

KELOWNA COMMUNITY THEATRE – FACILITY USE AND TICKETING FEES & CHARGES

As of January 1, 2026

- All rates are subject to taxes unless otherwise stated.
- As of September 1, 2025, all Main Stage - Performance and Black Box - Performance rentals are required to ticket their events (including all VIP event, meet & greet or similar artist experiences) through The Box Office.
- As of September 1, 2025, Capital Improvement Fees (CIF) are to be applied to all Main Stage - Performance and Black Box - Performance rentals.
- On January 1, 2027 and every year thereafter, the Rental Rate Basic Fee and Technical Support Fee will increase by 3% rounded to the nearest \$1.00. All other fees will be evaluated periodically.
- Ticket Fees apply to all complimentary tickets issued to the client (with the exception of those issued to performers, graduates and competitors). Complimentary tickets may not be resold. For Main Stage – Performances, where the number of complimentary tickets issued for a single paid performance is greater than 15% of house capacity the rental client will incur a charge of 2.5X the Basic Fee for the rental plus 15% of the original ticket price of each complimentary tickets issued.

LOBBY – RECEPTION OR MEETING

- The Lobby, as an open space, is available for rental when the Main Stage is not booked or during Main Stage Rehearsals and is bookable 60 days in advance.
- If required theatre technical staff may be added to the booking at the renter's expense.
- FOH services may be available in consultation with staff.
- Minimal technical support is available and is included with the rental.

Rental Rates for Lobby (3-hour rental)	Basic Fee
Commercial	\$273.00
Non-profit Organization	\$192.00
Local Non-profit Organization	\$137.00
City of Kelowna	\$83.00
Additional rental hours (after 3 hours)	20% of the Basic Fee per hour

MAIN STAGE – PERFORMANCE

- A theatre technician is included with the first 8 hours of the rental.
- Includes 6 hours of Front of House (FOH) support – ticket takers, concession, ushers
- A theatre technician must be present at all times during use of the Main Stage.
- A minimum of two (2) Theatre Technicians are required during a Main Stage for Performance rental.

Rental Rates (12-hour maximum)	Basic Fee
Commercial	\$1,715.00
Non-profit Organization	\$1,201.00
Local Non-profit Organization	\$858.00
City of Kelowna	\$515.00
The final rental charge will be either the basic fee as stated above, OR 10% of gross ticket sales net of taxes (capped at 2.5 x the Basic Fee), whichever is the greater amount. Where the number of complimentary tickets issued for a single paid performance is greater than 10% of house capacity, the rental client will be charged 2.5X the Basic Fee for the rental.	
Additional rental hours (after 12 hours)	20% of the Basic Fee per hour
Extended Multi-Day Rental (Commercial only) (minimum of 14 consecutive days excluding dark days)	70% of the Basic Fee
Dark Day Rate during rentals of 14 consecutive days or longer (maximum 2 days)	15% of the Basic Fee
Additional Same Day Performance (including school group performances) (includes 3 additional FOH hours and 4 additional Tech hours)	50% of the Basic Fee per additional performance OR 10% of gross ticket sales for all performances within the day. The rental rate charged is capped at 2.5X the total rental rate for the day (Basic Fee + Additional Same Day Performance Fee).
Public Dress Rehearsal (includes 1.5 additional FOH hours)	25% of the Basic Fee

MAIN STAGE – REHEARSAL/STUDIO PERFORMANCE

- Rehearsal days are only available in preparation for a Main Stage - Performance rental at KCT.
- A theatre technician is included with the first 4 hours of the rental.
- A theatre technician must be present at all times during use of the Main Stage.
- Rehearsal days do not include access to Lobby/Front of House.
- Rehearsal/studio performances do not include public access to the Auditorium

Rental Rates (12-hour maximum)	Basic Fee
Commercial	\$858.00
Non-profit Organization	\$601.00
Local Non-profit Organization	\$429.00
City of Kelowna	\$258.00
Additional rental hours (after 12 hours)	20% of the Basic Fee per hour

BLACK BOX – PERFORMANCE

- Rates include lighting and sound equipment dedicated to the Black Box, tables, fridge and bar and do not include additional equipment or technical support.
- Technical support is required for events that involve making changes to the existing lighting or sound system.
- If warranted, due to safety or complex technical needs, theatre technical staff may be added to the booking at the renter's expense.
- Capital Improvement Fee (CIF) is applicable for all Black Box – Performance rentals.

Rental Rates (12-hour maximum)	Basic Fee
Commercial	\$579.00
Non-profit Organization	\$406.00
Local Non-profit Organization	\$290.00
City of Kelowna	\$175.00
Extended Multi-Day Rental (Commercial only) (minimum of 14 consecutive days excluding dark days)	70% of the Basic Fee
Dark Day Rate during rentals of 10 consecutive days or longer (maximum 2 days for each 14 day run)	15% of the Basic Fee
Additional rental hours (after 12 hours)	20% of the Basic Fee per hour
Access to Lower Hallway and Dressing Room A (when available)	\$85.00 per day

BLACK BOX – MEETING OR REHEARSAL (NO AUDIENCE/OPEN ATTENDANCE)

- Rates include lighting and sound equipment dedicated to the Black Box, tables, fridge and bar and do not include additional equipment or technical support.
- Technical support is required for events that involve making changes to the existing lighting or sound system.
- If warranted, due to safety or complex technical needs, theatre technical staff may be added to the booking at the renter's expense.

Rental Rates (12-hour maximum)	Basic Fee
Commercial	\$289.00
Non-profit Organization	\$202.00
Local Non-profit Organization	\$145.00
City of Kelowna	\$87.00
Extended Multi-Day Rental (Commercial only) (minimum of 14 consecutive days excluding dark days)	70% of the Basic Fee
Dark Day Rate during rentals of 14 consecutive days or longer (maximum 2 days for each 14 day run)	15% of the Basic Fee
Hourly Rate (after 12 hours)	20% of the Basic Fee per hour
Access to Lower Hallway and Dressing Room A (when available)	\$85.00 per day

ADDITIONAL FEES

- Additional Fees not subject to an annual increase.
- Socan and Resound fees must be submitted as per copyright legislation by the Agreement Holder

Additional Technical Support	Fee
Theatre Technicians hourly rate (after those hours included in the specific rental, minimum call-out 2 hours)	\$59.00 per hour
Theatre Technicians overtime (after 8 hours and up to and including 10 hours)	\$88.50 per hour
Theatre Technicians double-overtime (after 10 hours)	\$118.00 per hour
Black Box Technical Support and Call-in (minimum 2-hours)	\$59.00 per hour

Capital Improvement Fee	Fee
Capital Improvement Fee (Main Stage events)	\$2.25 per admission paid, by donation or complimentary As of January 1, 2029 - 2.50 per attendee As of January 1, 2032 - 2.75 per attendee
Capital Improvement Fee (Black Box - Performance)	\$85.00 per day As of January 1, 2029 - 95.00 per day As of January 1, 2032 - 105.00 per day

Additional Service Fees	Fee
Merchandise Fee: Percent (%) of gross proceeds net of taxes from commercial client merchandise (CDs, clothing, event souvenirs) sales	15% if KCT sells 10% if renter sells
Front of House Bar – Restocking Fee	\$100.00 per product category
Lobby and Black Box equipment set-up and take-down (including stage risers, tables and chairs)	\$120.00 each instance
Front of House services after first 6 hours.	\$100.00/hour or portion thereof
Towel Service	\$3.00 per item
Statutory Holiday Fee	\$500 per day
Live-stream Fee (all rental spaces), if charging for access to a live-stream link during a performance.	\$75.00
Piano Tuning/ Security Services/ Labour Crew	Full cost recovery plus 10% Administration Fee
Janitorial Services for additional cleaning as determined by theatre management	Market Rate (\$300 minimum)

THE BOX OFFICE – FEES & CHARGES

1375 Water Street, Kelowna, B.C.

- All rates subject to taxes unless otherwise stated.
- The rates in the Bylaw are effective as of September 1, 2025.

TICKET SERVICES

- Unauthorized ticket sales will incur a \$500.00 fee plus the recouperation of revenues lost for the unauthorized activity.
- Gift cards are available for purchase at the box office and can be used for any event. Gift cards are non-refundable or transferable and do not expire. After 24 months of inactivity, an annual administration fee of 2.5% will be applied.

TICKET SERVICES - KELOWNA COMMUNITY THEATRE (MAIN STAGE)

A Ticket Fee applies to all complimentary tickets issued to the client. Complimentary tickets may not be resold. Where the number of complimentary tickets issued for a single paid performance is greater than 15% of house capacity, the agreement holder will be charged 15% of the base ticket price for each ticket issued.

Box Office	Fee
Box Office Ticket Service Fee (tickets sold via Internet, phone or box office for all events including VIP, meet & greet or similar artist experiences).	15% of gross ticket price
Subscription Ticket Fee (3+ shows sold together as a season)	30% Discount applied to Box Office Ticket Service Fee
Free or Complimentary Issued Tickets up to 15% house capacity	\$1.00 per ticket
Free or Complimentary Issued Tickets over 15% of house capacity for paid performance	15% of the original ticket price
Set-up Fee (Commercial and Non-profit Organization) excludes Local Non-profit Organization	\$150.00 per event
Alternate entry mechanisms used by festivals and multi-day events	15% of gross admission sales with on-site box office 10% of gross admission sales without onsite box office
Charitable Donations – some restrictions apply	5% processing fee
Ticket Delivery Fee	Tickets delivered through Will Call or Email are included in the Ticket Service Fee Tickets delivered through Canada Post are \$4.00 per order

Cancellations: • Promoter Cancellation Fee • Promoter Change of Date Fee • Patron Cancellation (only if the show permits cancellations)	\$500 + 5% of gross sales \$5.00 per ticket + 5% of gross sales refunded Credit issued for ticket – less the ticket service fee
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TICKET SERVICES - COMMUNITY TICKETING AND KCT BLACK BOX

A Ticket Fee applies to all complimentary tickets issued to the client. Complimentary tickets may not be resold.

Box Office	Fee
Box Office Ticket Service Fee (Charged per each individual ticket sold via Internet, phone, box office or at the door) Minimum ticket fee for any ticket is \$2.50	With onsite Box Office Services: 15% of gross ticket price or \$150.00 whichever is greater Without on-site Box Office Services: 10% of gross ticket price or \$100.00 whichever is greater.
Set-up Fee (Commercial and Non-profit Organization) excludes Local Non-profit Organization	\$75.00 per event
Subscription Ticket Fee (3+ shows sold together as a season)	30% Discount applied to Box Office Ticket Service Fee
Complimentary Issued Tickets	\$1.00 per ticket to a maximum of 15% of house capacity.
Complimentary Issued Tickets over 15% of house capacity for paid performance	15% of the gross ticket price
Charitable Donations – some restrictions apply	5% processing fee
Cancellations: • Promoter Cancellation Fee • Promoter Change of Date Fee • Patron Cancellation (only if the show permits cancellations)	\$100 + 5% of gross sales refunded \$2.50 per ticket + 5% of ticket value for tickets refunded Credit issued for ticket – less the ticket service fee

Supplementary Marketing Support	Fee
Marketing support provided using a la carte or multi-package options	Full cost recovery + 10%
Basic graphic design support	\$75.00 per hour