



Buddies in Bad Times Theatre Cabaret Rental Information

Space Particulars:

The Cabaret holds a maximum audience of 100 (combination of chairs and stools). If your rental falls on a Friday or Saturday evening, your event must be completed by 10pm and the Cabaret must be restored to a reasonable state (at the discretion of the technician). Buddies in Bad Times Theatre will regain control of the Cabaret at 10pm on Friday and Saturdays, in order to facilitate our weekly late night programming.

Rental Particulars:

- For daily rentals, the cabaret is available for 8 hours. Weekly rentals include 40 hours. Above this there is an additional charge of \$25 per hour. A discounted rate may be offered at the discretion of Buddies in Bad Times Theatre to rentals that don't exceed 4 hours.
- Included in the rental fee are the services of one technician to assist with set up/tech requirements and to run basic lights and sound. The technician is available for a maximum of 8 hours per day or forty hours per week (including appropriate breaks). A lighting and sound package, inventory to be provided. An additional fee of \$100 per day applies to projector rental (subject to availability and approval by the Theatre).
- Front of House personnel will be on staff to assist with patrons.
- 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 negotiate a reasonable rate and provide tickets for you to distribute. It is expected that the bar tab be paid in full, including gratuity, at the end of the evening prior to leaving the theatre. Due to our commitment to our alcohol sponsors and the regulations set forth by the AGCO (Alcohol Gaming Commission of Ontario), we regret that we cannot allow renters to bring in sponsored alcohol for rental events.
- Tickets may be sold through the Buddies in Bad Times Theatre box office at an additional cost (see rental fees). Box office service includes walkup, telephone and internet sales. Please note that **all tickets sold** must be through the Buddies in Bad Times Theatre box office. Third party sales will not be approved (ie. Eventbrite, Brown Paper Tickets). Only once an agreement has been signed, the appropriate rental fee paid and all pertinent event information has been received will rentals be listed on the Buddies in Bad Times Theatre website. Once listed, tickets will then 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**.
- Glitter, confetti or any other material or substance, which could extend the time for general maintenance and increase cost of labour is not permitted to be used in the venue.
- Buddies in Bad Times Theatre is an accessible venue

Marketing and Promotion:

Marketing and Promotion of the Renter's event is the sole responsibility of the Renter. 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, as it pertains to the Renters event.

The Renter shall not 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 Renter's placement of promotional materials, the Renter agrees to reimburse Buddies in Bad Times Theatre the total amount of said infraction.

Rental Fees:

Evening: * \$350 excluding box office service. Includes listing on the Buddies in Bad Times Theatre website (plus a \$1 per ticket Capital Fund Charge). No third party ticketing (ie. Eventbrite, Brown Paper Tickets).

Evening: * \$450 including box office service and listing on the Buddies in Bad Times Theatre website (plus a \$1 per ticket Capital Fund Charge). No third party ticketing (ie. Eventbrite, Brown Paper Tickets).

Weekly: * \$1500 including box office service and listing on the Buddies in Bad Times Theatre website (plus a \$1 per ticket Capital Fund Charge). No third party ticketing (ie. Eventbrite, Brown Paper Tickets).

- **Rental fees are subject to 13% HST, which will be added to the above prices at the time of booking.**

Payment:

Evening: Payment is due in full upon signing of the agreement (non-refundable deposit).

2 or more/ Weekly: A minimum of 50% (non-refundable deposit) is due upon signing of the agreement.

Buddies in Bad Times Theatre reserves the right to deduct any and all outstanding payments to the theatre from the final box office reconciliation or may refuse to deliver or retake possession of the theatre until all payments have been made.

DJ/Live Music:

Buddies in Bad Times Theatre is located in a residential neighbourhood. If your event or post-show party includes a DJ, please note that sound levels will be monitored by the manager on duty and acceptable volume limits will be enforced. Buddies in Bad Times Theatre reserves the right to approve your choice of DJ, in order to ensure volume control.

Live bands or concert style shows are welcome in our space. Please note that due to the potential for noise bleed, booking for these events is limited to dates when our mainspace is dark.

Our Main Stage Space:

Buddies' main stage, the Chamber, is reserved for our season programming and therefore unavailable for general rentals. If you wish to be considered for our mainstage season, please contact our Artistic Director Evalyn Parry by email: evalyn@buddiesinbadtimes.com.

Rental Inquiries:

Contact Shawn Daudlin, Managing Director, for availability. Rental proposals must include: a brief synopsis of the event, any specific technical information required, your optimal dates and times, request for use of box office (if desired), and a contact name and phone number. Rentals are subject to availability and approval from the theatre management. If approval is granted, the renter will be contacted for confirmation at which time arrangements will be made to sign a rental agreement and pay a non-refundable deposit.

Shawn Daudlin, Managing Director
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