

Asper Centre for Theatre and Film

Rates & Conditions Information

The Venue Technician must be present for all activities in the Theatre*

Please note that this is a summary of key points only and is **subject to change**. For complex set-ups, estimates are available in advance. Details on current rates and restrictions are available from our office.

INCLUDED IN THE BASE RENTAL RATE

- Use of the theatre for 8 working hours daily (see conditions below for work beyond 8 hours)
- One Venue Technician to assist you and your staff as necessary
- Stock lighting plot (Venue Technician to operate computer lighting console)
- Stock sound configuration including 2 wireless hand-held microphones, CD player or computer audio connection
- Main projector, permanent (Epson Z8050, 7000 Lumen) - VGA connections available at stage podium OR control booth
 - PROGRAMMING of CONTENT NOT INCLUDED, Playback device not included, **advance notice required**
- Stock masking configuration
- Stock seating of 107 on main floor + 48 on balcony (conditions apply for balcony seating)
- Access to an additional 40 audience chairs (should adequate space and installation time be available)

AVAILABLE FOR ADDITIONAL COSTS/FEE'S

Call us early and before planning on any of these items

- Auxiliary projectors (**call for information/limitations before planning**) - PROGRAMMING CONTENT NOT INCLUDED
- Access to digital sound mixer for more complex sound needs - requires second technician (Provided by UW or Client)
- Re-configurations of **Masking, Lighting, Seating**
 - We can provide staff to assist you in re-configurations, or you can provide your own staff (under the supervision of the Venue Technician). Please take this configuration time into consideration when planning your schedule

RATES & CONDITIONS

All rates are subject to change - actual rate charges will be those in effect at the time services are used

The Venue Technician must be the last person out of the building at **End of Day*

Regular Rates

All rates are subject to overtime rates and conditions (see "Overtime Conditions" for more information)

- Primary Venue Technician: Included in daily rental for 8, regular working hours
- Additional Technical Crews: \$13.50/hour
- Ushers: \$13.50/hour
- House Manager: \$15.00/hour

Overtime Conditions

Overtime charges are DOUBLE THE REGULAR RATE and are pro-rated to the nearest half hour or part and apply to ALL positions. More detailed information can be found in the "**Technical Support and Staffing**" section of the Contract

- Daily work hours exceeding 5 hours without a 1 hour meal break (no activity permitted in the theatre at meal breaks)
- Daily, regular work hours exceeding 8 hours (excluding meal breaks)
- Weekly, regular work hours exceeding 40 hours
- Any work on a 7th consecutive day (in lieu of a day off) - See contract for more information about days off
- Any work between 1:00am and 7:00am
- Any work on a Statutory Holiday

For more information, contact Allison Loat

Production Coordinator, Department of Theatre and Film

a.loat@uwinnipeg.ca

204-786-9970

Asper Centre for Theatre and Film House Management Information Sheet

The Asper Centre for Theatre and Film building is locked during evenings and weekends

A Minimum of 1 House Manager and 2 Ushers are required for each public event

The House Manager must be present in the lobby at all times from a minimum of 1 hour before the public will

USING OUR STAFF HOUSE MANAGER

Our House Manager will unlock the main building and theatre doors for your patrons and will:

- Be familiar with University of Winnipeg emergency procedures, contacts, and facility amenities;
- Supervise ushers (staff or volunteer) and provide professional direction for their operations;
- Manage patron admission, safety, and services
- Remain in the lobby for the duration of your event to assist late-comers and for security purposes;
- Need to be provided with pricing information about your show and admission requirements or restrictions;
- Require any reservation lists, ticket stock, and cash float (for paid admission events) at least 1 hour before

USING YOUR OWN HOUSE MANAGER

(Keep a copy of this sheet with you for reference AT ALL TIMES during the event)

Your House Manager will be required to have an access card and MUST BE:

- Responsible for overseeing ticket distribution, maintaining safety of audience members and adhering to the
- MUST be in attendance **in the lobby** throughout the time when patrons are in the building (including after
- Responsible for any special seating arrangements that must be undertaken to accommodate patrons in
- Responsible for the conduct and facility orientation of user-provided ushers (including emergency
- Responsible for contacting Campus Security immediately in the event of an emergency situation. This
- Notifying the Supervising Venue Technician immediately using the intercom system, should assistance be
- Available to meet with a Department representative **in advance**, to review facility access, emergency

USHERS

- If the balcony is to be used for audience seating, 3 volunteer ushers will be required;
- Must be given facility orientation by House Management, including fire exit locations, and seating
- May attend performances (unless required by the House Manager to remain in the lobby);
- Must be available to assist patrons exiting the theatre in the event of an emergency or illness

FACILITY INFORMATION

**SECURITY - EMERGENCY (204) 786-6666
OR via the phone at the lobby desk**

- SECURITY - Non Emergency line (204) 786-9272
- Food and drink is not normally allowed in the theatre
- Capacity is NOT to be exceeded - **NO ONE is permitted to sit in any aisle or exit area**
- UPON HEARING A FIRE ALARM - **Facility MUST be evacuated IMMEDIATELY**