City of Kelowna Active Living & Culture Fees and Charges Bylaw No. 9609
SCHEDULE H (Updated)

Kelowna Community Theatre – 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 August 1, 2022.
- On January 1, 2024 and every year thereafter, the Rental Rate Basic Fee will increase by 2%. All other fees will be evaluated periodically.

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	$260.00
Non-profit Organization	$182.00
Local Non-profit Organization	$130.00
City of Kelowna	$78.00
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

Rental Rates (12-hour maximum)	Basic Fee
Commercial	$1,600.00
Non-profit Organization	$1,120.00
Local Non-profit Organization	$800.00
City of Kelowna	$480.00
The final rental charge will be either the basic fee as stated above, OR 10% of gross ticket sales (capped at 2.5 x the Basic Fee), whichever is the greater amount. Where the number of complimentary tickets issued for a single performance is greater than 10% of house capacity the rental client may be charged up to 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 10 consecutive days or longer (maximum 2 days for each 10 day run)	15% of the Basic Fee
Additional Same Day Performance (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 or performances to school groups on the same day as ticketed performances (includes 1.5 additional FOH hours and 2 additional Tech hours)	25% of the Basic Fee

MAIN STAGE – REHEARSAL
- Rehearsal days are only available in preparation for a performance.
- A theatre technician is included with the first 4 hours of the rental.
- Rehearsal days do not include access to Lobby/Front of House.

Rental Rates (4 hours)	Basic Fee
Commercial	$800.00
Non-profit Organization	$560.00
Local Non-profit Organization	$400.00
City of Kelowna	$240.00
Additional rental hours (after 4 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 lighting system 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.
- FOH services are not included with Black Box rentals. If FOH services are required, arrangements can be coordinated with the Patron Services Coordinator.
- Capital Improvement Fee (CIF) is not applicable on admissions.

Rental Rates	Basic Fee
Commercial	$540.00
Non-profit Organization	$378.00
Local Non-profit Organization	$270.00
City of Kelowna	$162.00
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 10 day run)	15% of the Basic Fee
Access to Lower Hallway and Dressing Room A (when available)	$80.00 per day

BLACK BOX – MEETING OR REHEARSAL (NO AUDIENCE)
- 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 lighting system 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	Basic Fee
Commercial	$240.00
Non-profit Organization	$168.00
Local Non-profit Organization	$120.00
City of Kelowna	$72.00
Hourly Rate (after 12 hours)	30% of the Basic Fee per hour
Access to Lower Hallway and Dressing Room A (when available)	$80.00 per day

ADDITIONAL FEES
- **Additional Fees not subject to an annual increase.**

Additional Technical Support	Fee
Theatre Technicians hourly rate (after those hours included in the specific rental, minimum call-out 2 hours)	$53.00 per hour
Theatre Technicians overtime multiplier (after 8 hours and up to and including 10 hours)	1.5 times the rate per hour per technician
Theatre Technicians overtime multiplier (after 10 hours)	2 times the rate per hour per technician

Additional Service Fees	Fee
Capital Improvement Fee (Main Stage ticketed events)	$2.00 per admission paid, by donation or complimentary
Capital Improvement Fee (Main Stage un-ticketed events)	To be negotiated by KCT Manager and approved by the Divisional Director or their delegate
Percent (%) of gross proceeds from commercial client merchandise (CDs, clothing, event souvenirs) sales	15% if KCT sells 10% if renter sells
Front of House Bar/restocking	$100.00 per category
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
SOCAN and ReSound fees	As per copyright legislation
Piano Tuning/ Security Services/ Labour Crew (if arranged by KCT)	Market rate
Janitorial Services for additional cleaning as determined by theatre management	Market Rate ($300 minimum)

FRONT OF HOUSE SERVICES
- As of August 1, 2022, all mainstage rentals will be required to ticket their events through the KCT Box Office.
- 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 performance is greater than 10% of house capacity the rental client may be charged up to 2.5X the Basic Fee for the rental.
- All events will be listed on the theatre.kelowna.ca website with no additional charge. Supplementary marketing packages are available.

Box Office	Fee
Box Office Ticket Service Fee (charged per each individual ticket sold via Internet, phone or box office)	Ticket Price is: Up to $15: $4.00 $15 - 25: $5.50 $25-45: $7.00 $45 to $65: $8.00 $65 to $85: $9.00 $85+: $10.00
Subscription Ticket Fee (3+ shows sold together as a season)	35% Discount applied to Box Office Ticket Service Fee
Free or Complimentary Issued Tickets	$1.00 per ticket
Set-up Fee (Commercial and Non-profit Organization) excludes Local Non-profit Organization	$150.00 per event
Festivals and multi-day events using alternative entry mechanisms	To be negotiated by KCT Manager and approved by the Divisional Director or their delegate
Cancellations: • Promoter Cancellation Fee • Promoter Change of Date Fee • Patron Cancellation (only if the show permits cancellations) • City of Kelowna Cancellation	 $500 + 2.5% of gross sales $5.00 per ticket + 2.5% of ticket value for tickets refunded Credit issued for ticket – less the ticket service fee 100% refunded with no fee to promoter

Supplementary Marketing Support	Fee
Marketing support provided using a la carte or multi-package options	$50 -$2500

Concession	Fee
A variety of alcoholic and non-alcoholic beverages and snacks will be offered for sale from concessions located within KCT.	Varied