



Welcome to the Arrata Opera Centre!

We are delighted that you have chosen our facility to host your event. The following information will help you plan for your event and alert you to the services and facilities available to you at the Arrata Opera Centre.

THE RENTAL FEE

Because many of our clients are self-sufficient, the basic rental fee is for “Four Walls” which includes access, heat and light. The fee covers occupancy from 8:00 am to 12:00 midnight. Please note that janitorial service is not included. Each space comes with some equipment that is identified on the attached rate sheet. All set ups are subject to prior Calgary Opera approval. All rentals require a deposit which will be returned after your event if there are no repair or cleaning charges. The fee and deposit must be paid in full before occupancy will be permitted.

ACCESS

Calgary Opera Staff is responsible for ensuring that the building is open prior to the event and is safely secured after the event is concluded. Please note that the Arrata Opera Centre is in the former Wesley United Church, which is an Alberta Heritage Building built in 1911. It is not a wheelchair accessible building. All set ups are subject to prior Calgary Opera approval. In addition to the basic rental fee, Calgary Opera will provide staff at its discretion for the times scheduled by the Renter at the listed rate.

INSURANCE

All Renters must provide Calgary Opera with proof of liability insurance of at least one million dollars, in advance of the event date.

PARKING

There is no parking available to renters in the 24 hour reserved staff parking lot directly adjacent to the Arrata Opera Centre. Two hour parking is available on the streets around the Centre. Underground paid parking is available in Mount Royal Village, which is accessed just east of 8th Street on 15th Avenue.

EQUIPMENT

Please feel free to provide your own equipment or ask us. If we don't have it, we maintain relationships with reasonably priced rental companies and will be pleased to make any arrangements for equipment you require, with no mark up. Our equipment is subject to availability.

AUDIO VISUAL

Calgary Opera owns and operates three large venue video/data projectors, 6' X 8' rear projection screens, a small four-input sound system, theatrical lighting, and a variety of other audio visual equipment. Please consult the attached rate sheet to see what's available. We also have a relationship with reasonably priced rental companies and will be pleased to make any arrangements for equipment you require.

CATERING

Calgary Opera loves working with Infuse Catering and Hotel Arts. Other caterers are also welcome. The staff kitchen has a fridge, stove, microwave, coffee urn and dishwasher, which are available on an "As Is" basis. Filtered water is available from the cold water tap in the Staff Kitchen. Wine glasses are available for rent for 50 cents each.

SIGNS

Please note that nothing may be affixed to walls or ceiling without the prior consent of the Arrata Opera Centre.

JANITORIAL SERVICE

Many of our clients prefer to look after the cleaning of their space which is why this is not included in the rental fee. This includes garbage collection and deposit in our bin, and wet mop and/or vacuum. If you prefer to have our cleaners look after this, please let us know and we will arrange for this service. Fees are indicated below.

PAYMENT

The booking is confirmed when 50% of the total rental is paid plus the deposit. The fee and deposit must be paid in full before occupancy will be permitted.

CONTACT

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Arrata Opera Centre Rates

	Daily	Weekly	Monthly	Deposit
<u>Rehearsal Hall</u>	400	2,250	7,000	350

Maximum occupancy is 175 people. The Rehearsal Hall rental fee includes “House Plot” lighting, a lectern, up to 175 chairs and 2 five-foot folding tables. Set up is included. Special lighting is available for an additional fee. All set ups are subject to prior Calgary Opera approval. In addition to the basic rental fee, Calgary Opera will provide staff at its discretion for the times scheduled by the Renter at the listed rate.

<u>Nexen Gallery</u>	300	1,500	4,500	250
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Maximum occupancy is 175 people. Maximum occupancy at rounds is 120 people. The Nexen Gallery rental fee includes up to 175 chairs and 2 five-foot folding tables. Set up is included. Special lighting is available for an additional fee. All set ups are subject to prior Calgary Opera approval. In addition to the basic rental fee, Calgary Opera will provide staff at its discretion for the times scheduled by the Renter at the listed rate.

<u>The Studio</u>	125	600	1,800	100
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The Studio rental fee includes up to 25 chairs and 2 five-foot folding tables. Set up is not included. In addition to the basic rental fee, Calgary Opera will provide staff at its discretion for the times scheduled by the Renter at the listed rate.

<u>Greenroom</u>	125	600	1,800	100
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The Greenroom rental fee includes up to 25 chairs and 2 five-foot folding tables. There is a permanent round board table in the room. All set ups are subject to prior Calgary Opera approval. Set up is not included. In addition to the basic rental fee, Calgary Opera will provide staff at its discretion for the times scheduled by the Renter at the listed rate.

<u>Lower Hall</u>	100	400	1,200	100
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The Lower Hall rental fee includes up to 30 chairs and 2 five-foot folding tables. Set up is not included.

