

Rental FAQs

Q. What is included in my theatre rental?

A. The services included in the basic theatre rental package are:

- 8 Hours of Theatre use
- Theatre Technician for 8 hours
- Front of House Manager for 5 hours
- 4 Ushers for 4 hours.
- Access to Ticket booth
- Green Rooms (D131 available all day and D128 after school hours)
- Basic Stage Lighting*
- Basic Sound Reinforcement*
- 60 music stands
- 60 orchestra chairs
- 7 choral risers and choral acoustic shell
- Conductor's podium
- Printing of (event) tickets
- A one-hour pre-production meeting with technician

** Detailed information available on request*

Please ensure that you have discussed your production needs and schedule with the Theatre Technician well in advance of your presentation.

Q. What additional services are available?

A: The following are available at additional cost

Staff:

- Additional lighting, sound and stage technicians
- Additional time for Front of House Manager
- Additional usher staff

Services:

- Lighting, sound and stage presets
- Lighting designs beyond regular stock, use of followspots
- Use of orchestra pit
- Extra staging and choral risers

Equipment:

- Grand piano (Yamaha C-7 Conservatory Grand) rental and/or tuning
- Yamaha CP130 Clavinova electronic piano
- Additional chairs, music stands (subject to availability)
- Eiki 5500 Lumen LCD projector

Q. How can I co-ordinate my needs with a representative from the Theatre?

A. Included in your event booking is a one-hour production meeting with one of our technicians. This meeting, scheduled for a mutually convenient time, will allow a complete discussion of the technical needs for your event.

Prior to this meeting, you should have a solid program in place, i.e., you should know who the performers are and what their requirements will be, in which order the program will run, who your production staff will be, etc.

The pre-production meeting with our staff will clarify whether or not additional resources are required to meet your event objectives, and how existing resources will be used to ensure the success of your event.

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Q. How much time is allocated for set-up and take down?

- A.** A standard 8-hour block includes time for set-up, performance, strike, and restoration. If you feel additional time may be required for any of these parts of the event, arrangements can be made upon booking. Should unforeseen extra time or overtime be required on the event day, it will be included in the final billing after the event. Please see rate card for additional information.

Q. What happens if the Theatre does not have the equipment I require?

- A.** The Theatre can source equipment on your behalf. This generally covers specialized production items such as wireless microphones, additional lighting fixtures and equipment, and stage equipment such as hazers, risers, flats, scenery, props, etc.

If you choose to bring equipment in for your production from an outside vendor, it must be done in consultation with the Theatre technical staff to ensure safety and compatibility with the Theatre's equipment. This can be discussed in a technical meeting scheduled after booking the event.

Please ensure that you have discussed your production needs and schedule with the Theatre Technician well in advance of your presentation.

Q. Do you offer ticket printing services?

- A.** We do offer in-house ticket printing services. Please ask for details upon booking.

Q. What is the Theatre's capacity?

- A.** The Michael J Fox Theatre seats 613 persons in the auditorium. We reserve six seats to accommodate wheelchair seating, that are released to the client prior to the show. Sitting on stairs and in aisles is prohibited according to local fire codes. If there are special seating requirements, please contact Theatre staff upon arrival at the Theatre.

Q. Are we permitted to sell merchandise for our event?

- A:** The Michael J Fox Theatre charges a fee for merchandise sales, however, we have chosen a simplified method which will not require calculating percentages or doing extensive audits. Clients wishing to sell merchandise or provide services for a fee are simply pre-charged a flat rate.

Theatre events are normally booked in blocks of time, so fees charged for merchandising are based on the block. Rates are as follows:

- \$25.00 – low volume, casual sales, single table or equivalent floor space for one booking block of time
- \$125.00 – high volume, multiple tables and/or equivalent floor space for one booking block of time
- \$250.00 per day – high-volume sales over multiple or extended blocks of time – this is the maximum daily rate.

The Michael J Fox Theatre reserves the right to limit the amount of floor space used by vendors, and to specify the locations where vending, displays and exhibits may take place.

Sales of merchandise and/or promotion of events is limited to that of the client's current event, and only for events held at the Michael J Fox Theatre.

Please contact us if there are any questions or concerns.

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