



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 prefer to look after themselves, 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. A list of Renter Responsibilities is included below. Please note that janitorial service is not included. Each space comes with some equipment that is identified on the rate sheet below. 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. In some cases, this responsibility will be delegated to the renting organization. In this eventuality, keys and security information will be provided to the

responsible person for that organization. There is a \$100 refundable deposit required to release keys. The deposit is returned when the keys are returned. Losses to Calgary Opera as the result of improper entrance and lock up procedures will be the responsibility of the Renter. 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. All set ups are subject to prior Calgary Opera approval.

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. Also please note that the Arrata Opera Centre is not available for weddings.

INSURANCE

All Renters must provide Calgary Opera with proof of liability insurance of at least one million dollars, in advance of the event date. In special cases, this requirement may be waived.

PARKING

There is no parking available to renters in the 24 hour reserved staff parking lot directly adjacent to the Arrata Opera Centre. Calgary Opera will have unauthorized vehicles towed at the owner's expense without notice. Three hour "ParkPlus" parking is available on the streets around the Centre. Street parking is free after 6:00 pm. 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 two large venue video/data projectors, 6' X 8' rear projection screens, two sound systems, theatrical lighting, and a variety of other audio visual equipment. Please consult the rate sheet below to see what's available.

CATERING

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

SIGNS

Please note that nothing may be affixed to walls, floors or ceiling without the prior consent of the Arrata Opera Centre. Any costs of repair to walls will be charged to the renter.

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 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 on the rate sheet below.

PAYMENT

The booking is confirmed when the deposit is paid. 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>	<u>390</u>	<u>1,950</u>	<u>5,500</u>	<u>100</u>

Maximum occupancy is 175 people for all occasions. The Rehearsal Hall rental fee includes “House Plot” lighting, a lectern, up to 175 chairs and 2 five-foot folding tables. Set up is not included. Any adjustment to the “House Plot” lighting entails an additional fee of at least \$150. All set ups and performance schedules are subject to prior Calgary Opera approval.

<u>Nexen Gallery</u>	<u>245</u>	<u>1,200</u>	<u>3,600</u>	<u>100</u>
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Maximum occupancy is 142 people for dining and beverage, 228 people with non-fixed seats and tables, 180 people with fixed/non-fixed seats. Maximum occupancy at rounds is 120 people. The Nexen Gallery rental fee includes up to 150 chairs and 2 five-foot folding tables. Set up is not included. Any adjustment to the “House Plot” lighting entails an additional fee of at least \$150. All set ups and activity schedules are subject to prior Calgary Opera approval.

<u>Costume Shop and Laundry</u>	<u>125</u>	<u>600</u>	<u>1,750</u>	<u>100</u>
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The Costume Shop and Laundry rental fee includes all equipment. Calgary Opera’s Head of Wardrobe may meet with the renter for one hour prior to occupancy.

<u>The Studio</u>	<u>75</u>	<u>350</u>	<u>1,000</u>	<u>50</u>
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The Studio rental fee includes up to 25 chairs and 2 five-foot folding tables. Set up is not included.

<u>Greenroom</u>	<u>75</u>	<u>350</u>	<u>1,000</u>	<u>50</u>
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The Greenroom rental fee includes up to 25 chairs and 2 five-foot folding tables. There are two large permanent board tables in the room. All set ups are subject to prior Calgary Opera approval. Set up is not included.

<u>Risers (each)</u>	<u>15</u>	<u>45</u>	<u>90</u>
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The riser rental fee includes one 4'X 8' platform riser at 16" high, set up and take down. The Arrata Opera Centre has eight risers.

<u>Five-Foot Folding Tables (each)</u>	<u>8</u>	<u>20</u>	<u>40</u>
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The Arrata Opera Centre has ten tables.

<u>Stand Up Tables (each)</u>	<u>8</u>	<u>20</u>	<u>40</u>
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The Arrata Opera Centre has eight stand up tables with two height options.

<u>Pramberger 7' Grand Piano</u>	<u>100</u>	<u>400</u>	<u>1,100</u>
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Weekly rate includes one tuning, and monthly rate includes up to 3 tunings.

<u>Cassavant Pipe Organ</u>	<u>100</u>	<u>400</u>	<u>1,100</u>
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<u>Sanyo LCD Projector</u>	<u>200</u>	<u>450</u>	<u>n/a</u>
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The projector rental fee includes a 6' by 8' rear projection screen, all necessary cables, set up and take down. This equipment must be run by Calgary Opera personnel at additional cost.

<u>Samsung 52" LCD Flat Screen</u>	<u>35</u>	<u>100</u>	<u>n/a</u>
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Unit has inputs for data and video feeds.

<u>Sound System</u>	<u>95</u>	<u>350</u>	<u>n/a</u>
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The sound system includes one Allen & Heath WZ314/4/2 Mixer with two Samson DB300A powered speakers, set up and take down. This equipment must be run by Calgary Opera personnel at additional cost.

<u>PA Sound System</u>	<u>55</u>	<u>150</u>	<u>n/a</u>
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The rental fee for this lower powered Peavey sound system includes a four microphone - one auxiliary input mixer, two small speakers, one microphone and stand, all necessary cables, set up and take down.

Qualified Staff and equipment operators are available at \$35 per hour.

Cleaning Staff is available at \$25 per hour.

Arrata Opera Centre Renter Responsibilities

One of the ways we keep rental rates low at the Arrata Opera Centre is we rely on our Renters to help us look after the building. That way, we don't have to have facility, security and janitorial staff, the cost of which would have to be recovered through higher rental rates. The following are the things we need our Renters to do to keep this situation viable.

Facility Responsibilities

1. All rentals, unless specifically noted in the invoice or agreement, do not include equipment. In the Rehearsal Hall and Gallery, lighting and chairs are included but nothing else. If you need

something, please ask. Calgary Opera equipment is constantly rented or loaned to many other organizations and we have to keep careful track of it all.

2. If you must move Calgary Opera equipment to accommodate your set-up, please let Calgary Opera know.
3. If you make any changes to lighting, there will be an additional fee of at least \$150.
4. Absolutely nothing may be removed or affixed to walls without the consent of Calgary Opera. Any painting necessitated will be charged to the Renter.
5. Use of tape on the floor is permitted, but any floor paint removed by tape must be re-painted.
6. Adjustments to the heating controls may only be made by Calgary Opera.
7. Please remember that the Arrata Opera Centre is the home of Calgary Opera. The Renter may not disturb the Opera's usual business unless prior consent has been given. This includes day-time use of the Greenroom and staff kitchen.
8. Any costs incurred by Calgary Opera by the failure of the Renter to observe these responsibilities will be charged to the Renter.

Janitorial Responsibilities

1. After your activity is completed, your space must be returned to the condition in which you found it.
2. Chairs should be stacked in stacks of 10 and tables folded and returned to the storage area.
3. Floors should be swept and/or mopped if necessary, or vacuumed.
4. All trash bins should be emptied, replaced with new bags and the filled bags placed in the dumpster at the rear of the building in the back lane. The key for the dumpster is by the back door. Make sure you replace the key when you're done!
5. If yours was a large event, please check the washrooms to be sure there's adequate paper towels and toilet paper. And please empty the trash bins!
6. All empty bottles and cans should be removed. If you wish, there is a wooden bin in the back lane where empty bottles and cans can be left for our homeless friends.
7. Any sign of use of the kitchen should be removed.
8. If any of the above responsibilities are not adequately completed, Calgary Opera will perform the work and the cost will be invoiced to the Renter.

Lock Up Procedure

1. Unless Calgary Opera staff is present at your event, be sure to arrange to pick up your keys and pick up a four digit security code at least two days before your event.
2. The last person to leave the building needs to check to make sure that they are, indeed, the last one in the building. Other activities may still be going on in the basement or second floor Studio. Please note that, in addition to the Calgary Opera offices, there are offices for Ground Zero Theatre, Old Trout Puppet Theatre, Sage Theatre and Spiritus chorus in the basement of the building. Please turn off any lights you find left on.
3. Finally, please ensure that the door(s) for which you have a key and the door you exit is locked, input your security code into the keypad, note that the keypad display reads "System Armed" and exit the building in 90 seconds.
4. Please note that the cost of any police, fire or security personnel call-out, necessitated by failure to properly complete these steps, will be invoiced to the Renter.

We are very grateful to you for helping us keep the Arrata Opera Centre financially accessible to many organizations by ensuring that all these steps are completed!