

SCHEDULE "A" OVERVIEW OF CHARGES (Community Non-Profit, Non-Ticketed Event)

FACILITY RENT	\$1,100 base rent
NON-REFUNDABLE DEPOSIT (per day)	\$1,100 is due with signed contract.
ADDITIONAL PRE-SETTLEMENT DEPOSIT (per day)	An additional pre-settlement deposit will be required for multiple day rental based on rent and/or the pre-load in rental estimate.
TECHNICIANS	After consultation with Port Theatre Technical Director. (crewing required) Manpower at current hourly rates. Time & one half after 8 hours. worked, double time after 11 hours worked. Meal penalty will apply if crew do not receive 1 hr. meal break after 5 hours. Double time and one half charged for crew working on Statutory Holidays.
SECURITY	The Port Theatre requires minimum 1 security person in the lobby to be charged at current hourly rates. Security charged out at current hourly rates.
HOUSE MANAGEMENT FEE	\$35 per hour for length of event including set up and take down
EVENT INSURANCE	Coverage Certificate listing The Port Theatre Society and City of Nanaimo as additional interests pursuant see Section 20 of the Agreement to which this Schedule 'A' is attached to be provided at least FIVE business days prior to event.
CAPITAL DEVELOPMENT CHARGE	\$3 per attendee. Cost taken off at settlement.
LATE INVOICES	Any rental invoice that is not paid within 30 days of issue will be subject to a 2% interest rate
CREDIT CARD PAYMENTS	If final settlements are paid via credit card an additional 2.4% will be charged to the renter

The Port Theatre is obligated to remit applicable fees to Entandem for SOCAN and Re:Sound as follows or at current rates:

SOCAN: Live & Recorded Music (per show)

Tariff 4A1 - Popular Music: 3% of sales; If no admission is charged and no fees are paid to the performers \$35

Tariff 8 – Receptions/Assemblies - (Lobby/House) \$93.78 (Harmac Room) \$22.06

Tariff 4B1 - Classical Music: 1.56% of sales; **Tariff 11B** - Comedy & Magic Shows \$39.27

RESOUND: Recorded music only (per event day)

Tariff 5A – Recorded music accompanying live performance – Based on attendance

Integral (>10% of event or >10 minutes on stage & off stage): 3.2 cents per admission (free or paid)

Incidental (<10% of event or <10 minutes on stage & off stage): .8 cents per admission (free or paid)

Tariff 5.B – Recorded music at Receptions / Assemblies - Based on Room Capacity: Theatre: \$39.33 Lobby: \$27.76 Harmac Rm: \$9.25

Tariff 5.J – Recorded music during the entrance and exit of audiences and during breaks in live performances \$15 per event

ADDITIONAL COSTS IF APPLICABLE

MERCHANDISING.....	Venue retains 15% of gross cash and cc sales net of taxes or 10% of gross cash & cc sales net of taxes if licensee provides seller. It is the responsibility of the promoter/agent to inform 3 rd party merch sellers of these terms.
SPOTLIGHT RENTAL	\$70 per spotlight per 4 hours
PROJECTOR AND SCREEN.....	\$200 per 4 hours
HAZER.....	\$TBD
STEINWAY PIANO RENTAL	\$50
MARLEY DANCE FLOOR.....	\$70
PIANO TUNING	At Cost (\$170 estimate)
ADDITIONAL JANITORIAL	Cost plus 10% administration charge
ADDITIONAL EQUIPMENT RENTAL	Cost plus 10% administration charge
CATERING SERVICES.....	Cost plus 10% administration charge
POSTERING.....	Cost plus 10% administration charge

The Port Theatre is NOT licensed for alcohol IN THE BACKSTAGE AREAS- Greenroom or Dressing Rooms

GST APPLICABLE ON ALL COSTS INCLUDING LABOUR. GST REG. #13031 8330 RT0001 Include our Ticket Centre information in promotional materials 1.250.754.8550 or buy on-line at www.porttheatre.com