



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 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 Saturdays, in order to facilitate our weekly late night programming.

Rental Particulars:

- 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). If the Renter wishes to extend the tech call, the Theatre must be notified in advance and overtime charges will apply at a rate of \$25/hour payable directly to the technician by the end of the call.
- 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**.
- 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 when choosing this option **all tickets sold** must be through the Buddies in Bad Times Theatre box office. Third party sales will not be approved. 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**.
- Renters have use of the cabaret piano (subject to availability and approval by the Theatre). The piano is offered as is. Cost of tuning, by a Buddies in Bad Times Theatre approved piano tuner, will be incurred by the Renter.
- 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.

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).

Evening: * \$450 including box office service and listing on the Buddies in Bad Times Theatre website (plus a \$1 per ticket Capital Fund Charge).

Weekly: * \$1500 including box office service and listing on the Buddies in Bad Times Theatre website (plus a \$1 per ticket Capital Fund Charge).

- **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.

Our Main Stage Space:

Buddies' main stage, the Chamber, is reserved for our season programming and therefore unavailable for general rentals.

Rental Inquiries:

Contact Shawn Daudlin, General Manager, 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, General Manager
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