

Capitol Theatre Guide to Services

The Capitol Theatre is a non-profit organization whose primary function is:

1. To provide and facilitate a spectrum of arts experiences for the whole community, with an emphasis on developmental opportunities for youth.
2. To provide, maintain and enhance facilities for the arts.
3. To sustain and increase local and regional community participation, partnerships and support, reach out to new audiences and generate “sold out” houses.
4. To be accountable through sound governance, management and financial practices.

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Physical address: 421 Victoria Street

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Assistant Manager/Box Office:	Eva McKimm	capitol@netidea.com
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1. Renting the Capitol Theatre

Booking of The Capitol Theatre occurs on a first come, first served basis. Deposits are required to reserve a date.

Rentals are based on an 8-hour period, with a one hour supper break for the Capitol Technicians that is built into the setup schedule. Cast and crew will not be allowed in the theatre during that time.

A. Contact us.

Please contact us to discuss the type of event you want to present and to review the dates and services that are available. After you find an available date and provide the necessary information on your event, we will send you a rental contract to sign and return. The contract will have all of the details of your booking, including scheduling and technical requirements.

Rental groups must designate someone who is aware of the terms of the contract and who will be at the theatre at all times during the rental period as a liaison for theatre staff and performers. **Their signature on the contract indicates that they have read and are in agreement with the guidelines and policies listed within this Guide.**

- You will pay a non-refundable deposit on your booking to secure the dates you want. The deposit is due within 10 business days of making the initial reservation and is credited to the final invoice. If you are unsure about your plans, you can request a “one hold” on a date that is more than six-months in the future. If another renter expresses an interest in the same date, they can request a “second hold” and we will contact you and give you the option of securing the date by paying the deposit or releasing the “one hold.”
- It is important to meet with us at least 4 weeks in advance of your booking to discuss the specific details of your event such as your technical, box-office and front of house needs. Remember, we can never have too much information!
- The final invoice is based on the information in the contract in conjunction with the show reports. It is important to keep us informed of any changes to your event.
- For ticketed events, the fees owing are deducted from the box-office receipts, then either a cheque or an invoice is issued for the balance. For non-ticketed events, partial or complete payment may be required in advance.

B. Deposit

A non-refundable minimum deposit of \$100.00 (depending on rental length) is due within 10 business days of making your reservation. Once your deposit is received, the date is booked. In the event that your deposit is not received within 10 business days, your reservation may be cancelled without further notice and the facilities or equipment made available to other renters. Tickets will not be sold until your event is confirmed and your deposit is received. If you make a booking within one month of your event, your deposit is due at the time you make your booking.



C. Cancellations

The Renter may cancel the booking up to 7 days prior to the booked date(s). In the event of a cancellation, the Renter will forfeit the deposit and will be responsible for any costs (such as pre-printed tickets, offsite equipment rentals, etc.) incurred by the theatre on the Renter's behalf.

D. House Seats

There are 406 seats in the theatre with 20 additional chairs that make up Row X, which include our wheelchair accessible seating. Please keep in mind that the number of seats will be reduced if you place video cameras in the audience to record your show. Videographers must have a ticket and their seats booked before your tickets go on sale.

E. Conferences

Conference bookings for the theatre are based on the Educational Institution (Unticketed) rate. Capitol staff can assist conference and meeting planners to make best use of the facility and equipment. Consistent communication between your conference coordinator and the Manager of Customer Service will ensure a successful event at the Capitol Theatre.

F. Green Room

For workshops, rehearsals and small events, you can book the green room. If you rent the theatre, the booking includes the use of the green room and dressing rooms. The Green Room is a room in which actors can relax prior to and during the show. It would be greatly appreciated by the theatre staff if the dressing rooms and Green Room could be kept clean.

G. Dressing Room

The dressing rooms can be partitioned to make two separate rooms, or left open for one big one. There are washrooms and showers on each side that are for the actors and theatre staff's use. There are well lit mirrors, including a full length mirror. No alcohol is permitted in the dressing rooms.

H. Lobby Art

The Lobby wall space may be used at the discretion of the theatre Manager. The Theatre receives a 20% commission on any sales.

I. End of Booking

All of your items must be removed from the facility immediately at the end of your booking. Nothing may be left in the theatre without the prior consent of the Technical Director. Nothing may be left in other areas of the facility without the prior consent of the theatre Manager. The Capitol Theatre will not be responsible for items left in the facility at the end of your booking. You will be charged for the rental of any spaces that contains your items.



J. Capitol Theatre Discretion

The Capitol Theatre reserves the right to deny a booking to any renter presenting material or undertaking activities contrary to Capitol Theatre objectives or contrary to the public good, as determined by the Capitol Theatre.

K. Meal Breaks

With every 8-hour rental there is a mandatory 1-hour meal break when the theatre must be cleared of all persons. The staff and volunteers are entitled to this break after a minimum of 4 hours of work.

L. Recycling

The Capitol Theatre is actively reducing its environmental impact on the local environment. You will find various recycling containers throughout the facility. Please make proper use of these canisters. Your participation is greatly appreciated!



2. Seating, Tickets and Publicity

The theatre seats 426 patrons, which consists of 406 theatre seats and 20 chairs that make up “Row X.”

PLEASE NOTE: If you are showing a movie and the projector is set up in row H, there are 30 seats that are blocked off in front of it to ensure an unobstructed picture.

A. Assigned Seating versus General Seating

If your show will definitely be a sellout, we strongly advise you to sell “assigned seats.” Ticket holders are NOT permitted to stand at the back of the theatre – everyone needs to be in a seat. Our front-of-house staff is volunteer, and assigned seats eases the ushering process for everyone, as well as eliminating the “first come, first served” rush. If your “general seating” show is a sellout, we ask that you provide 2-4 ushers to assist our volunteers in the seating process.

B. Tickets

All admission tickets for presentations at the Capitol Theatre are printed by the Capitol Theatre. All printed tickets cost \$.10 per ticket, a charge that is calculated in at the end of your rental period. There are two ticketing options available to you:

1) *We take care of all of it.* We sell and print in person or over-the-phone, advance and at-door tickets. Patrons have the choice of paying with cash, Debit, Mastercard or Visa. This can be for either assigned seating or general seating.
Cost: The above-mentioned \$.10 per ticket, plus \$1.25 facility fee per ticket, which is normally added to the ticket price at the point of sale.

2) *We print your tickets for you.* You would use this option if you are selling tickets elsewhere or at the door with your own float. We print them, you sell them. Access to the Capitol Theatre’s debit/credit card machine is not included in this option. This is for general seating only.
Cost: The above-mentioned \$.10 per ticket.

Customers can purchase tickets at the Capitol Theatre box-office from 12:00 to 4:30 from Tuesday to Friday and one hour before performances. Tickets can also be purchased by phone with a credit card by calling the Capitol Theatre box-office at (250)352-6363 during business hours.

C. Complimentary Tickets

Complimentary tickets (comps) are an important way to honour your sponsors, volunteers and other guests. Here are the things you need to know about using comps for your event:

- Presenters may withdraw (pull) tickets from the box-office to sell or use as comps. Your rental contract includes 25 complimentary tickets; there is a \$1.25 fee per ticket for additional comps. For Assigned seating, you must select the seats for the comps at the time they are pulled.
- The Capitol Theatre suggests that you have one person responsible for tickets. Keeping track of ticket sales and comps helps you to maximize your sales.
- Tickets that are pulled from the system do not have a dollar amount printed on them.
- If you want the Capitol Theatre to issue comps on your behalf, you must provide the Box Office with a list of your guests.
- If you are providing comps to your performers, they need to book them by the day before the performance, particularly if it is “assigned seating.”
- You may pull comps during Box Office hours up to 1 hour prior to show time.

D. Publicity

Box-office personnel are often asked for information about events, so please provide us with promotional material a minimum of 2 months prior to your event. This will allow us to provide the public with accurate information about your production.

E. Merchandise Sales

The Capitol Theatre can manage product sales within the facility for which it retains a 20% commission. Please let us know if you wish your product sales to be administered by the Capitol Theatre when you make your booking. We cannot guarantee that staff will be available to manage sales if you request this service less than two weeks prior to the event.

Renters have the option to manage their own merchandise sales. We have space at the back of the theatre for this purpose. There is a 10% commission charged on sales of merchandise sold by the renter or their staff. Renters must provide their own cash-float.



3. Managing Your Event

A. Front of House

The Front of House (FOH) volunteer teams are invaluable to the successful running of your show. Before, during and after your production the FOH Team, runs the concession/bar, takes tickets at the door, ensures security and provides quality customer service to your audience.

B. Performance Content

The Capitol Theatre appreciates that audience development begins at an early age, however, some performance material may not be suitable for all audience members. Please assess the content of your event and include in your advertising whether it is appropriate for young audience members or not. We would be pleased to assist you with the appropriate wording in your promotional material.

C. S.O.C.A.N. Fees

The Society of Composers, Authors, and Music Publishers of Canada (SOCAN) preserves and promotes the rights of music creators. Any group or organization presenting live or recorded music in public is responsible for obtaining permission for the music controlled by S.O.C.A.N. and pay a license fee (to S.O.C.A.N. directly) approved by the federal copyright board. If you have questions, please call the S.O.C.A.N. office at 1-866-307-6226.

D. Performers Watching the Show

Performers generally stay backstage or in the production area. If you want performers to be able to watch the show before or after their performance, they must have a comp ticket to enter the theatre. Standing in the auditorium or sitting in the aisles is not an option as it is contrary to fire regulations. The 'coming and going' of any audience member is very distracting to both the performers on stage and the audience watching you show.

E. Technical Support Staff

Your booking of the Capitol Theatre includes the services of one House Technician who will be present to facilitate the safe and effective use of the theatre and its technical equipment (sound, lighting, stage equipment), regardless whether or not you provide your own crew. At no time will the theatre be used without Capitol staff in attendance.

Every event in the theatre is required to have a designated stage manager and production manager, who are responsible for general safety on the stage and maintaining communication with the technical crew.

You are permitted to supply your own operators to run the lighting and sound systems during your production. If you require sound and lighting operators, one of our House Technicians is available to assist you.

Please be sure to plan enough time for our technician to run cues during rehearsal in order to ensure a smooth production.



4. Rental Policies

A. Rate Classifications

Rate schedules are located in Appendix D. There are three rental rate classifications for the Capitol Theatre:

1. PROFESSIONAL TOURING PERFORMANCE AND MEETING USE

Touring professional companies, performers or their agents who take the gross box office receipts; includes sales meetings, political rallies and fund raisers, commercial film, conferences, conventions and seminars.

2. COMMUNITY RENTERS

Includes performances by local groups and professionals, local candidate forums (civic or regional), information meetings or art events by local artists.

3. EDUCATIONAL INSTITUTION (NON-TICKETED)

Includes non-ticketed performances by public or private schools. All school groups, including dance schools, bands, orchestras, choirs and drama groups must be accompanied by their teacher.

4. CLASSES.

All community teachers, no technical assistance, no audience. Schedule: Tuesday – Saturday 2:00–9:00 pm, dinner break 5:00-6:00 pm.

5. MULTIPLE USE FILM SCREENING RATE (MUFSSR)

Applies to renters that use the facility for the purposes of screening film over 100 hours or 20 bookings per calendar year. Schedule: 5:00–11:00 pm, dinner break 6:00–7:00 pm. Rate: \$250.00 plus GST = 5-hour rental.

B. Donations

In accordance with the direction of The Capitol Theatre Value Statement (2004) “respect for individuals and for equity in accessibility and opportunity,” the Capitol Theatre will not make an offer of reduced rates or donations of space or equipment that is not offered equally to all Arts groups in the community.

C. Partnerships

The Capitol Theatre is interested in developing co-production partnerships with other presenters, and may make an investment of funds, staff time or other resources in a partnership or co-production venture that assists the Capitol Theatre to fulfill its mandate. Consideration will be given to partnership proposals that include shared investment, shared risk and an opportunity for shared return on investment.



5. Using The Capitol Theatre

In an average year, more than 28,000 people attend over 119-ticketed events presented by more than 25 organizations at the Capitol Theatre. Most events are held from mid-September to mid-June.

A. Your Technical Needs

Please communicate your technical need clearly. Tell us what you want. If you provide us with adequate technical specifications, we will try to ensure that what you need is possible. We recommend that you appoint ONE person to be the Technical contact for your group. We also recommend that you contact our Technical Director at least 3 weeks prior to the first day of your rental period.

You can contact the Technical staff by phone (250)352-6363 or fax (250)352-6303 or email capitol_tech@netidea.com .

You can access our technical specs via our website at capitoltheatre.bc.ca .

If you have any special technical requirements such as complex lighting or an extensive sound setup, you will not be able to start any rehearsals until after those are set up. Be prepared to spend at least 2 hours focusing and setting up equipment.

To ensure a smooth production be sure to plan enough time for our technicians to run cues during rehearsal.

Please also note that the house hang must be restored within your rental period.

B. The Stage

See the Technical Specifications - Appendix C.

C. Entrance

Performers are permitted to enter through the front lobby door which is unlocked during regular business hours, Tuesday to Friday 12:00 pm – 4:30 pm.

Equipment, scenery, etc. should enter through the large loading door located in the alley at the rear of the building. Please refrain from loading equipment in through the lobby or the auditorium as you will encounter stairs on the way to the shop/backstage area, and the front entrance and lobby are where the patrons access the box office.

D. Parking

The only sources of parking are the metered spots located around the Theatre. Renters and patrons may not park in front of the loading doors. Any vehicles in these areas will be towed and removed at the owners' expense.

E. Security

Only cast and crew are permitted in the production and backstage areas.



F. Safety

The stage is a potentially dangerous area. Please follow the advice and direction of technicians and stagehands with regard to stage etiquette, safety and access. Failure to do so will necessitate the remove of those individuals from the facility.

G. Cleaning

Please remove all your items before the end of your booking and leave the facility in a clean condition. Custodial services are included in the rental fees; however, extra cleaning costs will be charged if there is an unusual amount of upkeep to do. It is advisable to restore anything that has been moved and to check dressing rooms, green room, and backstage before leaving.

H. Displays

You may not tape or attach anything to the walls or windows of the theatre. Please use “fun-tak” rubber adhesive – you can ask for some at the Box Office, or you can purchase your own.

I. Media

If you are arranging to have media cover your event, please notify us. You may have to reserve seats ahead of time.

J. Lobby Set-Up

Furniture, traffic flow, audience numbers, and fire regulations limit set-up in the Lobby. Please discuss your proposed set-up for the lobby with the Manager at the time of your booking.

Advise us if you would like to decorate the lobby for your event. Your access falls within the hours specified in your rental contract. You will be charged for additional time if you decide to decorate prior to your booking period. Please remember to bring your own supplies, scissors, tape, felt pens, paper, ‘fun-tak’, and other material. Remember to take it all with you when you leave!

K. Liquor Service

The Capitol Theatre is fully licensed for the sale and consumption of liquor in the lobby **only**. Alcohol may only be sold and served by Capitol Theatre staff members. Our liquor license states that we are the sole supplier and server of wine and spirits to all events. Alcohol that is not purchased or provided from our bar is strictly prohibited from being brought in and/or consumed within the facility.

There is no alcohol allowed in the dressing rooms, the Green Room, backstage or outside the front or back doors. **ONLY IN THE LOBBY.**

L. Food, Beverage and Bar Services

The Capitol Theatre is the sole operators and managers of the bar and concession for all events within the facility. The bar is open 30 minutes prior to performances and at intermission. The bar may be engaged to be open following a performance. This request must be made in advance; a minimum of 7 days is required.

Food and drink (other than water) is not permitted under any circumstances in the house. It is permitted in the lobby, backstage, in the dressing rooms and the Green Room.

Food and drinks are only allowed on stage with the permission of the technical director.



6. Front Of House

The Capitol Theatre trains volunteers to work as part of its Front of House Teams. These volunteers are available to assist you in making your event a success!

The Front of House (FOH) Team is dedicated to ensuring that renters and audiences for all events at the theatre receive excellent customer service. The team is also responsible for maintaining a safe environment in public areas and providing security for the patrons and the facility. Before, during and after your production the FOH team manages the patrons, runs the concession and takes tickets at the door. If you have any additional needs regarding the time around your production, please let us know so that our volunteers can arrive prepared.

FOH volunteers are arranged when you make your booking. You may also bring your own volunteers to support your event. Please inform us as to who your volunteers are and what they will be doing for your event so that we can assist them and advise them on how to use the facility effectively and safely.

- The Capitol Theatre is a non-smoking facility. Smoking is not permitted anywhere indoors.
- Every audience member (other than babes in arms) must have a ticket to enter the theatre, or an available seat in the case of non-ticketed events.
- Children under the age of two may sit in the laps of an adult. Children two years of age and older must have a ticket or an assigned seat in the case of non-ticketed events.
- Fire regulations do not permit patrons to stand at the back of the theatre or sit in the aisles.
- The Capitol Theatre FOH volunteers will wear identification tags when on duty in the theatre.
- Latecomers will be seated only during a suitable and predetermined point in the performance.
- Patrons and renters are advised that food and drink is not permitted in the theatre
- To preserve the enjoyment of audiences, the safety of performers and artist copyright no video or audience members permit sound recording unless the presenter of the event announces permission to the audience.
- Anyone disturbing other audience members or performers will be asked by FOH team members or Capitol Theatre staff to leave the theatre.
- FOH team members or Capitol Theatre staff will advise parents with young children to leave the theatre if their children are disturbing the enjoyment of performances by other patrons.
- The Capitol Theatre maintains the right to refuse entry to anyone that may pose a health and safety concern to the facility and/or the public.



7. Recording Events

The sound and video recording of a performance is permitted, as long as the recording activities do not interfere with the use and enjoyment of the Theatre by presenters and audiences. Performances may only be recorded or broadcast with the written permission of the presenter and their performer.

- Contact the Capitol Theatre to discuss plans to record events.
- Ensure that the media does not disturb the use or enjoyment of theatre by presenters or audiences by following these basic guidelines:
 - Do not block the view of audience members
 - Do not block aisles or fire exits
 - Do not have unsecured cables crossing aisles or fire exits
 - Do not cross in front of stage during performance
 - Complete set up 30 minutes prior to the start of the performance
 - Do not strike equipment until a break in the performance program

In the event that sound technicians or videographers arrive at the Theatre to record an event without prior discussion with Capitol staff, we may refuse access. If access is granted, camera positions may be limited. The Capitol Theatre will not guarantee the quality of any recording.



8. House Policy - Stage and Shop

- The Capitol Theatre will ensure that the stage and backstage areas are clean, well maintained and safe for performers and production personnel.
- The Capitol Theatre is a non-smoking facility. Smoking is not permitted anywhere within the building including the dressing room, green room, lobby and backstage areas.
- Activities onstage and backstage require the approval of the Technical Director.
- The Technical Director may stop any activity that poses a safety concern or that may damage equipment or the facility. The theatre maintains the right to refuse entry to anyone that may pose a health and safety concern to the facility and/or the public.
- The renter must keep all areas of the facility orderly. This includes the stage, the shop, the dressing rooms and green room.
- Additional cleaning charges will be added to the final invoice if an unreasonable amount of maintenance is required.
- Technical Director must approve operators of all mechanical, electrical or theatrical equipment.
- Due to lack of space, the renters must build their set pieces off-site
- Painting sets onstage is limited to touchups.
- Painting of the stage is permitted, but is dependent on our scheduling. There is a repainting fee of \$75. Paint can be brushed on, not sprayed. Latex paint only is permitted. Repainting is done by Capitol Theatre staff.
- Painting of the upstage wall is permitted, but is dependent on our scheduling. There is a repainting fee of \$55. Paint can be brushed on, not sprayed. Latex paint only is permitted. Repainting is done by the Capitol Theatre staff.
- Damaged or lost items will be charged to the renter. The renter shall be held responsible for any damage or theft to the facility or equipment, including draperies and structures, due to the act, default, neglect, careless or unapproved actions of the renter, its agents, employees, patrons, guests and/or assistants.
- The use of any open flame anywhere in the facility is not permitted.
- All fabric and set pieces used on stage must be 'flame proofed' prior to load in.



8. House Policy – Pianos/Clavinova

The Capitol Theatre will ensure that the instruments at the theatre are properly used, maintained, and stored to preserve their value as musical instruments and as a community resource.

All instruments are available for use on a rental basis to qualified users. Qualification remains at the discretion of the Capitol Theatre.

- a. **Yamaha 6' Grand:** The grand piano is available for use in the Capitol Theatre. It may only be moved by two Capitol Theatre personnel and may not leave the stage level of the facility.
- b. **Clavinova:** Available for rental use at the theatre only.
- c. **Tuning and Maintenance:** The piano can be tuned prior to a renters show at the renters expense. Please advise us at the time of your booking and we will arrange it.



Appendices

Appendix A

Box Office and Front of House Questions Form

** Please fill out and return*

Appendix B

Stage Plot and Technical Questions Form

** Please fill out and return*

Appendix C

Rental Rates

Appendix D

Theatre Technical Specifications

Appendix E

Lighting Circuits Plot

Appendix F

Capitol House Hang

Appendix G

Capitol Stage



Capitol Theatre - Box Office, Ticket Programming and FOH Form

Appendix A

1. Name of Event (please put name as you would like it printed on the tickets):

2. Name of Presenter and/or Contact Person:

4. Date(s) and Times of performance(s) (please note doors open one half hour before show time):

Date: _____ Performance Time: _____

Date: _____ Performance Time: _____

**** AS OF MAY 1, 2008 TICKETS FOR ALL EVENTS HELD
AT THE CAPITOL THEATRE WILL BE PRINTED BY OUR BOX OFFICE ****

**Ticket stock cost is \$.10 per printed ticket.
Tickets sold through the Box Office have a \$1.00 facility fee added at point of sale.**

5. Ticket Prices (not including the \$1 facility fee):

Adult: _____ Student (College)/Senior: _____

Child/Youth (specify age): _____ Other (Member?): _____

6. Reserved Seating or General Admission**:

** If ticket sales are exclusively through the Capitol Theatre Box Office, Reserved Seating is automatic.

7. Date you wish the tickets to go on sale:

8. Brief description of the event:*

* Please provide info so that we can answer questions from the public, and to post on our website.

* Please indicate whether or not content is suitable for all ages.

9. Do you need complimentary tickets? Who is in charge of the complimentary tix? Please list ONE PERSON:

Name: _____ Phone #: _____

10. Do you wish to display anything in the lobby? Y N
Do you wish to hang banners, signs, pictures, etc.? Y N
Will you need to use the display/sales area at the back of the theatre? Y N

* Please note that there are limitations to what you can do in the building.
Describe the details of what you would like to do and the Capitol Theatre staff will discuss the possibilities with you:

11. Do you have any Merchandise? If so please describe merchandise to be sold:

If Capitol staff is managing your sales, you will be charged 15% commission. When would you like merchandise to be sold? Before or after show or during intermission?

Renters managing their own sales will be charged a 10% commission; however, groups must provide their own float and volunteer staff. (Please note that groups wishing to manage their own sales do not have access to The Capitol Theatre debit/credit card machine).

Will you be managing your own sales? Y N

Our website – www.capitoltheatre.bc.ca

As soon as your deposit is paid, we will post your event on our website.

Images: If you have any photo's for the site, they cannot exceed 2MB in size and need to be in a .jpg format.

We have space for one main photo; please send a couple and specify your preference.

Print: We have space for a description of your event, as well as a brief testimonial.

You can forward all web info to our office via the website.

**PLEASE COMPLETE THIS FORM AND FAX IT TO THE CAPITOL THEATRE BOX OFFICE AT:
(250)352-6303**

or send it by mail to: P.O. Box 403, Nelson, BC V1L 5R2
or save and e-mail it to: capitol@netidea.com

Capitol Theatre Technical Questions Form

Appendix B

Event/Show: _____ Time: _____ Date: _____

Event Contact: _____

Number: _____ Email: _____

Technical Contact: _____

Number: _____ Email: _____

Who is authorized to sign for any extra labour and/or equipment costs?

Load-in Date & Time (must be within Access Time as per your contract!):

1. Volunteers/Crew Supplied by Renter:

_ Stage Manager _ Lights _ Sound _ Stage _ Other _____

2. Renter Supplies: Please list everything that will be loaded into the facility.

3. Lighting requirements:

House Plot: Yes No

4. Audio Requirements:	Piano: Yes <input type="checkbox"/> No <input type="checkbox"/>	Clavinova: Yes <input type="checkbox"/> No <input type="checkbox"/>
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5. Staging Requirements:			
Movie screen:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Music stand(s):	# _____
Orchestra pit open:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Chair(s):	# _____
Lecturn:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Riser(s):	# _____
<hr/>			
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6. Storage Needs outside your rental period. (There is an extra cost.)		
Load in _____	Load Out _____	Other _____

<p>PLEASE COMPLETE THIS FORM AND FAX IT TO THE CAPITOL THEATRE BOX OFFICE AT: (250)352-6303 or send it by mail to: P.O. Box 403, Nelson, BC V1L 5R2 or save and e-mail it to: capitol_tech@netidea.com .</p>
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Appendix C Rental Rates

Rate #1	Professional Touring Performance and Meeting use.
Rate #2	Community Renter
Rate #3	Educational Institution (Unticketed)
Rate #4	Class (See page 11 in the Guide for scheduling parameters)
Rate #5	Multiple Use Film Screening Rate (MUFSR). (See page 11 in the Guide for description and rate)

	Rate #1	Rate #2	Rate #3	Rate #4
Per Day				
Minimal 1 day 8 hours	\$515	\$400	\$290	n/a
Add'l rehearsal time Per hour	\$75	\$55	\$55	n/a
Class time Per hour	n/a	n/a	n/a	\$25
Per Week				
Weekly Rate A 6 hours per day x 7 days	n/a	\$1715	\$1715	n/a
Weekly Rate B 8 hours per day x 7 days	n/a	\$2290	n/a	n/a

Chargeable Services – Applies to All Rates

Ticket stock

The charge for ticket stock is \$.10 per ticket

Complimentary tix

Up to 25 comps will not be charged the box office fee of \$1.00. Each comp over the 25 will be charged the \$1.00 per ticket.

Bank Charges

A Mastercard/Visa/Debit fee of 3% of sales is passed on to renters.

Insurance

All renters must carry liability insurance in the amount of \$2,000,000. This insurance is available on a per rental basis through the Capitol's insurer (Allard Insurance). The rate is currently \$45/day for the first 5 days, and \$40 for subsequent days.

Grand Piano

The grand piano is rented from the Musical Festival Association. The cost is \$55 per performance.

Clavinova

The rental cost is \$20 per performance.

Cleaning Fee

There will be a \$50 cleaning fee if there are 2 shows scheduled in one rental period (8 hours).

Appendix D

Technical Specifications

TECHNICAL PERSONNEL

The Capitol Theatre Technical Director is Harvey Dutoff assisted by Terry Brennan.

EMERGENCY NUMBERS

Theatre Number: 352-6363
Fax Number: 352-6303
Fire: 352-3123
Nelson City Police: 352-2266
RCMP: 352-3511
Hospital: 352-3111
Ambulance: 352-2112
Costumes: 354-1510

STAGE DIMENSIONS

The proscenium is not adjustable, there is no fly system, but there are limited dead-hang possibilities from the grid.

Proscenium arch:	Width: 25 feet	Height: 18 feet
Apron	Width: 37 feet	Depth: 12 feet
Proscenium arch to back wall:	Width: 30 feet	Depth: 19 feet
Wing space left:	8 feet	Piano cover platform 4 feet high
Wing space right:	12 feet	
Floor to grid:	Height: 24 feet	

STAGE DRAPERIES

House curtain is red velour, manually operated from stage right
House valence is dead hung; trimmed at 16'
Mid stage traveller is black
Mid stage border is dead hung; trimmed at 16'
There are two sets of black legs.

BALCONIES

There are two curtained balconies on either side of the apron.

STAGE FLOOR

The stage floor is level, and made of masonite panels. No screws are to be used on the stage floor.

ORCHESTRA PIT

The pit is located beneath the apron and can accommodate approximately 20 musicians. It requires removal of the panels above.

LOAD IN FACILITIES

There is a loading area from the alley to the basement and a ramp to the stage level. There is limited storage space in the basement. The alley is narrow.

LIGHTING

The theatre has a house plot permanently hung that gives full stage coverage. Any adjustments to the house plot must be restored during the rental period.

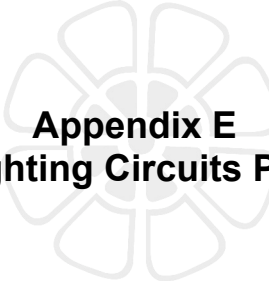
SOUND EQUIPMENT

There is a program sound to dressing rooms. Acoustics in the Theatre are excellent throughout the audience.

1	Clearcom Master Station
4	Clearcom Belt Packs
4	Single Muff Headset
1	Yamaha – GF16 - 16 Channel Mixing Console
1	Audiopro – AP6040 4000W Stereo Amplifier
2	Audiopro - AP 500W Stereo Amplifiers
2	Yamaha S3115 HT Main Speakers
2	Yamaha S2115 monitor speakers
1	Yamaha 31 band graphic EQ
1	Yamaha R100 Reverb Processor
1	JVC CD player
1	Pioneer Dual Cassette Deck
2	Shure SM58 Microphones
1	Shure SM57 Microphone
5	Microphone Stands
32	Music Stands

LIGHTING EQUIPMENT

Manufacturer	Type	Size	Wattage	# Of Units
ETC	Source Four	26 Degrees	473 W	15
Altman 360Q	Ellipsoidal	6 x 16	1000 W	3
Altman 360Q	Ellipsoidal	6 x 12	1000 W	5
Altman 360Q	Ellipsoidal	6 x 12	750 W	6
Altman 360Q	Ellipsoidal	6 x 9	750 W	8
Control Lighting	Fresnel	8"	1000 W	2
Strand	Fresnel	8"	1000 W	2
Strand	Fresnel	6"	1000 W	8
	Cyc Lights		3 x 500 W	4
ETC	Express 24 / 48		Lighting Console	1
	Dimmers		2.4 KW	72
	Lighting Circuits		20 Amp Twist Lock	



Appendix E Lighting Circuits Plot

15		15
16		16
17		17

22 23 61 67 22 23 61 68 22 23 61 69 22 23 61
LX 2

	12 13 14	12 13 14	12 13 14	12 13 14	
55 56					70 7
55 56					70 7

18 19		20 21
18 19		20 21

46		63
47		64
46		63
47		64

48 49 50 51 52 53 54 65 66 57 58 59 60 24 30
LX 1

Proscenium

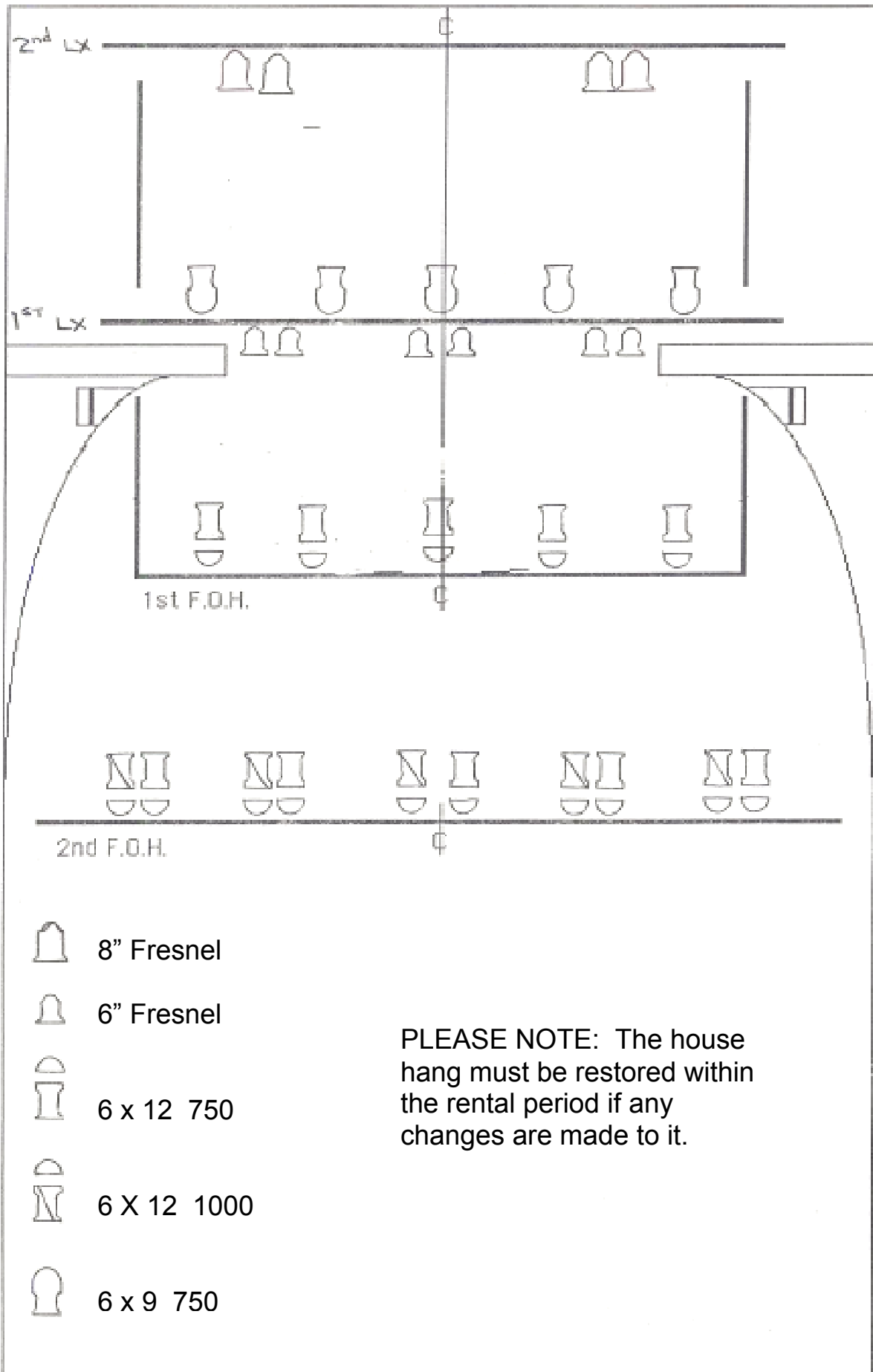
10 11		8 9
10 11		8 9
10 11		8 9






5 37 38 6 39 40 71 41 5 42 43 6 44 45 71
FOH 1

1 25 26 2 27 28 3 29 62 4 1 31 32 2 33
4 36 35 3 34
FOH 2

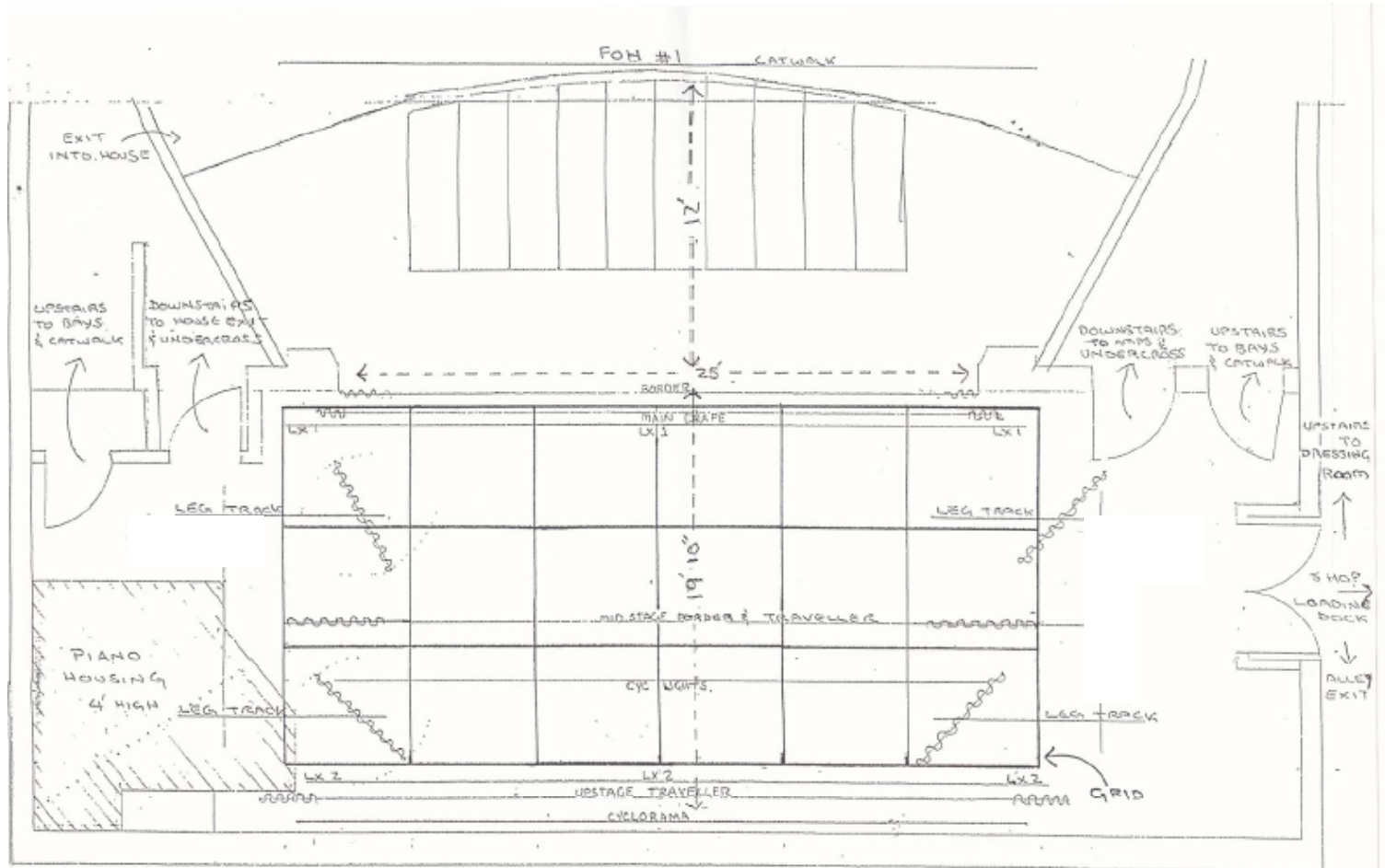
Notes:

- Circuits 12, 13,14 are for cyc lights,
- Circuits 15, 16, 17 are at floor level on the upstage wall.
- Circuits 18, 19, 20, 21 are in movable boxes on the grid.
- Circuits 55, 56, 7, 70 are in drop boxes below the grid.
- Circuits 46, 47, 63, 64 are attached to LX 1.
- Circuits 8, 9, 10, 11 are at the same level as FOH 1.



-  8" Fresnel
-  6" Fresnel
-  6 x 12 750
-  6 X 12 1000
-  6 x 9 750

PLEASE NOTE: The house hang must be restored within the rental period if any changes are made to it.



Proscenium arch: Width: 25 feet Height: 18 feet
 Apron: Width: 37 feet Depth: 12 feet
 Proscenium arch to back wall: Width: 30 feet Depth: 19 feet
 Wing space left: 8 feet
 Wing space right: 12 feet
 floor to grid height: 24 feet
 piano cover platform is 4 feet high

Stage Draperies

House curtain is red velour
 House valence is dead hung; trimmed at 16'
 Mid stage traveller is black
 Mid stage border is dead hung; trimmed at 16'
 legs: 2 sets - black