



Theatre Rental Rates- Community

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 \$45/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

Pentastar Theatre

Booking	Tuesday-Thursday	Friday-Monday	Deposit
I-Day Booking & Performance Days (9H) *Includes a 1-hour mandatory break- Stage dark	\$1,000	\$1,250	\$750
Rehearsal Day (9H) *Includes a 1-hour mandatory break- Stage Dark	\$700	\$1,250	\$400
I-Day Booking & Performance Days (4H)	\$850	\$1,000	\$500
Rehearsal Day (4H)	\$500	\$1,000	\$250
Additional Hours (1H)	\$150	\$150	-

Kelly Theatre

Booking	Tuesday-Thursday	Friday-Monday	Deposit
I-Day Booking & Performance Days (9H) *Includes a 1-hour mandatory break- Stage dark	\$600	\$800	\$400
Rehearsal Day (9H) *Includes a 1-hour mandatory break- Stage Dark	\$400	\$800	\$250
I-Day Booking & Performance Days (4H)	\$450	\$600	\$300
Rehearsal Day (4H)	\$250	\$600	\$150
Additional Hours (1H)	\$100	\$100	-

Joy Theatre

Booking	
I Hour Rental	\$150
I Hour Rental (With Cash Bar Open)	\$200



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
 - One Front-of-House Supervisor (performance days only)
- Additional crew: \$45/h, minimum 4h call. Crew requirements at the discretion of the 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 ticket sales (contributes to the sustainability of the historical building)
- \$2/ticket for over \$15 and \$1/ticket \$15 and under. 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 and Education Performances

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 purchase 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.

