

CAPITOL THEATRE WINDSOR

THEATRE RENTAL RATES - COMMUNITY

Main Theatre - 620 Seats (Pentastar Theatre)

8 Hour Booking	Tuesday-Thursday	Friday-Sunday	Deposit
1-Day Bookings & Performance Days (8H)	\$1000	\$1250	\$750
Rehearsal Day (8H)	\$700	\$1250	\$400
Additional Hours (1H)	\$150	\$150	-

Mid-size Theatre - 200 Seats (Kelly Theatre)

8 Hour Booking	Tuesday-Thursday	Friday-Sunday	Deposit
1-Day Bookings & Performance Days (8H)	\$600	\$800	\$400
Rehearsal Day (8H)	\$400	\$800	\$250
Additional Hours (1H)	\$100	\$100	-

Main Theatre - 620 Seats (Pentastar Theatre)

4 Hour Booking	Tuesday-Thursday	Friday-Sunday	Deposit
1-Day Bookings & Performance Days (4H)	\$850	\$1000	\$500
Rehearsal Day (4H)	\$500	\$1000	\$250

Mid-size Theatre - 200 Seats (Kelly Theatre)

4 Hour Booking	Tuesday-Thursday	Friday-Sunday	Deposit
1-Day Bookings & Performance Days (4H)	\$450	\$600	\$300
Rehearsal Day (4H)	\$250	\$600	\$150

**Fee for additional hours on 4hour bookings is the same as for 8hour bookings.*

Reception Room- Joy Family Theatre

60 people seated or 80 people standing/limited seating. \$150/hour **or** \$200/hour (cash bar open).

All performance bookings include one Technical Staff and one Audience Services Manager. Additional staff may be required and scheduled in four-hour blocks at the rate of \$40/h. All rates are subject to HST. In addition, a mandatory Capitol Theatre Facility Surcharge will apply to all ticketed events. For more information please contact bookings@capitoltheatrewindsor.ca



121 UNIVERSITY AVE. W.
WINDSOR, ON N9A 5P4

www.capitoltheatrewindsor.ca

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CAPITOL THEATRE WINDSOR

BOOKING SERVICE SUMMARY

Bookings: 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.
- 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

- Base equipment includes: 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 Audience View 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.

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