

# Buddies In Bad Times Theatre Cabaret Rental Information

## The Venue

### **Capacity & Seating**

The Cabaret is a 25' x 30' room with a raised stage (17- 3/4" wide, 10' deep, 1' 5 1/2" tall) and small mezzanine at the back of the house. The stage is accessible by two sets of steps (downstage left and upstage right), and an access ramp can be provided if needed. Please note that the inclusion of an access ramp does require some setup time.

There is a staircase from the mezzanine to audience level in the centre of the room. The bar exists at audience level at the back of the house, underneath the mezzanine.

The Cabaret holds a maximum seated audience of 95 (combination of chairs and stools) depending on the seating layout.

### **Accessibility**

Buddies In Bad Times Theatre is a registered venue with the [Toronto Accessible Venues List](#) and is [committed to the Accessibility for Ontarians with Disabilities Act \(AODA\)](#). There are access ramps leading into the building and into the Cabaret, and a temporary ramp can be placed in the Cabaret for access to the stage. Please note that any aspects of your event that are to be made available to patrons must be accessible to all.

An access lift to our basement and mezzanine levels is available for artists, patrons, and staff members who require it.

Please let us know if your team or community have any access needs that we should be mindful of in the planning of your event.

### **Tech**

Use of the Cabaret includes access to a house lighting plot, sound system, and an in-house projector and screen (fixed position).

Any requests to change the house lighting plot must be made to the Rental + Events Manager. Changes made and restoration thereafter must be included in your daily schedule. Requests for these changes will be considered based on the venue and event's schedule and are not guaranteed.

Please note that all venue equipment may only be used when a Buddies' technician is present to operate or supervise operation.

## **Schedule**

Buddies in Bad Times Theatre's standard daily rental includes 8 working hours in the space with a technician, including a mandatory 1 hour meal break no more than 5 hours into the shift. Weekly rentals include up to 40 working hours in the space and must include at least one dark day. Each day also requires a mandatory 1 hour meal break no more than 5 hours into the shift. Both daily and weekly rentals are held to an 8 hour working day. Beyond these hours there is an additional overtime charge of \$37.50/hr. If a daily schedule is set to go beyond 10 hours, an additional daily rental fee may apply.

Due to our weekly late night programming, all rentals that fall on a Friday or Saturday evening are required to be completed by 10PM. Buddies in Bad Times Theatre will regain control of the Cabaret and the Dressing Room at 10PM.

*These timelines include not only the completion of the event, but the restoration of the Cabaret back to its regular, or a reasonable, state (at the discretion of the technician).*

Buddies in Bad Times Theatre has dedicated weekly time in the Cabaret for our Community & Educational Programming, and will no longer have Mondays available for outside rentals. For weekly rentals, Monday can be the dedicated dark day.

## **Additional Regulations**

- All set pieces, curtains, and material goods should be adequately fire proofed, especially if they are to be rigged.
- Use of confetti, glitter, sand, paint, or any other substance that may be impossible or difficult to remove, or may prolong maintenance of the Cabaret, is prohibited.
- The Cabaret does not have a secure grid, meaning that aerial performances are not permitted. All rigging requests must be deemed safe and have consent by a Production department lead.
- Performances that include open flame are not permitted.
- Buddies in Bad Times Theatre is located in a residential neighbourhood, meaning that sound levels will be monitored by the technician and/or manager on duty and acceptable volume limits will be enforced.

## **The Chamber**

Our mainstage space (The Chamber) is reserved for Buddies In Bad Times Theatre's season programming, and therefore is unavailable for general rentals. If you wish to be considered for our mainstage season, please contact our Interim Director of Operations and Programming, Daniel Carter: [daniel@buddiesinbadtimes.com](mailto:daniel@buddiesinbadtimes.com)

## **Rental Fees**

Cabaret Standard Daily Rate: \$650.00 (+HST)\*

- Access to the space for up to 8 hours
- Includes Box Office, Front of House, Technical, and Bar support

Cabaret Standard Weekly Rate: \$2500.00 (+HST)\*

- Access to the space for up to 40 hours
- Maximum 6 days in the space

\*Depending on the services required, discounts may be possible.

As a community space, Buddies In Bad Times Theatre is dedicated to offering the Cabaret to community artists and organizations at an accessible rate. All proceeds from standard rates that do not go towards staffing that event feed back into the Cabaret so that we may offer discounted and in-kind rates to others. If you are in need of a discounted rate, please contact the Rental + Events Manager, steph raposo: [steph@buddiesinbadtimes.com](mailto:steph@buddiesinbadtimes.com)

## **Payment**

For single day rentals, payment is due in full upon signing of the agreement.

For two day (or more) rentals, a minimum of 50% of the total fee is due in full upon signing of the agreement.

Payment can be made by cash, cheque, or credit card (over the phone).

## **Box Office & Front of House Services**

### **Ticketing**

All tickets sold to your event must be sold through the Buddies in Bad Times Theatre Box Office. No third-party sales will be approved (ie. Eventbrite, Brown Paper Tickets, etc). Only once the rental agreement has been signed, the appropriate rental fee paid, and all pertinent event information has been received, will your rental be listed on the Buddies in Bad Times Theatre website. Once listed, tickets will be available for sale.

Ticket convenience fees for telephone and internet sales are charged directly to the patron at the time of purchase and are non-negotiable.

Events that do not require Box Office services may result in a discounted rental fee. Please note that any and all pre-registered events regardless of ticket price (ie. free, PWYC, etc) require Box Office integration so as to guarantee maintenance of the venue capacity. Only events without

pre-registration, where entry is free or PWYC/by donation, should function without advance correspondence with Buddies' Box Office, as our Front of House staff can manage capacity expectations.

### **Capital Fund Ticket Levy**

Buddies In Bad Times Theatre charges a Capital Fund ticket levy of \$1 per every ticket sold (excluding complimentary tickets). This fee will be included in all advertised ticket prices. For example, if an event's ticket price is \$15 then \$14 of each ticket will be remitted to the producer and \$1 will remain with Buddies.

### **Reconciliation Payments**

Box Office reconciliation will be processed no more than 10 business days after the event and can be paid via one of the following methods:

- Direct Deposit
- Cheque - to be picked up onsite
- Cheque - to be mailed

Reconciliation may be delayed if any necessary information regarding the payment has not been provided.

Buddies in Bad Times Theatre reserves the right to deduct any and all outstanding payments to the theatre (including rental, damage, and overtime fees) from the final box office reconciliation.

### **Front of House**

All events will have a member of Buddies In Bad Times Theatre's Front of House staff available to supervise the lobby, assist with patron questions, and maintain the venue's maximum capacity.

### **Bar Service**

Bar staff will be available to sell beverages at the bar. All proceeds derived from bar sales remain property of Buddies In Bad Times Theatre and are non-negotiable. If you wish to treat your guests to complimentary drinks we are happy to provide tickets for you to distribute and keep track of the bar tab. This tab is to be in one person's name, and must be paid in full, including 20% gratuity, at the end of the evening prior to leaving the venue. Requests for drink tickets made less than 72 hours prior to the event may not be accommodated.

The bar can be open or closed during your event, but does require adequate warning in order to staff it. Last minute requests for bar service will not be accommodated.

The bar can be open during preshow and intermission, or throughout the event in its entirety. Last call will be decided upon by the bar staff and the bar may close early if sales are slow.

The bar cannot accommodate specialty cocktail requests.

Please note that due to liquor license limitations, drinks provided by the bar are not permitted to leave the Cabaret. Drinks found in the lobby, bathroom, or dressing room will be confiscated and the person responsible may be asked to leave.

## **Marketing & Promotion**

Marketing and promotion of the event is solely your responsibility. Buddies in Bad Times Theatre will not assume any responsibility for local distribution, mailings, email blasts, social media outreach or any other aspect of marketing and promotion. Shared posts on social media, or inclusion in newsletters, may be accommodated but are not guaranteed.

You as the renter are not permitted to place any posters or other promotional materials on city property (ie. poles, construction boards) or any other public area where it is deemed illegal to do so. If Buddies in Bad Times Theatre is held liable for an infraction due to the placement of promotional materials, the Renter agrees to reimburse Buddies in Bad Times Theatre the total amount of said infraction.

In order to have your event listed on the Buddies In Bad Times Theatre website, we require an event description, ticket price (where applicable), a promotional image you would like alongside the event listing, and a signed rental agreement.

## **Rental Inquiries**

For inquiries as to the availability of the Cabaret or Ante Chamber, please fill out our [Rental Intake Form](#). The Rental & Events Manager will respond to your request within 10 business days. Please note that February and June are busy months as they host our Rhubarb Festival and Queer Pride Festival and are not open to outside rentals. These busy periods may result in response delays at that time of, and in the lead up to, those festivals.

Rentals are subject to availability and approval from the theatre management. If approval is granted, the renter will be contacted for confirmation and/or further questions regarding your rental.