

Guide to Yukon Arts Centre Services

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1. Booking Yukon Arts Centre Facilities

Bookings at (867) 667-8568 or Bookings@yac.ca

To book a venue, the Licensee (the person or organization, which wishes to rent the facility) will contact **Yukon Arts Bookings**. Interested parties may contact to check on availability of dates and facilities. If the Licensee is unsure of plans an inquiry can still be requested.

Inquiry

An inquiry does not guarantee the date. The Yukon Arts Centre will use inquiries to plan and schedule the facilities to the fullest capacity.

Before the completed inquiry can be submitted a Client Intake Form will need to be completed. Details covered during this conversation will include which venue or facilities the Licensee will require, the dates and times they will be in use, technical requirements, and scheduling and staffing requirements. The contract between the Licensee and YACC will be developed from this information; please ensure that it is accurate and complete.

Light Holds

The booking will be moved to a Light hold once there is confirmation that the event will proceed AND the YAC can support the event. A **light hold** is a place holder until the contract is finalised. A light hold does not guarantee the rental. If another party wishes to book the same date YAC will attempt to contact the initial party and give them the options of securing the date by paying the deposit or releasing the light hold. YAC will not make more than three attempts to contact the first party and that party shall respond within three days. If YAC cannot reach the first party, or they fail to respond, the date(s) will be released to the second party upon payment of a deposit. 1 Light Hold per month is permitted per organization. If a second hold is requested, both holds will be subject to Firm Hold Policy.

Firm Hold

Placing any date on firm hold will require a non-refundable, non-transferrable deposit. Deposits on the Yukon Arts Centre mainstage are \$100.00 per day for not-for-profit Licensees and \$200.00 per day for commercial Licensees. Deposits on the Old Fire Hall are \$50.00 per day for not-for-profit Licensees and \$100.00 per day for commercial Licensees. All bookings will be considered a Light Hold until the deposit is received. The deposit will be deducted from the final invoice issued to the Licensee.

Multiple Firm Holds

In a month with multiple firm holds by one organization, any cancellation of a hold will be invoiced for half the value of the Intake Meeting Estimate.

Traditional Bookings

If a Licensee books the same dates or relative position of dates (i.e., 1st Sunday of December) for two consecutive years, then that Licensee may request the first right of refusal (Light Hold) for those dates in the following year. If challenged by another party the traditional booking must be confirmed by payment of a deposit and completion of a contract within 21 days of being notified of the challenge.

Contracting

YAC will prepare and forward a contract to the Licensee within five (5) business days of placing a Firm Hold. Within ten (10) business days of receiving the contract the Licensee will return it and deposit to YAC with any additional payments that may be required. Failure to return the contract in a timely fashion will result in loss of the deposit and the dates.

YAC will provide a draft contract within five (5) business days following completion of the client contract form. The fees and expenses indicated in the contract will be estimates based on the information you provide. The final invoice will reflect actual rental fees and expenses including labour and equipment rental. **REVIEW, SIGN, and RETURN** the contract to YUKON ARTS CENTRE with deposit amount indicated.

Signed contract and deposit are due within 10 business days of being sent.

BOX OFFICE SERVICES

Ticketing inquiries should be directed to the Box Office Coordinator at (867) 667-8484 or boxoffice@yac.ca

Ticket Sales & Setup

YAC reserves the right to manage the sale and printing of tickets for all events occurring in any of the venues at The Yukon Arts Centre.

YAC can also manage ticket sales for events occurring at other YAC venues, including: YAC Studio, Old Fire Hall, The Wharf, and Yukon Tickets.

YAC can also manage ticket sales for events occurring outside YAC facilities, including concerts, Festivals, and other ticketed events.

Please talk to the YAC Box Office Coordinator to arrange ticket sales and inquire about details.

Advances against Ticket Sales

By law, ticket sales are not complete until the event occurs: therefore, YAC cannot pay advances against sales unless the tickets are clearly non-refundable. Ticket revenues will be held until the event is complete and any outstanding costs will be applied against the gross revenue.

Ticket Setup Fees

YAC charges an initial setup fee (\$35 for not-for-profit / \$130 for commercial) for the first presentation of a specific event, followed by a smaller surcharge (\$15 for not-for-profit / \$30 for commercial) for each subsequent presentation of the same event.

Ticket Surcharges

Tickets sold at/by the Yukon Arts Centre for events held at YAC or the Old Fire Hall includes a two-dollar (\$2.00) box office service charge and a one-dollar (\$1.00) Capital Reserve Fund (CRF) contribution.

For events sold by YAC but taking place elsewhere a two-dollar (\$2.00) service charge will be applied. Tickets sold online, or by telephone ("will call") must be picked up from the Yukon Arts Centre during business/operation hours of the YAC Box Office. The Client can make special arrangements in advance, for pick up or drop off "will call" tickets (a fee may be applied in this instance).

For tickets sold at/by the Yukon Arts Centre for online only or streaming performances, the charges are halved to a one-dollar (\$1.00) box office service charge and a fifty-cent (\$0.50) Capital Reserve Fund contribution. If the streaming performance is not live, nor does its recording involve any YAC premises or technical assistance, the streaming CRF is waived.

To avoid confusion YAC suggests that the advertised ticket prices be inclusive, i.e., include all surcharges and taxes.

Credit card fees will be deducted from box office gross revenue.

Customizing Tickets/Raffle Tickets

YAC can, upon request, customize the face of the tickets for an event. Depending on the complexity of the setup, this may incur an additional charge. Also, Raffle tickets can be created using the YAC ticketing system. Please see the Box Office Manager for details.

Consignment Tickets

The client can take tickets out of the YAC box office on consignment. Only the \$1/per ticket Capital Reserve Fee applies, as well as an additional one-time consignment setup fee (\$30 for not-for-profit / \$60 for commercial). Unsold consignment tickets must be returned to YAC box office a minimum of 24 hours in advance of the event. YAC will not be responsible for any costs associated with the loss or damage of consignment tickets once taken from the YAC box office by the client or representative of the client. The client is required to sign a Consignment Ticket release Form upon receiving the consignment tickets.

Non YAC Event Consignment Tickets

For ticketed events not held at YAC and sold as consignment only, the consignment setup fee is charged (\$30 for not-for-profit / \$60 for commercial) as well as forty cents (\$.40) per printed ticket. Note: this is for ticketed events not being held at YAC and not using our online ticket sales system (yukontickets.com).

Complimentary Tickets

The number of complimentary tickets issued by a Licensee is at the discretion of the Licensee. However, the total number of tickets issued cannot exceed the venue capacity. Complimentary tickets must be arranged through the Box Office a minimum of 48 hours prior to an event.

Complimentary tickets may be printed and then distributed by the Licensee or arrangements may be made with box office to distribute complimentary tickets according to a Licensee approved guest list.

As a Part of the Volunteer (Usher) Program at YAC a maximum of ten volunteer and Board member vouchers may be redeemed for complimentary tickets to any events held at YAC.

Should the event be sold-out, any unclaimed complimentary tickets may be returned to the Box Office and made available for sale. This request can be made up to 15 minutes prior to the event. To facilitate this, YAC suggests that guests be advised to pick up their comps at least 30 minutes prior to curtain time.

Streaming to Community Partners

In support of YAC's accessibility policy, YAC reserves the right to issue complimentary access to a select group of our community partners for online/live-streaming performances (for example: recreation and community centres in rural Yukon communities, as well as Extended Care Facilities), allowing them to program an accessible viewing time within a limited window of the initial performance date.

Publicity

Box Office personnel are often asked for information about events, so please provide them with promotional material prior to your event.

YAC will include posters, graphics and show information on our web sites (www.yukonartscentre.com and www.yukontickets.com). However, the Licensee is responsible for submitting accurate information and YAC takes no responsibility for any errors.

Advertising and Souvenir Programmes:

The Licensee is permitted to use the Yukon Arts Centre logos and wordmark in its advertising materials solely for the purpose of identifying the location of the Box Office and performances. We recommend that all advertising and promotion shall contain: the name of the presenting agency, date(s), time(s) for the event, the name of the Venue (Yukon Arts Centre, Yukon Arts Centre Studio, Old Fire Hall), the website address (either yukonartscentre.com or yukontickets.com), the Box Office telephone number and inclusive ticket prices (ticket price including all taxes and service charges).

YAC reserves the right to take photographs for its own records, provided such photography does not infringe on the rights of performers and artists, and to distribute or announce to the audience information concerning all future attractions and/or events within the Venues.

The Licensee may request additional marketing services of YAC to help the Licensee advertise and promote the Licensee's event. Such marketing services may be negotiated on a case-by-case basis, with the YAC sending an

invoice to the Licensee for the marketing services agreed upon by the parties. Under no circumstances does YAC take any responsibility for the quantity of the Licensee's ticket sales.

Merchandise Sales

With prior notice, YAC can manage merchandise sales on behalf of the Licensee. There is a **commission** of 15% on merchandise sales.

Yukon Licensees have the option to manage their own merchandise sales. A multi-purpose sales window is available for this purpose, as well as tables which can be rented. Licensees who are managing their own sales will not be charged a fee (other than table rental) but must provide their own cash float and sales staff. Access to YAC's VISA, MC and/or Debit Machine is not included in this option.

Please inform YAC Venue Coordinator prior to your booking whether you will have merchandise sales and how you would like to manage them.

Ticket Sales Locations

Tickets may be purchased online 24/7 at www.yukontickets.com.

Tickets can also be purchased by phone with a credit card by calling the YAC Box Office during open hours at (867) 667-8574., or by emailing boxoffice@yac.ca.

Ticket Refunds

YAC reserves the right to determine when and if ticket refunds (including any service charge) may be made. Sufficient cause shall include, but not be limited to: lack of seats, seats blocked by equipment when exchange for comparable location is not possible, act substitution, show not as advertised, failure of equipment, failure to open doors or start show within a reasonable period as scheduled, and where patrons are unable to attend due to a severe weather event or other act of nature.

2. PLANNING EVENT OPERATIONS AND EVENT MANAGEMENT

Schedule an intake meeting with the YAC Venue Coordinator at (867)667-8568 or bookings@yac.ca

Specific details of the event need to be coordinated with the YAC Venue Coordinator (items such as schedule, room set up, capacity, technical requirements, box office needs, publicity, volunteers, etc.) *The Licensee must arrange these details with the Venue Coordinator no less than 21 days prior to event.*

PERFORMANCE CONTENT

YAC appreciates that audience development begins at an early age, however; some performance material may not be suitable for all audience members. Please assess the content of the event and include in advertising whether it is appropriate for young audience members or not. YAC would be pleased to assist Licensees with appropriate wording in your promotional material.

HEALTH AND SAFETY

The YAC facility and its employees adhere to the policies listed within the Occupational Health and Safety Handbook as published by The Yukon Workers' Compensation Health and Safety Board. These conditions will also apply to the staff and volunteers of any Licensee while they are within the facility, or on the YAC grounds.

Please follow the advice and direction of YAC Staff.

YAC Staff will stop any activity that poses a safety risk concern or that may result in damage to equipment, the facility or harm to the public.

The YAC maintains the right to refuse entry to anyone that may pose a health and safety risk to the facility, staff, or the public.

Please consult YAC staff for approval before bringing any animal into the venues. If YAC staff consents to the presence and use of animals, they may be brought and kept in the venues only when the performance or rehearsals are in actual progress. This clause does not restrict the rights of a patron to attend events or the facility with an assistance animal (i.e., seeing eye Dog etc.)

Pyrotechnics including the use of open flame may only be used with prior approval of the authority having jurisdiction, in this case the Whitehorse Fire Marshal and with the approval of the Technical Director. The hardware and consumable materials used in any fire or flame effect must be certified for indoor use.

The use of incense or smudge may be permitted at the discretion of the YAC technical staff and should be arranged in advance.

'Homemade' effects are not permitted in the facility under any circumstances. Pyrotechnic effects may only be used by, or under the supervision of a Canada certified Pyrotechnician, and at the discretion of YAC technical staff.

*****The YAC does not permit patrons to stand at the back of the theatre or sit in the aisles. *****

SMOKING/VAPING

The Yukon Arts Centre is a non-smoking facility. Smoking is not permitted anywhere within the facility or within 5metres of any entrance.

COVID 19

Both parties will hold themselves accountable to making sure that no member of their respective teams will be allowed to enter YAC if they are exhibiting COVID symptoms. Both parties acknowledge that this may result in a postponement and/or cancellation of the event if key members of their team become sick during the engagement period and cannot be replaced.

THE FACILITIES OF THE YUKON ARTS CENTRE



THE MAINSTAGE THEATRE

The Mainstage Theatre is a proscenium stage with raked seating and a balcony. The capacity is 428 seats.

Of these:

10 seats are prioritized for mobility challenged patrons and their companions.

10 seats are set aside for the use of our volunteer ushers who are working on the night of the presentation.

YAC prioritizes an additional 10 voucher seats on a first come first served basis for volunteers and YAC board members.

Under normal circumstances this means there is a maximum of 418 seats available for sale to the public including those seats prioritized for the mobility challenged. Depending on how many volunteer vouchers are redeemed for complimentary tickets for your event the maximum sold tickets will vary from 408 to 418. See Venue Coordinator and Director of Production for more information.

CABARET STYLE (on the Stage)

The stage for cabaret style performances can accommodate 137 patrons. A Licensee wishing to create a cabaret style event must consult the Director of Production regarding capacity, labour, and liquor services.

GREEN ROOM, STUDIO, AND LOBBY

When renting the Mainstage Theatre, the Dressing Rooms, Lobby and Green Room are normally included in the rental.

The Studio can be included in a Mainstage Theatre rental at extra cost. However, these spaces can also be rented separately for small events.

THE STUDIO THEATRE can be used as a rehearsal studio or as an intimate small presentation venue as well as meeting or private reception space with a ***seating capacity of 40 – 100 depending on set-up.***

THE GREEN ROOM offers performers a comfortable lounge area with full kitchen facility. It is also ideally suited as a bright, quiet meeting space for small work groups or private receptions.

THE LOBBY provides a large and bright meeting space with a variety of setup options.



THE OLD FIRE HALL

A downtown, multipurpose space, the Old Fire Hall is the perfect venue for smaller meetings and events. Capacity for the Old Fire Hall varies depending on type of event and set up of the room. All events must adhere to local fire codes. The Venue Coordinator will determine final occupancy during your Client Intake.

Every person in the Old Fire Hall during an event will be included in the capacity calculation, including all volunteers, OFH staff, technicians, performers, videographers, photographers, as well as audience members.

Raked Theatre Seating:

52 patrons with seating on risers

Footprint: 16' deep x 20' wide

Add 3' deep per row on the floor and 10 patrons per row.

Licensees supply 4 able-bodied persons for setup and strike of this configuration.

Small Performance Stage: 120 patrons seated in chairs on the floor.

Dance: Performance Area w/ minimal seating around outside of room: 130 patrons

Meetings: U-shaped table set up 35-40 patrons (more in row seating if needed)

Round Tables 80 patrons

Reception with a few tables: 100–130 patrons standing.

With YAC Bar Service, the MAXIMUM capacity stands at 130 persons. This includes all patrons, volunteers, and staff. This capacity has been set by the Yukon liquor control board.

EQUIPMENT RENTAL AND USE OF ADDITIONAL STAFF

YAC can make available use of its audio and lighting inventory as well as other technical equipment for the Licensee's events. Certain equipment has additional charges for use. All equipment rental fees, other than those supplied by YAC, must be paid for by the Licensee. If it is necessary to employ extra personnel, it will be at the expense of the Licensee.

Actual and final rental fees and expenses including labour and equipment rental will be detailed in the final invoice.

For a complete list of equipment rental and staff rates, please refer to YAC Appendix A/OFH Appendix A.

Public Gallery

The Public Art Gallery is open year-round and hosts multiple exhibitions each year and can accommodate up to 50 patrons depending on the exhibitions set up.

Use of the Public Gallery for other purposes is at the discretion of the Director of Visual Arts. A Licensee's activities may not interfere with public access to the Gallery during regular hours of operation (Monday to Friday 10am to 5pm and during performances) and cannot put the art on display at risk of damage.

Environmental controls of the Gallery must be respected. (Please talk to Gallery staff about restrictions). ***Under no circumstances will food or beverages be served or consumed in the Public Gallery.***

Community Gallery

The Community Gallery is a non-curated public gallery available to Yukon artists to exhibit their work. The Yukon Arts Centre tries to ensure the flow of patrons to the Community Gallery is not restricted in any way. However, the space may be used in other ways if precautions are taken to protect the art and to ensure it remains visible to the public.

Large Scale Bookings Including Festivals and Conferences

With a festival/conference booking, the Licensee can make use of the entire Yukon Arts Centre facility within a twelve-hour day (*excluding the Public Gallery*). Please book a meeting with the Yukon Arts Centre's Director of Production and Venue Coordinator when making an initial booking.

Please find rates for festival/conference bookings in Appendix A/OFH Appendix A.

Note: The maximum capacity of Yukon Arts Centre facility is 631 people; this includes all staff, performers and persons working the event.

ESTIMATE - YAC Director of Production at (867) 333-9332 or josh.jansen@yac.ca

RENTAL CLASSIFICATIONS

There are two rental rate classifications for the Yukon Arts Centre:

NOT-FOR-PROFIT

This rate applies to all Yukon artists, Yukon Arts organizations, charities, and Not-for-Profit Societies. A Yukon artist is defined as a practicing artist residing in the Yukon, self-presenting, and self-promoting. A Yukon Arts organization is defined as a non-profit organization or business whose primary purpose noted in its documents of incorporation is related to art.

COMMERCIAL

This rate applies to any individual or business that is not registered as a Not-for-Profit Society or Charity or is not a working Yukon artist.

Schedule

The schedule for rental will be coordinated between the selected organisation representative and the YAC Venue Coordinator. To best accommodate the users of the YAC the final schedule will determine no less than 21 days before the event. Time for set up, rehearsal and strike must be included in rental booking.

PERSONNEL

YAC shall provide the services of qualified personnel based on the requirements of the engagement under the terms of YAC's Collective Agreement with PSAC (Public Service Alliance of Canada). A copy of this agreement is available upon request. All related costs shall be charged back to the Licensee in accordance with the current rate schedule.

Please forward all technical information including lighting plots, ground plans and proposed schedule to the YAC Director of Production/Venue Coordinator at least 21 days prior to the rental date, or the Arts Centre will not be able to accommodate all requests. This information should be discussed at the scheduled intake meeting.

TECHNICAL STAFF

The booking of the Yukon Arts Centre Mainstage requires one House Technician to be present to facilitate the safe and effective use of the venue and the theatre's technical equipment. Therefore, YAC will supply one Venue Technician with your rental Note: You will be responsible for the cost of all overtime, meal penalties, invasion of overnight rest, and for any labour required in addition to the one technician. Staffing requirements will be established at the sole discretion of the Yukon Arts Centre.

If additional stage technicians are required by the Licensee or for the safe presentation of an event, YAC has technical staff available at an hourly rate. The use of YAC technical staff ensures a smooth, efficient presentation. Please arrange staffing with the Technical Director at the intake meeting.

Only approved, capable and trained persons may operate YAC equipment.

MEAL BREAKS

The staff and volunteers are entitled to a one-hour unpaid meal break or a 30-minute paid meal break after a minimum of 4 hours of work or after a maximum of 5 hours of labour. 15-minute coffee breaks are to be

provided after 2 hours of work. The YAC Venue Coordinator shall create a schedule, including breaks, in collaboration with the Licensee to ensure contract obligations are met. This should take place no less than 21 days prior to the event. *For further information on how the PSAC agreement may affect your event please consult with the YAC Director of Production or the Venue Coordinator.*

FRONT OF HOUSE / BAR

The Front of House team is responsible for maintaining a safe environment in public areas and providing security for the patrons and the facility.

YAC staff and volunteers will be clearly identified when on duty in the facility.

Every audience member (other than infants under 24 months old) must have a ticket to enter the theatre, or an available seat in the case of non-ticketed events.

Children under the age of two may sit in the laps of adults. Children two years of age and older must have a ticket or an assigned seat in the case of non-ticketed events.

FOH team members will advise parents with young children to leave the theatre if their children are disturbing the enjoyment of performances by other patrons. Video Monitors and audio can be arranged to broadcast your event to the lobby at the discretion of the licensee.

Latecomers, at the discretion of the artist, may be seated at a suitable and predetermined point in the performance. The balcony seating can often be utilized to reduce disruption of the event for latecomer seating.

Any patron disturbing other audience members or performers will be asked by FOH team members to watch the remaining portion of the performance from the screens in the lobby.

The Yukon Arts Centre maintains the right to refuse entry to anyone that may pose a health and safety concern to the facility and/or the public.

FRONT OF HOUSE

The on-site Front of House staff is responsible for opening the building for Licensees, assisting in lobby set up, volunteer supervision and ensuring security.

Please have event Stage Managers/ Producers/ Presenters introduce themselves to the Front of House staff onsite.

Any changes or delayed information can be delivered to the YAC Venue Coordinator at (867) 667-8568 or Kasey.Anderson@yac.ca

VOLUNTEERS

Due to COVID, YAC has changed its volunteer program and its rules around the participation of volunteers in an event. If you plan to have volunteers at your event please detail the roles and responsibilities of those volunteers at your intake meeting. Depending on what the scope of their job is, some training and orientation may be required before they can participate. Any training would be an additional cost and would be delivered by YAC staff.

LIQUOR, BEVERAGE AND FOOD SERVICES

CONCESSIONS

YAC reserves the exclusive right to operate all concessions. YAC provides the staff to operate concessions and retains 100% of the revenues derived from operations. YAC is a licensed facility; please see the Liquor Beverage and Food section for more information.

LIQUOR SERVICE

YAC and OFH are fully licensed facilities and operate under the regulations of the Yukon Liquor Act. Alcohol can only be sold and served by YAC staff members. YAC can arrange, supply, and serve any beverage that the Yukon Liquor Board provides to the Territory. Additions to the standard menu may be requested with 7 working days' notice. Corkage fees may apply depending on the product. Bar service commences 60 minutes prior to performances and at intermission. For a fee, the bar may be engaged to be open following a performance, but no later than 01:00 (1:00 a.m.) Services such as remaining open after the show, service outside in the garden (special license permitting); two bars, and on-stage service are available for an extra fee.

YAC's liquor licence states that we are the sole supplier and server of alcohol to all events. YAC is unable to provide any exceptions to this Yukon Government regulation.

YAC will strive to accommodate last minute requests and/or changes but we regret that not all alterations may be possible. Amendments are subject to extra fees.

ARTIST HOSPITALITY

All Green Room hospitality liquor must be requested in advance and ordered through YAC staff. If this request is made within 14 days of the event, it will be at the subject of YAC Bar availability. All unused, sellable hospitality will not be charge to the licensee.

ALCOHOL-FREE EVENTS

Please inform the Venue Coordinator if you would like to suspend the sale of alcohol during your event. YAC can provide a basic coffee station or concession stand for events that do not require our regular bar service (i.e., workshops, matinees, etc.).

HOST BAR

A gratuity of 17% will be applied to the invoice.

Food and Drinks are only allowed onstage by permission of the Director of Production. Drinks in approved containers are permitted in the theatre.

CATERED EVENTS

If an event is to be catered, YAC needs the name of the caterer in advance and the caterer should contact YAC well in advance of the event to ensure their needs and plans can be accommodated.

Remember to include in the rental planning the caterer's requirements for time and space in the facility. If a licensed food provider is not being used, please be aware that all food served to the public must be approved by **Environmental Health Services at #2 Hospital Road, (867) 667-8391**.

YAC Venue Coordinator will require proof of a health permit from environmental health for events with food service. There is a surcharge applied to facility rentals when food is served (Reception surcharge). See Venue Coordinator for more information.

USING THE YUKON ARTS CENTRE

PERFORMER'S ENTRANCE

The Performers' Entrance is located at the rear of the building and leads directly to the studio, dressing rooms and stage access. Please advise all performers and crew to use the Performers' Entrance for rehearsals and shows.

PERFORMERS IN THE AUDIENCE

Performers generally stay backstage or in the dressing room area during shows. Should performers wish to be able to watch the show, they must have a ticket (purchased or complimentary) to enter the theatre. All audience members must have a seat. Standing in the back or sitting in aisles is not permitted due to fire regulations. If arranged ahead of time with the Box Office, blocks of seats can be reserved for performers to use during the performance.

PRODUCTION AND BACKSTAGE AREAS

The Director of Production or any member of the YAC staff may stop any activity that poses a safety risk or that may result in damage to equipment or the facility or cause harm to the public. These practices violate the YAC's Respect in The Workplace Policy and will be taken very seriously. The YAC maintains the right to refuse entry to persons that may pose a health and safety concern to the facility and/or the public. Crew or members of the public that may appear to be under the influence of drugs and/or alcohol will be removed from the facility.

Only qualified operators, approved by the Director of Production, can operate YAC mechanical, electrical or stage equipment.

All audio levels are regulated to average level of 94 decibels with peak levels being no more than 98 decibels. The measurements will be conducted with YAC's sound pressure level meter, 'A' weighting, and slow response settings.

The Licensee must keep all areas of the facility orderly. This includes the stage, the shop, the dressing rooms and green room. Additional cleaning fees may be applied to the final invoice if extra services are required because of negligence, damage to the building, or if special services are requested (see Appendix A). Any cleaning or additional fees related to damage caused by the renter shall be determined solely at the discretion of YAC.

YAC will ensure that the stage and backstage areas are clean, well maintained, and safe for performers and production personnel.

YAC SHOP AND TOOLS

All onstage and backstage work requires the approval of the Director of Production. The Director of Production must approve construction drawings, lighting and sound designs and production requirements prior to your event. *Painting on stage is prohibited.* The technical shop, if available, may be used for touch-up painting. The shop must be left clean and neat. YAC recommends that Licensees build major set pieces off-site and develop a detailed plan for load-in and assembly of sets.

This information should be discussed in the intake meeting with the Director of Production and the Venue Coordinator.

All tools and equipment must be returned to their proper storage locations immediately after use. The Licensee is responsible for any damage to or theft of equipment, by their employees, agents, patrons, or guests.

FIRE PREVENTION

All fabric and set pieces used on stage must be 'flame proofed' prior to load in. Failure to do so will prevent the material from being used within the facility. Contact Director of Production for further details.

PARKING

There is plenty of parking at the rear of the building for the performers. Please do not use the YAC staff parking areas. Licensees and patrons may not park in the loading docks or any loading areas as these are Fire Lanes. Any vehicles in these areas will be removed at the owners' expense. There is extensive public parking at the Yukon College adjacent to the Yukon Arts Centre.

There are two stalls reserved for those with mobility concerns in the Staff Parking area adjacent to the YAC. In the evening there are four parking stalls reserved for seniors and elders in the Staff Parking area adjacent to the YAC.

SECURITY

Only cast and crew are permitted in the production and backstage areas. If you want to permit broader access, please inform the Venue Coordinator when you book your event.

Please issue your company roster that will be moving from backstage to the Venue Coordinator so that YAC can issue the proper identification. YAC will not be responsible for lost or stolen items.

KEYS

The YAC Venue Coordinator or Director of Production can provide Licensees with keys for the green room and dressing rooms. YAC recommends that dressing rooms be kept locked when not in use and that valuables be stored in the lockers in the dressing rooms (please provide own padlocks). Keys will be signed out and a charge of \$50.00 may be applied to the final reconciliation for each key not returned at the end of the rental. Licensees may not place or change any locks on doors.

INTERNET ACCESS

Wi-Fi connections are available in the lobby, green room, and dressing rooms. Please ask the Venue Coordinator, Front of House Manager, or the Director of Production for login and password information.

CLEAN UP

All areas used by the Licensee including green room, dressing rooms and studio should be left as neat and clean as they were found upon the Licensee's arrival.

YAC will not be responsible for lost or stolen items.

All items belonging to the Licensee must be removed at the end of the rental period. Please check carefully for costumes pieces, set pieces, properties, and technical equipment.

Note: *Nothing may be left in the facility without the prior consent of Yukon Arts Centre staff. Last minute requests may not be accommodated. YAC will not be responsible for items left in the facility at the end of the rental period.*

STAFF HOURS

Please note the following:

Staff will be paid time and one-half (1.5 x regular rate) for:

- any time worked prior to 8am
- any time worked more than eight hours in a day

Staff will be paid double time (2 x regular rate) for:

- any time worked more than twelve hours in a day

All stage, front of house and Gallery personnel, including workers supplied by the Licensee shall work under the direct supervision of YAC staff.

Special rates apply for use of the venue on statutory holidays. Statutory holidays are as follows:

New Year's Day	Discovery Day
Rendezvous Friday	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Aboriginal Day	Boxing Day
Canada Day	

Actual Expense

Following the event, the Director of Production will create a report detailing venue use, labour and equipment rental. This document will be provided to Accounting and used to calculate the final billing and is available for your review.

INVOICE

Accounting calculates an invoice based on the contract and Actual Expense reports. The deposit paid and any advance payments will be applied against rental fees and costs. Revenue from any ticket sales will not be applied against rental fees and costs and will be issued separately. Payment of the balance is due upon receipt of invoice. Interest at the rate of 1.5% per month (18% per annum) will be payable on all amounts owing, 30 days following the date when the sums are due.

SETTLEMENT OF INVOICE

An invoice will be issued for the balance no later than 15 working days following the event.

SETTLEMENT OF REVENUE

Settlement of revenues will be issued no later than 15 working days following the event. The Yukon Arts Centre uses telpay, a direct deposit software, to settle accounts. Please request your telpay sign up form from boxoffice@yac.ca or bookings@yac.ca.

CANCELLATIONS

In the event of a cancellation, the Licensee will forfeit all deposits and will be responsible for any costs (such as pre-printed tickets, offsite equipment rentals, etc.) incurred by YAC on the Licensee's behalf. Please refer to contract for full details. In a month with multiple firm holds by one organization, any cancellation of a hold will be invoiced for half the value of the Intake Meeting Estimate.

PERFORMANCE RIGHTS, ROYALTIES, TAXES AND LICENCE FEES (Live and Streamed)

Any event at the Yukon Arts Centre that uses music (both live and recorded) that is owned by others are subject to SOCAN fees. In addition, The Yukon Arts Centre has a video streaming capacity to live stream any presentation that happens on the mainstage theatre. YAC's video streaming is an option to use for any event, but depending on the content of that event, an additional concert tariff may be required. We

have included a license fee package which is attached to this contract for you to use to determine what fees apply to your event.

The contents of the package are:

1. SOCAN and Related Fees Guide
2. Rental and Engagement Agreement regarding these fees
3. Concert Tariff Application

The Yukon Arts Centre is now responsible to charge all user groups of our facilities SOCAN fees, which are 3% of gross ticket sales. This will be added to your bill if it applies to your event. If your event requires an additional concert tariff for online streaming, it will be the renter's responsibilities to apply and pay for these fees.

Definitions

S.O.C.A.N. FEES: (LEGAL REQUIREMENT)

The Society of Composers, Authors, and Music Publishers of Canada (S.O.C.A.N) preserves and promotes the rights of music creators. Any group or organization presenting live or recorded music in public must obtain permission for the music controlled by S.O.C.A.N. and pay a licence fee approved by the federal copyright board.

Resound Fees

Re: Sound (formerly known as the Neighbouring Rights Collective of Canada) is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their recorded performances. On behalf of its members, representing thousands of artists and record companies, Re: Sound licenses recorded music for public performance, broadcast and new media.

PROFESSIONAL BROADCAST AND RECORDING

RECORDING FOR NON-COMMERCIAL PURPOSES

Cameras and video equipment are not permitted during performances unless stated in advance by the Licensee and with the formal permission of the artists. The Yukon Arts Centre requires the written consent of the presenter and performers at least 14 days prior to the event that will be recorded.

The Yukon Arts Centre will:

- Appoint a liaison person to host and assist technicians and videographers while at YAC.
- Host a pre-production meeting with the producers and technicians. This should be scheduled by the client with the Venue Coordinator and Director of Production.
- Aid in locating camera positions within the theatre. Typically, cameras are placed in unused wheelchair spaces. *The tickets must be 'pulled' in advance of being put on sale.*

- Provide an audio feed from the sound system providing setup is completed 45 minutes prior to the start of the show.
- Inform sound technicians of scheduled sound checks and assist in placing microphones.
- Provide guidelines on the use of video lighting equipment.

What YAC requires from the Licensee:

- Contact YAC staff to discuss plans to record events and arrange for a YAC liaison person to assist them while they are in the Centre.
- Ensure time for a pre-production meeting as requested by YAC.
- Discuss plans to record event during initial booking and arrange for a Yukon Arts Centre staff member to assist them while they are in the facility. (There will be a fee applied to the final invoice)
- Complete set-up 45 minutes prior to the start of the performance.
- Should a videographer arrive at the Yukon Arts Centre to record or broadcast an event without prior consent of Yukon Arts Centre staff, access may be refused. If access is granted, camera positions may be limited and access to audio feeds through The Yukon Arts Centre sound system may not be available. YAC will not guarantee the quality of any recording request made at the last moment.
- Ensure that all licences, permissions, and releases are in order and provide copies of same to the Yukon Arts Centre.
- YAC cannot guarantee the quality of recordings taken directly from a board feed.
- Ensure the media does not impede the enjoyment of the performance for patrons:
Do not block the view of audience members.

Do not block aisles or fire exits.

Do not have unsecured cables crossing aisles or fire exits.

Do not cross in front of stage during performance.

Wear dark clothing while in the theatre.

Note: There will be additional labour and equipment charges because of recording an event.

REPRODUCTION AND BROADCAST RIGHTS - COMMERCIAL

Reproduction of events by the Licensee or any other party for any purpose other than event promotion or archive, whether by radio, television, filming, photography, and videotaping or sound recording, requires prior written consent of YAC, such consent must be obtained at least fourteen (14) days in advance of the event or performance. Such consent may be conditional upon the Licensee or other party paying reproduction fees to YAC, to be negotiated. Any recording made for commercial purposes will, in the credits, indicate that the recording was made at the Yukon Arts Centre and will credit any Yukon Arts Centre staff involved with the recording unless otherwise negotiated with the Yukon Arts Centre

The Licensee or other party is responsible for contacting the Canadian Musical Reproduction Rights Agency (CMRRA), which collects fees and grants reproduction rights on behalf of music copyright owners for audio and video recordings, to obtain rights to reproduce or broadcast the performance from all copyright holders and performers. The Licensee shall provide YAC with evidence of such approval at least 14 days prior to the engagement.

The Licensee or other party is responsible, solely, for all applicable fees, royalties or other charges by composers, authors, publishers, and performers, which may be payable because of the recording or broadcast.

The Licensee will advise the Director of Production of all technical requirements at least fourteen (14) days in advance of the recording.

PARTNERSHIPS/RESIDENCIES

The Yukon Arts Centre is committed to the ongoing development of the arts in the Yukon. The @YAC Residency is a key component of that commitment.

With an emphasis on performing arts – dance, music, opera, musical theatre, and interdisciplinary performance – the @YAC Residency celebrates and encourages the artistic development of Yukon based producers and creators by giving them access to valuable resources. This includes facilities such as rehearsal and performance space, equipment, and crew.

Past residents have profited both in the development of their artistic projects and in their own personal and professional development as members of the Yukon performing arts community.

WHO IS ELIGIBLE?

Performing artists, artistic collectives, and artistic production companies residing and located in the Yukon Territory or Atlin BC can apply. We encourage applications from artists and those working in the performing arts, regardless of where they find themselves in the production of their artistic project.

APPLY

There is a rolling application intake throughout the year.

It is expected that the project for which you are applying will be produced and completed within 6 months of the intended Residency. Applications can be sent in at any time but will be reviewed immediately. Please contact Michele Emslie at michele.emslie@yac.ca.

APPENDIX A: YUKON ARTS CENTRE RENTAL RATES

Theatre *Ticketed Events* includes FOH and House Tech (Up to 6 Hours)		
Ticketed event	Non-for-Profit	Commercial
Minimums	\$470.00	\$1,500.00
Additional hour	\$100.00	\$200.00
Cost per occupied seat main auditorium	\$2.30	\$5.00
Cost per occupied seat Balcony	\$2.50	\$6.00
Festival and Convention Rate	\$1,200.00	\$2,400.00
(Rental of several spaces within the facility) 12 hrs. per day		
3 or more ticketed events on one day	\$1,000.00	\$2,000.00
(Rental of several spaces within the facility) 12 hrs. per day		

***Non-Ticketed Events* Theatre**

(Up to a 6-hour performance call)	\$500.00	\$1,000.00
Additional hour	\$75.00	\$100.00

*** School Matinee* 4 hours**

includes 1 FOH and House tech on site	\$275.00	\$550.00
Additional Hour	\$50.00	\$100.00

* Dark Day Hold per day 350

\$350.00	\$1,000.00
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YACC Stage Rehearsal

Load-In/Set-Up (No Audience)	Non-for-Profit	Commercial
8 - hour booking	\$400.00	\$800.00
4 - hour booking	\$200.00	\$400.00
Additional hours/hour	\$70.00	\$140.00

addition of Studio Theatre to main stage rental

8 - hour booking	\$75.00	\$150.00
4 - hour booking	\$50.00	\$100.00
Hourly rate	\$25.00	\$50.00
Weekly rate (at max. 8 hours per day)	\$350.00	\$700.00

Labour *Licensee pays all Labour for Over Time*	Non-for-Profit	Commercial
Technician or FOH per hour	\$35.00	\$60.00
Technician or OFH per hour overtime one and a half	\$52.50	\$90.00
Technician or FOH per hour overtime double	\$70.00	\$120.00
Tech Design Fees flat rate at DoP's discretion	\$700.00	\$700.00

Overtime is defined by the PSAC Collective agreement. Please consult with YACC Director of Production.

Instrument Rental	Non-for-Profit	Commercial
Steinway 9' Concert Grand piano	\$60.00	\$120.00
Yamaha 6' Concert Grand piano	\$60.00	\$120.00
Pearl Drum Kit	\$60.00	\$120.00

Piano Tuning	\$140.00
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Equipment Rentals	Non-for-Profit	Commercial
Fender Bassman	\$30.00	\$60.00
Fender Bluesmaster Jr.	\$30.00	\$60.00
Splitter Snake	\$35.00	\$70.00
Wireless Microphone / Wireless IEM	\$15.00	\$30.00

Spike tape per Roll	\$6.00	\$12.00
V1 Monitor Mixer	\$120.00	\$240.00
Sanyo HD Projector	\$110.00	\$220.00
Sanyo SD Projector	\$110.00	\$220.00
Wagner Risers per	\$12.00	\$24.00
Acoustic Shell	\$60.00	\$120.00
Dance Floor	\$55.00	\$110.00
Amp rental	\$60.00	\$60.00
Orchestra Pit	\$330.00	\$660.00
BARCO HD Projector	\$150.00	\$250.00

Tablecloths and Tables each / per day	Non-for-Profit	Commercial
Tablecloths each / per day	\$6.00	\$12.00
Banquet Tables or round tables each / per day	\$4.00	\$8.00
outside of YAC facility, each / per day	\$6.50	\$8.00

RECEPTION SURCHARGE	Non-for-Profit	Commercial
	\$125.00	\$250.00

Miscellaneous Rental	Non-for-Profit	Commercial
Gallery walls	\$350.00	\$700.00
Photocopies	\$0.10	\$0.20
Extra cleaning per hour	\$100	\$200
Meal violation per individual	\$20.00	\$40.00

Studio Theatre Only *Does not include Labour!
*** FOH or Tech**

9:00am-5:00pm Monday to Friday	Non-for-Profit	Commercial
8 - hour booking	\$100.00	\$200.00
4 - hour booking	\$50.00	\$100.00
After hours, Hourly rate	\$40.00	\$80.00
Weekly rate (Monday to Saturday 9:00-5:00)	\$500.00	\$1,000.00

Gallery *Does not include Labour! *

6 - hour booking	\$250.00	\$500.00
Hourly rate	\$75.00	\$150.00

Green Room Only	Non-for-Profit	Commercial
8 - hour booking	\$70.00	\$140.00
4 - hour booking	\$40.00	\$80.00
After hours, Hourly rate	\$40.00	\$80.00
Weekly rate (Monday - Friday 9:00-5:00)	\$350.00	\$700.00

Lobby Rental; may include use of green room and /or bar service. 1 FOH staff

Per 6-hour booking,	\$250.00	\$500.00
Additional hour	\$60.00	\$150.00
* LOBBY SET-UP (no audience) up to 3 hours	\$100.00	\$200.00

Lobby / Studio Theatre Equipment

Yamaha 6' Concert Grand piano / per day	\$60.00	\$120.00
Baldwin Upright piano / per day	\$35.00	\$70.00
Pearl Drum Kit / per day	\$60.00	\$120.00
ETC lighting Board for 1-week rental	\$60.00	\$120.00
Elmo 2000 ANSI LCD Projector	\$40.00	\$80.00
Wireless microphone, each / per day	\$15.00	\$30.00
Sound Craft VI1 Monitor Mixer	\$120.00	\$240.00
Portable Sound System outside of theatre per day	\$60.00	\$120.00
Fender Bluesmaster Jr. Tube guitar amplifier	\$30.00	\$60.00
Fender Bassman 100-Watt Bass Amplifier	\$30.00	\$60.00
Wagner Risers (per unit. 8 available)	\$12.00	\$24.00

Entandem (Re:Sound and SOCAN)

SOCAN 3% of gross ticket sales		
Concert Tariff for streamed content		

Box Office Services	Non-for-Profit	Commercial
Initial Set Up Fee (1st performance)	\$35.00	\$130.00
Set up charge for subsequent performances	\$15.00	\$30.00
Changes to Ticketing setup	\$25.00	\$50
Setup fee for passes or raffles	\$35.00	\$52.50
Consignment Tickets Fee	\$30.00	\$60.00
Cost per ticket (YAC venue)	\$1.00	\$1.00
Cost per ticket (Non-YAC venue)	\$0.04	\$0.00
Merchandise Sales Commission %15 of Gross or minimum of	\$35.00	\$70.00
Credit Card Charges		
Current Credit Card charges will be deducted from all ticket sales at the going rate		
Deposit Paid per day (Yukon Arts Centre)	\$100.00	\$200.00
Deposit Paid per day (Old Fire Hall)	\$50.00	\$100.00

APPENDIX B: OLD FIRE CENTRE RENTAL RATES

OLD FIRE HALL RENTAL	NOT FOR PROFIT	COMMERCIAL
4 HOUR BOOKING (MINIMUM)	\$125.00	\$250.00
8 HOUR BOOKING	\$250.00	\$500.00
FESTIVAL RATE UP TO 15HRS (BETWEEN 8AM AND 11PM)	\$450.00 + OVERTIME LABOUR FEES	\$900.00 + OVERTIME LABOUR FEES
ADDITIONAL HOURLY RATE	\$45.00	90.00
DARK DAY HOLDS	\$55.00	\$110.00
STATUTORY HOLIDAY	\$500.00	\$1000.00
PSAC STAT HOLIDAYS: <i>New Year's Day, Rendezvous Friday, Good Friday, Easter Monday, Victoria Day, National Aboriginal Day, Canada Day, Discovery Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day</i>		
LABOUR	\$35.00/HOUR	\$70.00/ HOUR
OVERTIME: ANY SHIFTS BEGINNING BEFORE 8AM (ANY PORTION THEREOF) @ 1.5 TIMES RATE OR MORE THAN 8 HRS @ 1.5 TIMES RATE OR MORE THAN 12 HRS @ 2 TIMES RATE	\$52.50/HOUR \$52.50/HOUR \$70.00/HOUR	\$105.00/HOUR \$105.00/HOUR \$140.00/HOUR
EXTRA CLEANING FEES	\$50.00/HOUR	\$100.00/HOUR

RECEPTION SURCHARGE	\$125.00	\$250.00
FLOOR WAXING (TO REPAIR DAMAGE)	\$150.00	\$150.00

BOX OFFICE SERVICES		
Initial Set Up Fee (1 st performance)	\$35.00	\$70.00
Set Up Charge - Subsequent Performances	\$15.00	\$34.00
Consignment Ticket Fee for Off-Site Sales	\$35.00	\$70.00
Credit Card Fees Approx. 5%		
Sales Commission	15% or \$35 minimum	15% or \$70 minimum

EQUIPMENT RENTAL FEES ALL LISTED RATES ARE DAILY	NOT FOR PROFIT	COMMERCIAL
100 Stackable Chairs	Free	Free
16 Folding Tables - 2 x 4'; 16 x 6'	\$4.00	\$8.00
12 Cabaret Tables – 30"		
Tablecloths – 16 Units, Black, Rectangle	\$6.00	\$12.00
Step Ladders/Small Hand Tools/Tape	Free	Free
BASIC SOUND FOR GENERAL EVENTS	\$25.00	\$50.00
For Playback of CD/iPod, Mic, Speakers		

PROFESSIONAL SOUND GEAR FOR LIVE EVENTS *Does not include an operator	\$70.00	\$140.00
QSC RMX2450 Power Amps, 2 Units		
Soundcraft SI Impact Digital Board		
Denon DN-D4500 Dual CD/ MP3, 1 Unit		
Meyer UP Junior Powered Speakers, 2 Units		
Meyer UMS-1P Powered Subwoofer, 2 Units		
SM58 Vocal Microphone, 4 Units		
SM57 Instrumental Microphone, 4 Units		
SM 81 Condenser Microphone, 2 Units		
15 Mic Stands, 10 Tall Units, 5 Short Units		
XLR Cables – 6 x 10'; 19 x 20'; 6 x 25'; 2 x 50'		
Cable Factory DI's, 8 Units – Various Styles		
QSC K-10 Powered Monitors, 5 Units		
Various Instrument Cables, AC Cables & Adapters		
Cable Factory Snake – 24 Inputs		
Sennheiser Wireless Microphone, 1 unit	\$15.00	\$30.00
BASIC LIGHTING FOR GENERAL EVENTS	FREE	\$50.00
22 Lighting Instruments - House Plot Position		
3x12x1k Dimmers		
16 House Lights		
Various Gels – Request Inventory		

SPECIAL LIGHTING FOR LIVE EVENTS *Does not include an operator	\$70.00	\$140.00
Re-Hang and Focus		
Restore to House Plot at End of Rental		
3x12x1k Dimmers		
Load Cannot Exceed 8,000 watts		
All Connectors are U-Ground		
ETC Insight 3 Memory Board		

WENGER STAGE RISERS Volunteers required!	\$12.00 Each	\$24.00 Each
4' x 4' stage risers, 5 Units		
4' x 8' stage risers, 16 Units		
Handrails – Various Sizes		
Legs - 8"/16"/24"/32"/40"		
Various Quantities – Request Inventory		
Projection		
Epson PowerLite 14855WU Projector	\$40.00	\$80.00
Projection Screens 14' Dead Hung, or 6' Tripod	\$10.00	\$20.00
Sony Blu-Ray Player (BDD-5780)		
Various Cables/Adapters – VGA, HDMI, DVI		
Piano YAMAHA YUS5 Concert Acoustic	\$35.00	\$70.00

3 TIMES THE DAILY RATE WILL BE APPLIED TO THE 5 DAY WEEKLY USE OF OFH EQUIPMENT.

APPENDIX C: THEATRE AUDIO INVENTORY

[Yukon Arts Centre |](#)

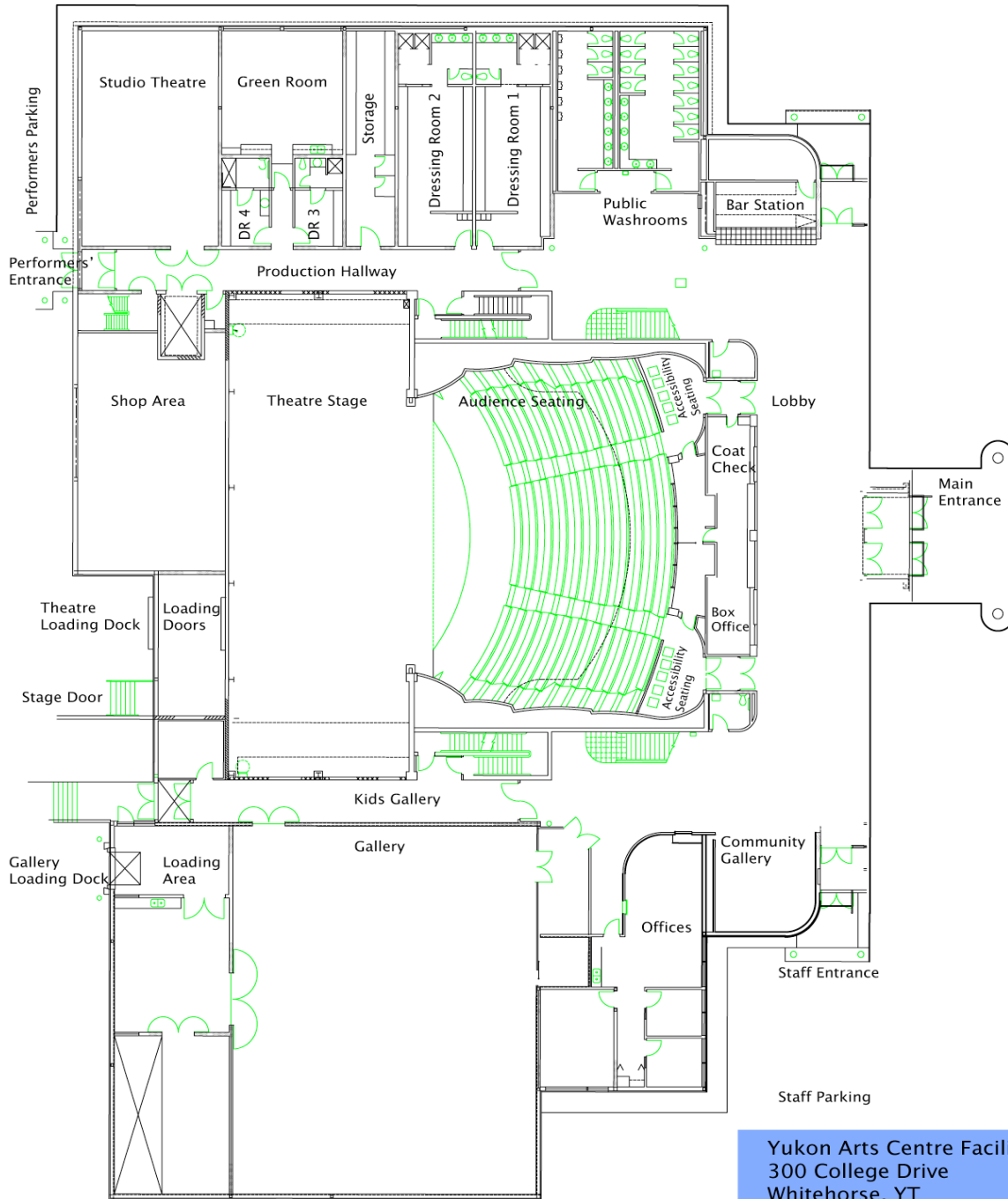
APPENDIX D: THEATRE LIGHTING EQUIPMENT INVENTORY

[Yukon Arts Centre |](#)

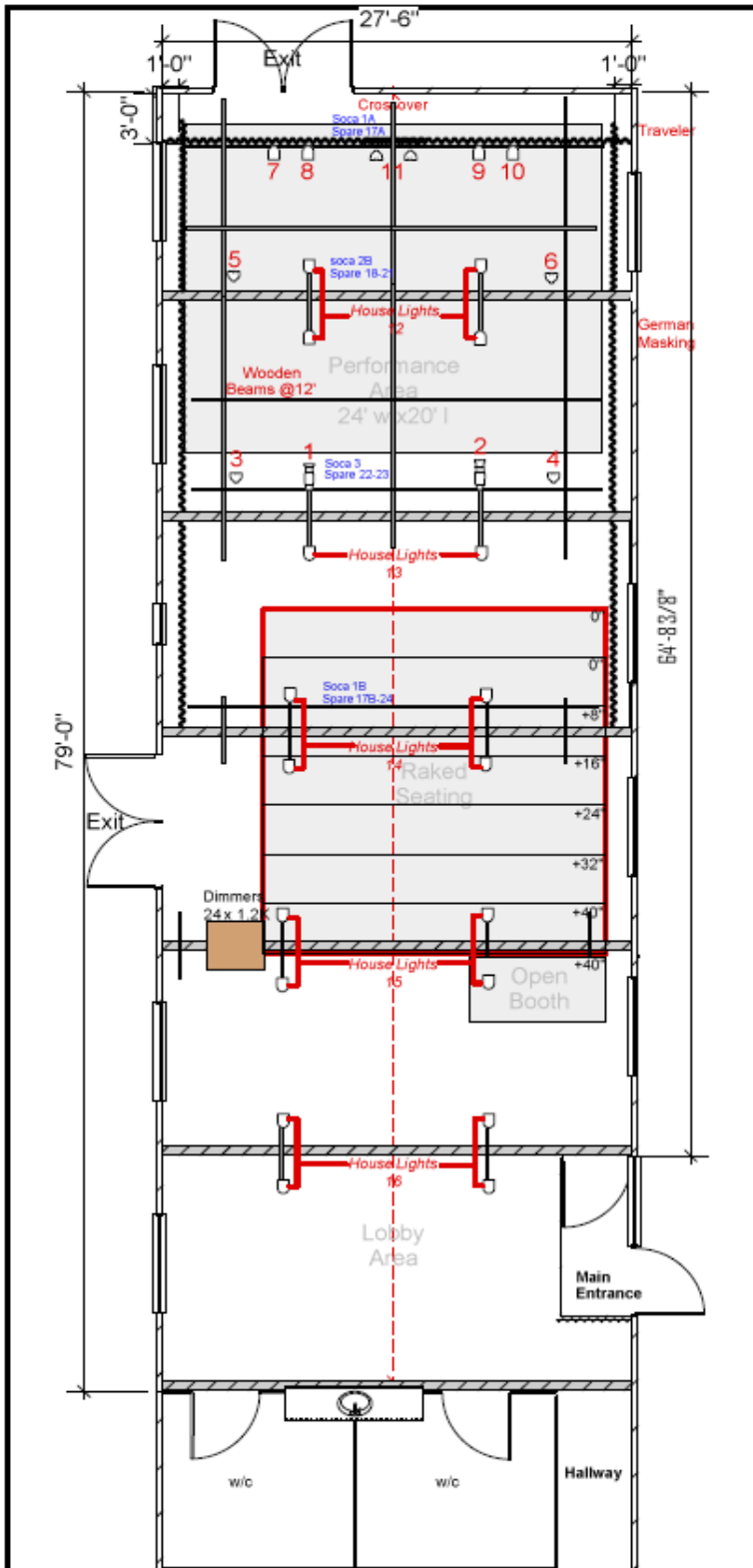
APPENDIX E: YAC RESPECT IN THE WORKPLACE POLICY

[Yukon Arts Centre | YAC Respectful Workplace Policy](#)

STAGE PLANS: PLEASE CONTACT THE DIRECTOR OF PRODUCTION



Yukon Arts Centre Facility
300 College Drive
Whitehorse, YT
www.yukonartscentre.ca
Image is not to scale



STAGE PLOT

EVENT:

DATE :

SYMBOLS:



VOCAL MICROPHONES
List Type/ Style



INSTRUMENT MICROPHONE
List Type/ Style

DI

DIRECT INPUT

AMP

MUSIC AMPLIFIER



MUSIC STAND

T

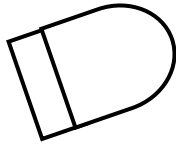
TABLE



MONITOR WEDGE



DRUM KIT RISER



PIANO

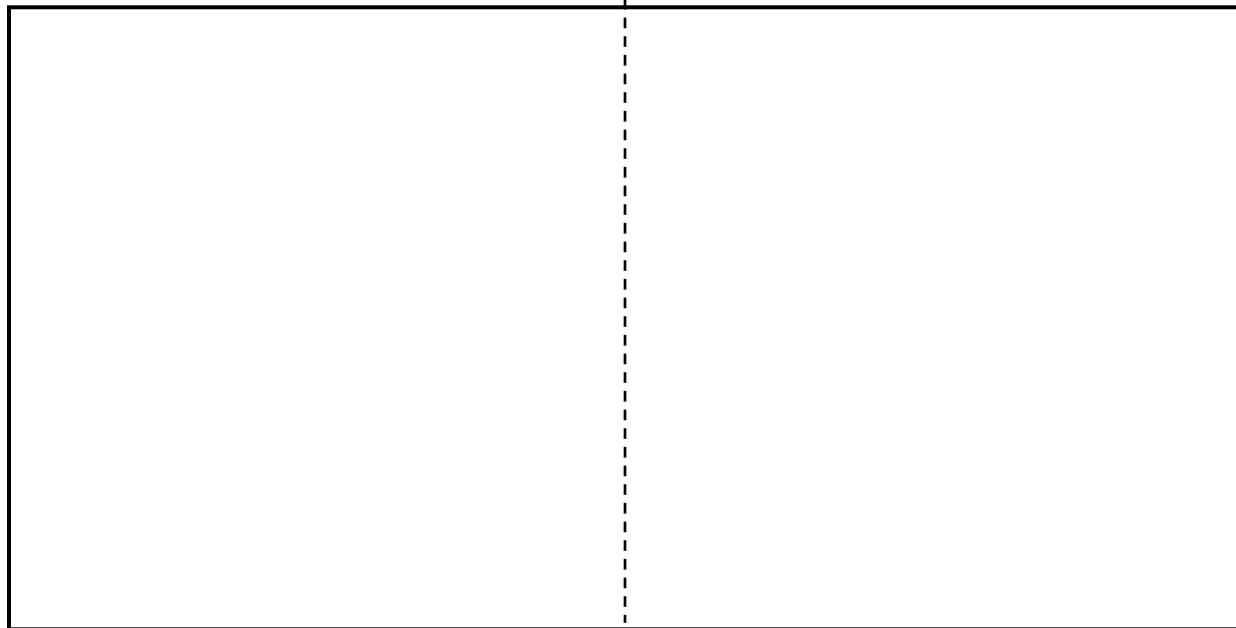


CHAIR



STOOL

Centre Line



AUDIENCE

BOOTH

