

**FACILITY RENTAL RATES – 2017-2018**

<b>SPACE</b>	<b>ARTS, EDUCATIONAL &amp; NON PROFESSIONAL CO.</b>		<b>ALL OTHERS</b>	
<b>FULL DAY</b> – Includes technician (8 hours) & House Manager (5 hours):				
Main Theatre	\$ 625.00		\$ 800.00	
Colin Jackson Studio Theatre	\$ 500.00		\$ 625.00	
<b>HALF DAY</b> – Minimum 4 hour call:				
	Technician Only	Technician & House Manager	Technician Only	Technician & House Manager
Main Theatre	\$280.00	\$420.00	\$355.00	\$495.00
Colin Jackson Studio Theatre	\$205.00	\$315.00	\$325.00	\$430.00
<b>HOURLY RATES:</b>				
Colin Jackson Studio Theatre (space only)	\$33.00/hour or portion		\$55.00/ hour or portion	
Rehearsal Hall	\$22.00/hour or portion		\$ 40.00/hour or portion	
Studios: Gendis, Huband Imperial, Annex	\$18.00/hour or portion		\$30.00/hour or portion	
Board Room	\$25.00/hour or portion		\$35.00/hour or portion	
Lounge & Lobby (includes House Manager)	\$55.00/hour or portion		\$85.00/hour or portion	

**Included with the Main Theatre & Colin Jackson Studio Theatre:**

Includes 1 technical supervisor for 9 consecutive hours per day (includes a 1 hour unpaid meal break). Over 8 working hours, \$41.25 per hour is charged. Includes 1 House Manager for 5 consecutive hours per performance day. Over 5 hours and up to 8 hours, \$27.50 per hour is charged and \$41.25 per hour over 8 hours. Technical or house management hours are neither bankable nor transferable to another day. If 2nd Technician is required, fee is \$27.50 per hour and \$41.25 per hour over 8 hours. 2nd Technician is based on a minimum 4 hour call.

Includes the use of the Lobby and/or Lounge as well as the café upon request. The cost to have the second café location open is \$50.00 per day.

When the rental period is 2 or more consecutive days and one or more of those days is less than an 8 hour day, there is an additional charge of \$50.00/partial day for the use of the space.

**SEATING CAPACITY:**

Main Theatre = 323 seats

Colin Jackson Studio Theatre = 100 seats

**Hours of operation are between 9:00 a.m. and 12:00 midnight.**

**ADDITIONAL COSTS:**

**Colin Jackson Studio Screen:**

\$25.00 / use or per day

**Mainstage Screen (9' X 12'):**

\$75.00 / use or per day

**Projector:**

\$50.00 / use or per day

**Dedicated Internet Line (Mainstage Only):**

\$100.00 / use

**CAFÉ/LOUNGE:**

The fee for renting the Lounge & Lobby alone includes 1 House Manager for up to 8 hours in one day. Over 8 hours, an additional \$13.75 per hour is charged.

Additional fees over and above the theatre or room rental/lobby rate are to be negotiated if a reception is taking place. PTE does not provide catering services. The use of catering companies to provide food is permitted; however, PTE must be notified of these arrangements.

Although PTE has a liquor license, it is predicated on a "performance" taking place. For example, if the activity is only a reception and a performance is not taking place, alcoholic beverages cannot be served. Only alcoholic beverages purchased by PTE and sold through PTE's café and lounge are permitted on PTE premises.

**HOUSE MANAGER:**

For events with an audience or a significant number of participants a PTE House Manager is required (to be determined by PTE). When not included in the rate, \$27.50 per hour up to 8 hours (minimum call is 3 hours) is charged over and above the room/lobby rental rate. For over 8 hours of work in one day, \$41.25 per hour is charged.

NOTE: Additional costs will apply for Prairie Theatre Exchange staff hours if rental takes place on a statutory holiday. All person and theatre rental hours are based on a minimum 4 hour call.

**For information please contact:**

Mainstage, Colin Jackson Studio & Rehearsal Hall

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Studios, Board Room & Lounge/Lobby

Donna Evans, Accountant  
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