ticket for over \$15.
- If tickets are sold outside the Theatre's Box Office: Ticket sales reports must be sent to the Theatre after the event
Fee waived for: Free events, Education Performances (for School Board or Post-secondary institutions)

Box Office (optional):

- Box Office solutions are available through the "in-house" Windsor Symphony Orchestra Box Office. Box Office arrangements are not mandatory through the theatre.
- Online, over phone, and in person ticket purchasing through Vendini ticket solutions will be offered to your customers.
- Online event set up fee and day-of concert staffing are approximately \$150.
- Per ticket fee (maximum of \$3/ticket) will be charged to customers as a handling fee.

If you have your own ticketing solution – please share ticketing details once booking confirmation is complete so we can help you spread the word through our website and Facebook.