

MJFT Rental FAQs

Everything you need to know about your theatre rental, production support, equipment, seating, and event services.

What is included in the theatre rental?

- 8 hours of theatre use
- One Theatre Technician for 8 hours
- Second Theatre Technician — additional 8-hour charge of \$55.00 per hour (non-negotiable)
- Front of House Manager for 5 hours
- 4 Ushers for 4 hours
- Access to the 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
- Conductor's podium
- Printing of event tickets
- One-hour pre-production meeting with a Theatre Technician

** Detailed information on basic stage lighting and sound reinforcement is available on request.*

Planning tip: Please discuss your production needs and schedule with the Theatre Technician well in advance of your presentation.

What additional services are available?

Staff:

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

Services:

- Lighting, sound and stage presets
- Lighting designs beyond regular stock and use of follow spots

Equipment:

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

How do I coordinate my production needs with the Theatre?

- Your event booking includes a one-hour production meeting with one of our technicians, scheduled at a mutually convenient time.
- Before the meeting, please have your program substantially planned. You should know who the performers are, their requirements, the running order of the program, and who your production staff will be.
- The meeting will help identify any additional resources required and determine how the Theatre's existing resources can best support your event.

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

- A standard 8-hour booking includes set-up, performance, strike, and restoration.
- If you anticipate needing additional time for any part of your event, arrangements can be made when the booking is confirmed.
- Unforeseen additional time or overtime required on the event day will be included in the final billing after the event. Please refer to the current rate card for additional information.

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

- The Theatre can source equipment on your behalf. This may include specialized production equipment such as wireless microphones, additional lighting fixtures, hazers, risers, flats, scenery, props, and other stage equipment.
- If you plan to bring equipment from an outside vendor, please coordinate with the Theatre's technical staff in advance to confirm safety and compatibility with the Theatre's equipment.
- Outside equipment arrangements can be discussed during a technical meeting scheduled after your booking is confirmed.

Planning tip: Please discuss your production needs and schedule with the Theatre Technician well in advance of your presentation.

Do you offer ticket printing services?

Yes. The Theatre offers in-house event ticket printing. Please ask for details when booking your event.

What is the Theatre's capacity?

- The Michael J Fox Theatre seats 613 people in the auditorium.
- Six seats are reserved for wheelchair seating and are released to the client prior to the show.
- For safety and fire-code compliance, sitting or standing in stairs and aisles are not permitted.
- If you have special seating requirements, please contact Theatre staff when you arrive.

Are we permitted to sell merchandise at our event?

- The Michael J Fox Theatre charges a fee for merchandise sales and uses a simple flat-rate system rather than percentage-based fees or extensive sales audits.
- Merchandise and paid-service vendors are pre-charged a flat fee because events are normally booked in time blocks and merchandising fees are based on the applicable booking block.
- The Theatre reserves the right to limit vendor floor space and determine where vending, displays, and exhibits may be located.
- Merchandise sales and event promotion are limited to the client's current event and to events held at the Michael J Fox Theatre.

Questions or additional information?

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