

## RENTAL RATES

### STUDIO

Rental Fees:      Hourly: **\$65**  
                         Daily: **\$400**

#### Features:

- 1650 square feet; 55 ft x 30 ft. Capacity: 120 standing, 80 seated
- Dancing area: 1290 square feet; 30 ft x 43 ft
- Mirrors: 140 square feet; 20 ft wide x 7 ft high
- Hardwood suspended floor, dance bars
- Grand piano (additional fee **\$40/hr**)
- Large Screen and projector
- Portable stage - 6 panels of 4'X8' 16" high
- Sound System: Yamaha Stagepass 600S Powered Speakers & Stands (2)
- Lighting System Controller: DMX Monster Controller
- Projector: Epson EX9200
- Projector Screen: Aspect Ratio: [16:9] Viewable-Diagonal: 180"-Width: 157"-Height: 88"
- 171 Chairs
- 24 Round Folding Tables (30.5"), 20 Rectangular Folding Tables (6') & more
- 48 Tablecloths for the Round tables (24 black, 24 cream-colored)

### THEATRE

Rental Fees:      Hourly: **\$75**  
                         Daily (Mon-Weds): **\$350**  
                         Daily (Thu-Sun): **\$550**  
                         Weekly: **\$2000** (Ask for further details)  
                         Monthly: **\$6000** (Ask for further details)

#### Features:

- 1650 sq ft; 55 ft x 30 ft. Capacity: 126 seated
- Main curtains, backdrop and legs (4)
- Green room with a living space, restroom, dressing and make-up area
- Tables and chairs
- Projector: Epson EX9200
- Projector Screen: Aspect Ratio: [16:9] Viewable-Diagonal: 193"- Width: 168"- Height: 94.5"
- Lighting System Controller: ADJ LINK 4-Universe DMX- (Run by provided iPad)

#### Sound System:

- Yorkville SA102 Synergy Array Powered Speakers
- Yamaha MG06 Mixing Console
- Mackie DL16S 16-Channel Wireless Digital Live Sound Mixer
- Shure Microphones
- AKGD DMS100 Wireless Microphone
- And more

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### KITCHEN

Rental Fees:      **Full Day: \$65**  
                         **Limited Use (Coffee & Tea Service): \$40**

**Features:**

- Non-commercial kitchen
- Commercial dishwasher
- Dishes, cups, glasses, cutlery, and cooking utensils
- Fridge
- Coffee maker
- Kettle
- And other supplies
- *Limited use of kitchen rental includes supplies for coffee and tea only*

### GALLERY

Main Gallery Rental: **Four-week art exhibition: \$1600**

**Features:**

- 1050 square feet; 43 ft x 23 ft, with an additional 7 ft lofted alcove area. Capacity: 103 standing
- Halogen Capsylite clear PAR 20, 30, 38 spots with a 97+ CRI
- Ceiling height spans two stories on one half of the gallery
- Separate temperature control
- Two-step alcove bump out (~70 square feet)

### DEPOSIT, ALCOHOL SERVICE, EQUIPMENT, & INSURANCE

- Damage Deposit: **\$350** (Required for all rentals)
- Insurance coverage is required, naming Kimberley Arts Council and the City of Kimberley as the Third Party Insured.
- For events involving a bar, renters must adhere to regulations, including obtaining a special event permit for alcohol and providing us with a copy of the liquor license. Glassware rental requires renting kitchen space, with alternative bar arrangements discussed beforehand. Renters are responsible for supplying certified bar staff. Additionally, no door ticket sales or exceeding permit liquor prices are allowed, and glass is prohibited in the theatre.

Our facilities include an accessible bathroom and a wheelchair lift, ensuring accessibility for all guests.

### ARTS SUPPORT INITIATIVE

Centre 64 prioritizes arts-related events and offers financial assistance to make community arts programs more accessible. To apply for this support, please indicate your interest in the financial assistance section of the rental application form.

# Centre 64 Rental Procedure

Thank you for choosing Centre 64 as the venue for your upcoming event. To ensure a smooth and successful rental experience, please review and follow the information outlined below:

## 1. Review and Sign Rental Agreement:

Please take a moment to review the short-term rental agreement provided. Once you've reviewed and signed it, our representative will also sign it, and a copy will be returned to you for your records.

## 2. Invoice

The invoice is attached and is due right away. You'll also receive it via QuickBooks with payment instructions. Payment options: cheque, cash, debit, E-transfer, or credit card (with a \$5 processing fee). Send E-Transfers to: [Payments@Kimberleyarts.com](mailto:Payments@Kimberleyarts.com).

## 3. Liability Insurance Policy:

To comply with our venue's requirements, we need a copy of your liability insurance policy. It should include both the City of Kimberley and the Kimberley Arts Council-Centre 64 as additional insured parties.

### How to obtain liability insurance coverage for your Centre 64 event:

- Contact your insurance carrier or explore options with Duuo for affordable coverage at [duuo.ca](http://duuo.ca).
- Request a certificate of insurance for your event from your carrier.
- **The certificate is made out to:**
  - The City of Kimberley and the Kimberley Arts Council -Centre 64.
  - Includes our address: 64 Deer Park Avenue, Kimberley BC, V1A 2J2.
- The certificate will be emailed to you by your chosen carrier.

## 4. Damage Deposit:

A \$350 damage deposit is required for your upcoming event. You can settle this deposit by cheque, which will be returned or securely destroyed post-event. Alternatively, you may provide credit card information to be kept on file, with a \$5 processing fee applicable for credit card payments. Rest assured, your card will only be charged if deemed necessary, as we prioritize transparency in financial transactions.

## 5. Stage Lights & Sound (If Applicable):

If your event requires stage lighting and sound engineering, please coordinate with Ray Gareau, our designated light technician and sound engineer, at (250)-427-7000. Additional fees apply, with rates varying based on event type and requirements. For further details, please contact Ray Gareau directly.

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### **6. Bar and Alcohol Regulation (If Applicable):**

Renters must obtain a special event permit for alcohol and provide us with a copy. Renters must provide their own bar staff and must possess either a Special Event Server Certificate or a Serving It Right Certificate. No door ticket sales for alcohol events, and liquor prices must align with permit specifications. If glassware is rented, the kitchen space must also be rented. Alternative bar arrangements require prior discussion. Glass is prohibited in the theatre.

### **7. Walk-through Appointment:**

Once the above steps are completed, we would be delighted to schedule an appointment for a walk-through of our facilities and to provide you with the necessary keys. To ensure adequate time for preparations, we kindly request that all necessary documentation be submitted at least 10 days prior to the scheduled event.

### **Rental Requirements:**

Ensure all requirements are met for a seamless rental experience. Failure to complete these steps may lead to the cancellation of your reservation.

### **Booking Security:**

To finalize your booking at our venue, we ask for both the full rental payment and a damage deposit. Please be aware that your reservation is only confirmed once we receive the invoice payment and the damage deposit.

Thank you for choosing Centre 64. We're excited to host your event and collaborate with you for its success. Feel free to reach out if you have any questions or need assistance.

## **Technical Support**

Outside of our business hours, if you encounter any issues with the lights, power, or sound, please feel free to contact the technician, Ray Gareau, at 250-427-7000. Please note that Ray operates his own independent business and will charge additional fees for his services. Unfortunately, we cannot provide specific rate information, and you will have to inquire directly with Ray regarding his fees