

**Addendum A: Conrad Centre for the Performing Arts Rate Sheet**

2021-2022 SEASON  
August 1, 2021-July 31, 2022



**NOT-FOR-PROFIT:** *Not-for-Profit or Charitable registration number must be supplied.*

Main Theatre – Full Day \$1095 base rent  
Main Theatre – Full week (7 days) \$6077 base rent

Rehearsal Hall & Board Room Rates available upon request

All rentals after 12:00 AM \$110/ Hour



**COMMERCIAL:**

Main Theatre – Full Day \$1325 base rent  
Main Theatre – Full week (7 days) \$7420 base rent

Rehearsal Hall & Board Room Rates available upon request

All rentals after 12:00 AM \$110/ Hour

Rental Charges listed above will apply to and/or include all Performances, Rehearsals, Load-ins/outs, Set-ups and Dark Days in the main theatre or rehearsal hall.

Rental charges are as listed above, plus additional charges as necessary for staffing, ticketing fees, licensing fees, and equipment rentals. An estimate of additional charges for a specific Booking Period can be provided upon request.

CCPA reserves the right to determine appropriate staffing and cleaning for all areas of the Building.

CCPA reserves the right to determine and enforce appropriate Covid-19 protocols for all areas of the Building and will at all times follow public health directives in this regard. This may result in additional staffing charges.

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**A. STAFFING CHARGES**

**Front of House**

Front of House Manager	Included for 1 show/per Theatre rental day Included for 7 shows/Theatre weekly rental	
<i>Required for each performance; per hour for additional performances</i>		\$22 per hour*
Lead Usher – <i>Required for all rentals, for each performance</i>		\$20 per hour*
Ushers – <i>per usher as required for audience size</i>		\$19 per hour*
Doorperson – <i>as determined by Lessor</i>		\$19 per hour*
Bartenders/Concession – <i>per bartender as required</i>		\$19 per hour*
Security – <i>as necessary only</i>	Will be billed at actual	
Merchandise Sales Commission		20%
KWS provided Merchandise Seller	Will be billed at actual	

**Back of House**

Approved Technical Advisor (ATA) – up to 10 hours per day or 44 hours per week	Included with Theatre rental	
Additional ATA hours – <i>beyond 10 hours per day, overtime</i>		\$45 per hour
Stagehands		\$25 per hour*

**Cleaning**

Standard venue cleaning – <i>daily as required</i>	Included	
Additional cleaning – <i>as required</i>		\$25.00 per hour*

*\*All overtime will be billed at time and a half.*



**B. TICKETING FEES**

<b>Capital Reserve Fund Fee (CRF)</b>	\$1.00 per ticket
<i>The CRF will be charged on each ticket sold.</i>	
<i>CCPA does not provide ticketing services. Rental clients are responsible for their own event ticketing and must arrange staffing box office attendants for their event(s), when appropriate.</i>	



**C. ADVERTISING SERVICES**

Renters Promotional Package	Included
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**D. LICENSING FEES**

SOCAN LICENSING FEES – as required by SOCAN	Will be billed at actual
For 2021:	
• Tariff 4.A.1 Popular Music performances will be billed 3% of gross ticket sales (minimum \$35 per concert).	
• Tariff 4.B.1 Classical Music performances will be billed 1.56% of gross ticket sales (minimum \$35 per concert).	
• Tariff 8, meetings or events with music will be billed \$66.19 minimum.	

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**E. EQUIPMENT INCLUDED WITH THEATRE RENTAL**

**Lighting (House Plot)**

ETC Express 125 Console / 96-2.4kw channels of dimming Thrust Orientation Included

8 Lamp Warm Wash and 8 Lamp Cool wash  
4 Three Cell Cyc Lights (Red, Blue & Amber accents)

**Proscenium Orientation**

5 Lamp Warm Wash and 5 Lamp Cool wash  
6 1K Par Lights (Red, Blue & Amber accents)

14 Additional ETC Source 4 575w 36 degree lamps available for specials

12 Additional Colortran 6" Fresnel 1kw lamps available for specials

*Clients are responsible for returning the plot back to its original position and patch*

*Specials require a potential of 15 mins per lamp for installation, focus and Gel.*

**Sound**

Allen & Heath GLD-80 digital sound console Included

Allen & Heath AR2412 I/O Module (24XLR input / 12 XLR output)

Allen & Heath AR84 I/O Module (8XLR input / 4 XLR output)

Meyer UPJ-1P Full Range Speaker (4 total) Included

4 in Thrust orientation (Mono Audio)

2 in Proscenium (Stereo Audio)

*\* (Re-orienting the Meyer speakers will incur a labour charge)*

Belisle Acoustic, Transparance TH-118 Subwoofer (2 total) Included

**Audio Accessories**

Lectern with Microphone Included

SM-58 Microphone on floor stand with boom arm (2 total) Included

One CD Player Included

Laptop connection or iPod connection Included



**F. EQUIPMENT RENTAL FEES**

**Lighting**

Consumables, per rental period \$35.00

*This is to cover the ordinary costs of bulbs, gel, batteries and gaffe tape.*

*Exceptional consumable costs will be billed additionally.*

**Sound**

Yorkville Elite powered speaker/monitor (2 total) \$20.00 each

Sennheiser EW100 wireless Microphones

4 channels total (4 lavalier or 1 handheld) \$30.00 each

**Video** *(available in Thrust Orientation only)*

Christie Digital 10K projector (16 x 9 aspect ratio)\* \$200.00 per day

*\*Includes Cramer Video Switcher VP728 and screen*

Screen – Motorized Draper 16:9 front projection \$75.00 per day

**Other Equipment**

Clear Com Station (2 Perm in Booth, 4 additional) \$10.00 each

Piano \$125.00 per day

Piano tuning Will be billed at actual

Stage Decks 4' x 8' (6 total) \$25 per piece

## Addendum B: Conrad Centre for the Performing Arts Venue Profile

2021-2022 SEASON

August 1, 2021-July 31, 2022

Conrad Centre for the Performing Arts  
36 King Street West, Kitchener, ON N2G 1A3



### **The Warnock MacMillan Theatre**

Our main theatre is well known in our community. It holds 400 people standing and is flexible enough to provide seating for up to 310 guests. With a number of different configurations to choose from, this space can be set up to suit a variety of needs. Theatre, concerts, dance recitals, and events can all be accommodated.

### **The Rehearsal Hall**

This high-ceilinged hall can accommodate up to 75 people seated in rows and is ideal for rehearsals, dance or music classes, meetings and other events. It is the perfect space for small receptions and other intimate gatherings.

### **The Board Room**

This bright and sunny space overlooks King Street and seats up to 20.

### **Capacity:**

*Please note that public health directives related to Covid-19 may affect capacity.*

### **Warnock MacMillan Theatre**

Proscenium configuration	up to 300 seated with a 32' x 24' stage surface
Thrust Configuration*	up to 300 seated with a 30' x 30' stage surface
Main lobby	170 standing
Theatre Dressing Rooms	133

### **Rehearsal Hall**

Theatre seating	75 without additional equipment set-up
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\* At the present time the CCPA is only able to accommodate theatre rentals in the thrust configuration. All other configurations are only available if time permits. All labour charges associated with reconfiguring the space must be borne by the Lessee.

### **Dimensions:**

Warnock MacMillan Theatre  
79'10" wide / 56'5" deep / 20' to grid  
Proscenium set-up  
30' wide / 22' deep / 20' to grid  
Thrust set-up  
32' wide / 22" deep / 20' to grid  
Blair Rehearsal Hall  
39'10" wide / 35'7" deep / 13' high

## **Addendum C: Conrad Centre for the Performing Arts Venue Profile**

2021-2022 SEASON

August 1, 2021-July 31, 2022

Conrad Centre for the Performing Arts  
36 King Street West, Kitchener, ON N2G 1A3

### **Conrad Centre for the Performing Arts - Lobby and Theatre**

#### **Safety Plan – Version 4**

#### **Procedures under the Ontario Roadmap to Reopen – Step 3**

**Date completed:** September 21, 2021

The following safety policies and procedures regarding CCPA Lobby and Theatre use are in place during Step 3 of the Ontario Roadmap to Reopen, to control the spread of Covid-19.

- Signs have been posted throughout the building
  - All new projects require a Risk Assessment (template attached to this document) to be completed and filed with the Director of Operations.
  - All projects require a project-specific safety plan (template attached to this document) to be approved by and filed with the Director of Operations. This plan must mitigate project specific risks noted in the risk assessment; include specific instructions for entering and exiting the building, ventilation and cleaning plans, as well as telephone numbers for all project participants and staff. An Approved Technical Director (ATA) must be present for all activities unless otherwise noted on the project safety plan. Employee duties pertaining to Covid-19 will be outlined on the plan.
  - All project participants, staff, as well as essential visitors or service persons, must abide by the following safety measures.
1. **All employees must complete the Covid19 screening questionnaire PRIOR to entering the building:**
    - The CCPA questionnaire can be found [HERE](#)
    - A copy of this link may be saved to mobile devices for easy access.
    - **Do NOT enter the building if the answer to any of the Covid-19 screening questions is YES. Immediately, inform your supervisor or building contact person, and contact your health care provider or public health for further instructions.**
    - This form will be updated periodically to reflect changes to restrictions and screening.

**Rental clients will be asked to screen their participants and keep attendance logs of all participants.**

**Visitors (including audiences) to the building will be reminded with signage at all entrances to screen themselves.**

**2. Vaccination Policy:**

- All employees, contractors and rental clients are required to be fully vaccinated against Covid-19 in order to work on site at the Conrad Centre for the Performing Arts.
- All rental client staff and project participants – paid or unpaid – must be fully vaccinated against Covid-19 prior to coming on site at the Conrad Centre for the Performing Arts.
- All audience members must be fully vaccinated against Covid-19 in order to be admitted to the Conrad Centre for the Performing Arts.
- At the signing of the rental contract, all rental clients must sign a declaration attesting that all of their staff and participants will be fully vaccinated when the project begins, and further attesting that audience members will all be screened, at a minimum by using the provincial Vaccine Passport system at the door to the venue.
- Fully Vaccinated status is achieved 14 days after having received the full dosage required for COVID-19 vaccines currently approved for Canada. 2 doses are required for some vaccines and 1 dose is required for others.

**3. Building entrance and exit:**

- Specific instructions for entering and exiting the building must be detailed and followed as part of the specific project safety plan in order to ensure that physical distancing is achieved.
- Interior doors will be propped open by the ATA where possible to reduce touch points.

**4. Masks Are Mandatory:**

- All must wear a face mask at all times in the building, especially while traveling through the building, including common areas such as elevator, Lobby & washrooms.
- If a project participant has a mask exemption, this must be accounted for in the Safety Plan with additional distancing measures.

**5. Sanitize & Wash Your Hands:**

- Sanitize & wash hands often. Hand sanitizing stations – fixed and mobile – are throughout the building.

**6. Disinfect Often:**

- Disinfectant bottles and paper towel are provided to wipe down surfaces touched before and after use as appropriate to the circumstances.

Regular building cleaning and disinfection will be scheduled before and after use.

**7. Physical Distance:**

- All persons are asked to maintain a minimum distance of 2 metres from other persons in the building.

**8. Live Performers:**

- Live performers must be separated from audience members by a distance of 2 metres.

**9. Building Ventilation:**

- The Director of Operations and the HVAC contractor for the CCPA will be in regular communication to ensure that appropriate ventilation of the building is being implemented before, during, and after project use.
- Fresh air blowers and ceiling fans will be used as recommended.
- Portable air purifiers will be used as appropriate.
- Safety plans will note specific implementations required.

**10. Theatre Equipment:**

- The ATA (or designated staff person) must supervise the set up and take down all theatre equipment, ensuring that appropriate sanitizing and distancing practices are being followed.
- Only projects requiring minimal theatre equipment (music stands, chairs etc.) will be approved at this time.
- Lighting, video and audio requirements must be minimal and all technicians or staff required will be included in the total person count of each project. Technicians may not share responsibilities on AV equipment.
- Capacity in the tech booth is 1 person; capacity in the tech office is 2 persons.
- Adjustments to the set-up, or the catwalk must be completed by the ATA. Minor tweaks of a set-up by project participants will naturally happen. Disinfectant and paper towel will be present on the set-up to facilitate proper surface sanitizing.

**11. Kitchen, Bar, Dressing Rooms, Light Locks, and washrooms:**

- The theatre level kitchen and the Bar in the Lobby are currently closed and may not be used.
- The theatre hallway dressing rooms are closed and may only be used with permission.
- The first aid room is available for emergency use as required.
- All light locks are closed and may not be used, unless specially designated in the project safety plan or required for an emergency exit.

- All theatre level washrooms are closed and may not be used with the exception of the accessible washroom. Lobby level washrooms will be open for use.
- Stanchions and signage will be used to indicate closed or restricted areas.

**12. Cleaning:**

- Lobby and Theatre levels will be cleaned and sanitized regularly. Disinfectant and paper towels will be available between regular cleanings.

**13. Capacity:**

- During Step 3 of the Ontario Roadmap to Reopen, seated Theatre capacity (audience members) will be **157** (50% of 314)
- Capacity numbers will be posted in the front vestibule of the CCPA.
- Capacity for individual projects will be dependent on the nature of the project.

**14. Preventing and Controlling Crowding:**

- The Front of House Manager together with other venue and rental staff will be responsible to manage indoor and outdoor lines which may form as audiences gather so as to ensure that a 2 meter distance between all persons is being maintained.

**15. Safety First:**

- No-one may work in the Theatre or Lobby level without approval from the Director of Operations. If orchestra, cast or audience members are present, there must be an approved safety plan in place.

If you have any questions please speak to the Director of Operations.





## RISK ASSESSMENT RATING SYSTEM

		SEVERITY				
		Severe	Critical	Major	Moderate	Minor
LIKELIHOOD		10	8	6	4	2
Certain	10	D	D	D	C	B
Likely	8	D	D	D	C	B
Probable	6	D	D	C	B	A
Possible	4	C	C	B	B	A
Unlikely	2	B	B	A	A	A
Very Unlikely	1	A	A	A	A	A

SEVERITY		
Severe	10	Fatality or permanent disability, significant loss
Critical	8	Critical / Serious Injury or illness - significant lost time or recovery
Major	6	Injury or illness with 1-3 days of lost time
Moderate	4	Minor injury or illness 1 day or less lost time
Minor	2	Minor injury or illness with no significant loss

LIKELIHOOD		
Certain	10	Will definitely happen
Likely	8	Has happened before OR is expected to happen
Probable	6	Given enough time or exposure, it will happen
Possible	4	Without controls, it may happen
Unlikely	2	There is an outside chance that it will happen (seldom but possible)
Very Unlikely	1	Not likely but worth noting.

RATING SYSTEM		
1-12	A	Generally Acceptable - Monitor the situation
13-24	B	Additional Control Measures Recommended
24-40	C	Risk Reduction Necessary
41-100	D	Unacceptable Risk

See next page for Project Safety Plan and Schedule  
**Conrad Centre for the Performing Arts - Lobby and Theatre**

# PROJECT SAFETY PLAN AND SCHEDULE under the Ontario Roadmap to Reopen – Step 3

Date of Project Safety Plan Completion:

<b>Project Description:</b>
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Project Specific Risk Mitigations	

Project Participant’s Contact Information	
Serge Phillips, ATA	<a href="mailto:sphillips@kwsymphony.on.ca">sphillips@kwsymphony.on.ca</a> 613-622-0738

<b>Signatures of Agreement:</b> In signing and dating this Project Safety Plan and Schedule, both parties agree that it will be in force throughout the Booking Period, with adjustments allowed at the sole discretion of the Lessor.	
Andrew Bennett, for the Lessor	Signatory for the Lessee
Date:	Date: