

Welcome to the **Conrad Centre for the Performing Arts (CCPA)** — a vibrant and dynamic cultural space in the heart of downtown Kitchener.

Home to the **Kitchener-Waterloo Symphony (KWS)**, it is our mandate to showcase theatre, dance, and music in our community.

We work with a wide variety of arts and cultural organizations to ensure that the venue is multi-user and multi-disciplinary. We are proud to showcase local cultural groups and collaborate with businesses in downtown Kitchener and beyond.

Our flexible rental space options are ideal for accommodating a variety of events:

- Concerts
- Theatre
- Dance
- Rehearsals
- Recitals
- Meetings
- Workshops
- Seminars
- Conferences
- Presentations
- Fundraisers
- Festivals
- Receptions *



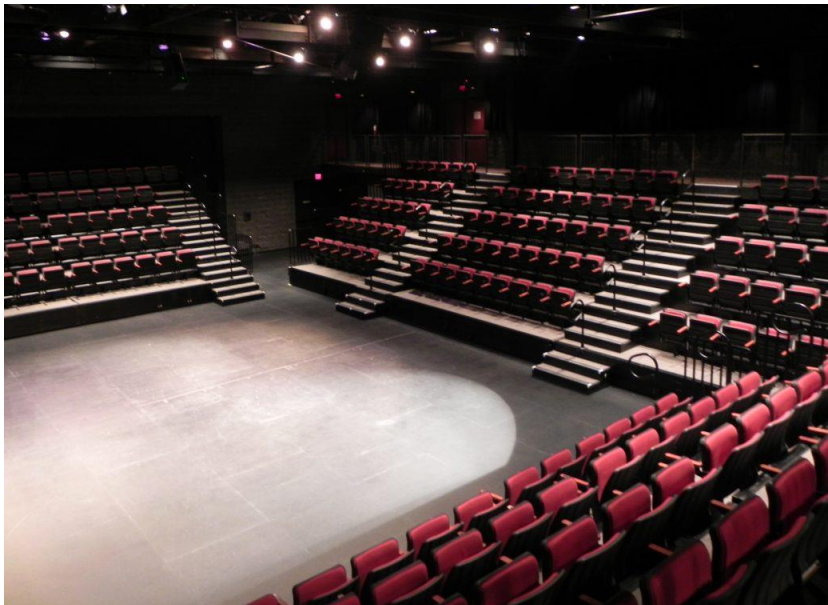
* Receptions take place in the lobby. Food & Drink are not permitted in the Theatre space.

Warnock MacMillan Theatre

This magnificent theatre offers comfortable seating, flexible configuration, excellent sightlines, and outstanding atmosphere for your theatrical, musical or dance performances. In addition, this is a first-rate venue for conferences, lectures, AGM's, motivational workshops - whatever your needs! *

The Warnock MacMillan Theatre is equipped with professional standard acoustic treatments. It is a flexible space that can be used in Thrust, Proscenium or as Black Box with no fixed seating.

The lighting grid consists of a general house plot with ten ETC Source 4's to be used as specials, as needed.



It is equipped with a state-of-the-art Meyer UPJ-1P speaker system processed by a Meyer Galileo 408. The mixer is an Allen and Heath GLD-80 digital sound console with digital snake. The theatre features a Christie Digital 10K projector along with a Kramer VP728 Video Switcher & 16X9 aspect ratio motorized screen. **

The theatre also features a sprung floor, providing the ideal surface for showcasing all styles of dance performances.

* Food and Drink are permitted in designated areas only. Food & Drink are not permitted in the Theatre.

** Projector available in Thrust configuration only.



Backstage

Rental of the Warnock MacMillan Theatre also includes four dressing rooms, two of which have large change rooms and are each equipped with a shower, washrooms, and lockers. A “greenroom” and an office space with internet access are also available for use during the rental period.

The Blair Rehearsal Hall

Featuring 13’ high ceilings, a sprung floor, and a 35’ long mirrored wall, this space is superb for rehearsals, dance or music classes, readings, receptions, lectures, and other intimate gatherings. It can comfortably accommodate up to a total of 100 persons (75 seated).



The Board Room

A sunny space that overlooks King Street, the Board Room opens onto both the outdoor patio and the lounge. Equipped with a projection screen and a whiteboard, this space is perfect for meetings, music lessons or small receptions. It can accommodate 20 persons.

Additional Theatre Rental Information

A Front of House Manager is included in the base rental fee for one performance per day. Additional FOH Manager costs may be incurred for multiple shows in a single day.

For all public events in the theatre, ushers must be present at a ratio of 1 per 50 audience members. We provide one Lead Usher and can provide additional ushers by request (see Addendum A for rates). Alternatively, additional ushers may be volunteers provided by the rental client. Volunteer ushers must be dedicated to their role and are required to report to the FOH Manager one and a half hours before the performance start time.

An Approved Technical Advisor (ATA) is included (and required) in the base rental fee for up to 10 hours per day or 44 hours per week. The ATA must always be present when the space is in use by the rental client. The ATA assists with set up, run, and strike and is responsible for the entire building during rental periods. Two, one-hour meal breaks must be scheduled in each 12-hour day and the theatre must be dark during these breaks. If the ATA is required for more than 10 hours per day, overtime charges will apply (see Addendum A for rates).

The CCPA reserves the right to provide more than one Technical Director/Advisor during a rental period if required and to hire Stagehands as necessary to ensure that load-in, set-up, show, strike, load-out, and restore occurs in a safe and timely fashion. The CCPA reserves the right to determine if a rental client requires a 1-hour consultation meeting (billed) with the ATA prior to their rental booking to review their technical needs in depth. The CCPA further reserves the right to determine when a Door Person must be hired during the Rental Period (see Addendum A for rates).

Rental clients are required to provide a detailed schedule and all technical/production requirements a minimum of six weeks prior to the first day of the rental period.

Insurance

Proof of liability insurance is required in an amount of 2 million per occurrence with no limit, naming "The City of Kitchener and the Kitchener-Waterloo Symphony Orchestra Association Inc." as additional insured.

Caterers

The CCPA does not have a kitchen on the premises; however, you may make arrangements with your favorite caterer should you wish to have food at your event. Pre-prepared food offerings are best suited in our facility. A portable bar fridge is available should you require refrigeration for food items. Rental clients must supply all linens, serving ware, dishes, and cutlery.

PLEASE NOTE: Flame in any manner is not permitted in the facility including ethanol gel chafing dish warmers, butane, and/or finishing torches. Large appliances such as ovens and refrigerators are not permitted for use in the facility.

Licensed Bar Service

The CCPA is licensed by the AGCO (Alcohol and Gaming Commission of Ontario) to serve alcohol in the theatre lobby only. We operate a small concession stand for patrons attending events in the Warnock McMillan Theatre. We sell wine, beer, a selection of non-alcoholic beverages, and snacks. Food & drink are not permitted in the theatre. It may be possible for us to serve alcohol in other areas of the building for select events. Please inquire at the time of booking.

Theatre and Rental Space Dimensions

	Stage Length*	Stage Width*	Height*	Seating Capacity	Maximum Room Occupancy	Reduced Capacity (COVID-19)
Warnock MacMillan Theatre						
Thrust configuration	30'	30'	20'	310	400	TBD
Proscenium **	32'	34'	20'	310	400	TBD
Black Box **	79'10"	56'5"	20'	400	400	TBD
Blair Rehearsal Hall	39'10"	35'7"	13'	75	100	TBD
Theatre Lobby					172	TBD
Board Room					20	TBD
Backstage: Dressing Rooms (4), Green Room, First Aid Room					113	TBD

* The stage length and width are variable, depending on whether additional seating has been set out. Height is measured to the lighting grid where present.

** The default seating configuration of the theatre is *Thrust* position. The theatre can be adjusted to any of the other configurations listed above for an associated fee.

PLEASE NOTE: The option to reconfigure the theatre is dependent on other users who may be using the space within a 24-hour period.

CCPA Renters Promotional Package

We at the CCPA are committed to providing our rental clients with friendly, qualified staff to assist in the production of your event.

We understand that an event's success is achieved, not only through commitment, dedication, and talent, but that ticket sales really do make the difference.

To assist you in promoting your upcoming event(s), we offer the following promotional services at no additional charge:

- Use of the CCPA outdoor Marquee for the two weeks prior to your event
- Poster signage at the entrance to the CCPA
- Event information provided by KWS Patron Services
- Your event(s) will be listed on the CCPA Events webpage and shared through our social media channels (Twitter, FB, Instagram)

The CCPA Renters Promotional Information Package must be submitted no later than 6 weeks prior to the first day of your event.

Conrad Centre Parking Options

Duke St Parking Garage

33 Ontario St N

24 hours Monday to Saturday

0-2 hrs = \$3.30

\$1.75 Per half hour thereafter

\$15.00 MAX

Free parking on Sunday

Maximum vehicle height **6'8**



City Hall Parking Garage

200 King St West

Monday to Friday: 6:30a to 10p

Saturday and Sunday: 7a to 10p

0-2 hrs = \$3.30

\$1.75 Per half hour thereafter

\$15.00 MAX

Free parking on Sunday

Maximum vehicle height **6'7**



Charles & Benton Parking Garage

4 Charles Street East

24 hours Monday to Saturday

0-2 hrs = \$3.30

\$1.75 Per half hour thereafter

\$15.00 MAX

Free parking on Sunday

Maximum vehicle height **6'10**



Driving Directions to the Conrad Centre for the Performing Arts:

From Toronto: Take Hwy 401 West (to London). Take exit 278 and merge on to Hwy 8 West to Kitchener. Continue past the Conestoga Parkway, and Hwy 8 becomes King St. Cross Ottawa St., Stirling Ave., and Queen St., and you've arrived.

From Cambridge: Take Hespeler Rd. north. Merge on to Hwy 401 West (to London). Take exit 278 and merge on to Hwy 8 West to Kitchener. Continue past the Conestoga Parkway, and Hwy 8 becomes King St. Cross Ottawa St., Stirling Ave., and Queen St., and you've arrived.

From Elmira: Take Hwy 85 (Conestoga Parkway) south. Take the Lancaster St. W. exit. Continue on Lancaster St. W., crossing Union St., Arnold St., Wellington St., Victoria St., then take your first right to Queen St N. Head down to King and turn right.

From Guelph: Take Hwy 7 west to Kitchener. This highway becomes Victoria Street. Cross the Grand River, Conestoga Parkway, Edna St., and turn left on Lancaster St W. Take the first right on Queen St N., head down to King and turn right.

From Stratford: Take Hwy 7/8 north to Kitchener. Exit at the Courtland Avenue North. Merge onto Courtland Avenue East. Turn right at Queen Street, cross St. George St., Church St., and Charles St., then left on King

Addendum A: Conrad Centre for the Performing Arts Rate Sheet

2022-2023 SEASON

August 1, 2022-July 31, 2023

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

Main Theatre - Full Day \$1117 base rent

Main Theatre - Full week (7 days) \$6200 base rent

Rehearsal Hall & Board Room Rates available upon request

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

COMMERCIAL:

Main Theatre - Full Day \$1350 base rent

Main Theatre - Full week (7 days) \$7568 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, as needed. This may result in cancellation or additional staffing charges.



Addendum A: Conrad Centre for the Performing Arts Rate Sheet

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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>		\$23 per hour*
Lead Usher - <i>required for all rentals, for each performance</i>		\$21 per hour*
Ushers - <i>per usher as required for audience size</i>		\$20 per hour*
Doorperson - <i>as determined by Lessor</i>		\$20 per hour*
Bartenders/Concession - <i>per bartender as required</i>		\$20 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

Capital Reserve Fund Fee (CRF) \$1.00 per ticket

The CRF will be charged on each ticket sold.

CCPA does not provide ticketing services. Rental clients are responsible for their own event ticketing and must arrange box office attendants for their event(s), when appropriate.

C. ADVERTISING SERVICES

Renters Promotional Package Included

D. LICENSING FEES

SOCAN LICENSING FEES - as required by SOCAN Will be billed at actual
 (2022) Tariff 4.A.1 Popular Music - 3% of gross ticket sales (min. \$35 per concert).
 (2022) Tariff 4.B.1 Classical Music - 1.56% of gross ticket sales (min. \$35 per concert).
 (2022) Tariff 8 Meetings or events with music will be \$66.19 minimum.



Addendum A: Conrad Centre for the Performing Arts Rate Sheet

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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	
<i>Clients are responsible for returning the plot back to its original position and patch</i>	
<i>Specials require a potential of 15 mins per lamp for installation, focus and Gel.</i>	

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)	
<i>*(Re-orienting the Meyer speakers will incur a labour charge)</i>	
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
<i>This is to cover the ordinary costs of bulbs, gel, batteries and gaffe tape.</i>	
<i>Exceptional consumable costs will be billed additionally.</i>	

Sound

Yorkville Elite powered speaker/monitor (2 total)	\$20.00 each
Shure 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
<i>*Includes Cramer Video Switcher VP728 and screen</i>	
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

2022-2023 SEASON

August 1, 2022-July 31, 2023

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 several different configurations to choose from, this space can be set up to suit a variety of needs. Theatre, concerts, dance recitals, events and weddings can all be accommodated.

The Blair Rehearsal Hall

This high-ceilinged hall can accommodate up to 100 people standing and 75 people seated 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 accommodates up to 20 persons.

Capacity:

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

Warnock MacMillan Theatre

Proscenium configuration up to 310 seated with a 32' x 24' stage surface

Thrust Configuration* up to 310 seated with a 30' x 30' stage surface

Without seating 400

Main lobby 172 standing

Theatre Dressing Rooms 113

Blair Rehearsal Hall 75 seated, 100 standing

Board Room 20

* 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