

AUXILIARY RENTAL SPACES 2017 RATE SCHEDULE

RENTAL SPACE	DESCRIPTION	Standard Rates with HST	Non-Profit Rate with HST
Ottawa Citizen Dance Studio	1,800 sq ft.; 85-person capacity; two dance barre heights; sound system; mirrors; sprung floor. Hourly rental rates.	\$50.65/hour	\$25.35/hour
Emmy & Victor Abboud Music Studio	1,800 sq. ft.; 85-person capacity; acoustically treated. Hourly rental rates.	\$50.65/hour	\$25.35/hour
Sound Studio	387 sq ft., 6-person capacity; rental space includes the main studio plus control booth. These rooms are constructed to Dolby Production Guidelines. Hardware and software to be supplied by users. Hourly rental rates.	\$32.00/hour	\$16.10/hour
Multipurpose Room	635 sq. ft.; 30-person capacity. Hourly rental rates.	\$32.00/hour	\$16.10/hour
New Media Centre	1,600 sq. ft.; rental includes the Multipurpose Room and the Sound Studio. Hourly rental rates.	\$49.65/hour	\$16.10/hour
AOE Conference Room	Capacity of 18 people; LCD data projector and screen, conference calling and wireless Internet available upon request; hourly rental rates. Please contact AOE directly for more information (danielle@artsoe.ca or 613-580-2767).	Non-members: \$30.00/hour (does not include HST)	Members: \$7.50/hour Supporters: \$15.00/hour (does not include HST)
Upper Lobby Reception Space	1,076 sq ft; 100-person capacity; lots of natural light; appropriate for pre and post performance receptions. Reserved in fixed 6-hour blocks of time 8:30 am – 2:30 pm; 4:30 pm – 10:30 pm or a daily block 8:30 am – 10:30 pm.	\$247.35/6 hours	\$194.05/6 hours
		\$32.40/ additional hour	\$23.65/ additional hour
		\$470.30/day	\$352.75/day

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Upper Lobby with Music Rehearsal Hall	This area of the Upper Lobby is reserved in conjunction with the Music Rehearsal Hall for reception space.	\$82.35/6 hours	\$82.35/6 hours
Lower Lobby Reception Space	6,458 sq. ft.; 500-person capacity; lots of natural light; appropriate for pre and post performance receptions. Reserved in fixed 6-hour blocks of time 8:30 am – 2:30 pm; 4:30 pm – 10:30 pm or a daily block 8:30 am – 10:30 pm.	\$881.40/6 hours	\$659.60/6 hours
		\$86.95/ additional hour	\$58.15/ additional hour
		\$1259.10/day	\$839.45/day
Catering Kitchen	A preparatory and staging kitchen only for events at the Shenkman Arts Centre. Security deposit paid in advance and returned if there are no additional cleaning or damages after the rental, within 6 weeks.	\$250 security deposit	\$250 security deposit
Kitchenette	A small preparatory area which can be used when renting the Music Studio. Security deposit paid in advance and returned if there are no additional cleaning or damages after the rental, within 6 weeks.	\$75.00 security deposit	\$75.00 security deposit
Agora Minto-Orléans Outdoor Plaza	Approximately 10,000 sq. ft; concrete landscaped area located in front of the Centre; includes a 400 sq.ft. stage area designed by artist Maskull Lasserre, including a sculpted stainless steel and bronze piano and a piano stool sculpted from a bolder found on the site. Reserved in 6-hour fixed blocks time.	\$224.20/day	\$224.20/day
OYP Theatre School Studios	2 studios available; measures 70 square meters (750 sq. ft.); vestibule measures 23 square meters (247 sq. ft.); audio system can support 16 inputs; mirrors and curtains on one wall in each studio; blocks, risers and in-stock set pieces can be provided upon request; available 9am – 4pm Mon - Fri; 5pm – 10pm Sat – Sun	\$42.20/hour (does not include HST)	\$21.10/hour (does not include HST)

PERSONNEL		
House Manager	Minimum 6-hour call *If you are hosting an event of more than 100 people and/or you would like to use our bar services, a house manager may be required. The house manager is on your on-site contact on the day of the event.	\$169.32/6 hours \$28.24/additional hour \$42.30/overtime hour
Guest Services	If your rental starts before 8:30am or ends after 10:30pm and you don't have a house manager present, there will be a fee for a Guest Services staff member to keep the building open.	\$21.18/hour \$31.77/overtime hour
Parking Attendants	If required.	\$19.21/hour
Event Security	If required.	\$18.71/hour

ADVERTISING AND MARKETING

If your event is for the public, please provide the following information to be published on our website:

- Graphic for your event (72 or 150 dpi and a width of 350 x 280 pix)
- Description of your event (100 words or less)

Upon completion of the signed license agreement, our marketing department will contact you regarding additional optional marketing opportunities not included with the rental of the space. For more information, please inquire with Marc Carrière at marc.carriere@ottawa.ca or (613) 580-2424 ext. 22665

ADDITIONAL FEES

Insurance Premiums

User must provide proof of \$2,000,000.00 public liability and property damage insurance (HST exempt). Certificate must list the City of Ottawa as an additional insured. Please enquire for rates of coverage available under the City of Ottawa's policy.

SOCAN (Performing Rights License)

SOCAN is a live music royalty fee applied by the Society of Authors & Music Publishers of Canada. For additional information please visit www.socan.ca. HST applicable.

Bar Services

We can provide bar services in the Upper and Lower Lobbies, and Emmy & Victor Abboud Music Studio. Please enquire for more information. Rental clients are welcome to provide their own bar services provided a Special Occasions Permit has been obtained.

EQUIPMENT			
Category	Item	Cost with HST	Number available
Tables	Cabaret Tables – 24" diameter	Included	25
	FOH Tables – 30" x 72"	Included	19
	FOH Tables – 18.30" x 72	Included	2
	Cocktail Tables – brown; bar height, 24" diameter	Included	12
	Program Tables – grey; 30" x 72"	Included	41
Chairs	Folding Chairs – black; wing backed	Included	122
	Cabaret Chairs – armless; upholstered	Included	99
Miscellaneous	Stanchions – includes Tensa barrier and black base	Included	22
	Coat Racks	Included	5
	Garbage Cans – black metal, square	Included	6
	Easels	Included	10
	Screen & Projector	\$57.65/day	2
	Microphone & Speaker: (basic unit with an input for a 1/8 inch jack for playback and a wired Shure PG48 microphone)	\$104.05/day or \$26.05/hour	1
	Pipe & Drape	\$56.50/day for unlimited panels	10 panels (10ft x 10ft each)
WIFI	Included	n/a	
	Piano (Kanabe 6 ft) – Emmy & Victor Abboud Music Studio only	Included	1
	House Coat Check	\$86.45 per event	1

****Please note that equipment availability is based on a first come first serve basis****

Please send your rental request to:

Sarah Conn, Booking Agent
245 Centrum Blvd. Ottawa ON K1E 0A1

Email: sarah.conn@ottawa.ca
Phone: 613-580-2424 ext. 15930

DO NOT INCLUDE IN PDF!!!

Additional equipment information:

Piano in multipurpose room:

- Young & Chang
- Model U116S
- Serial 1858346
- Purchased in 1996
- Approximately 4'6" Wide x 4' High x 2' Deep
- Medium brown
- Commercial grade wheels and frame

Piano in music studio:

- Kanabe 6ft

Portables screen:

- 70" x 70"

Pipe and drape:

- Black
- 4 booths worth