



ARTicipate Shenkman Arts Centre Rentals

Fees paid by the Applicant are eligible to be funded through the ARTicipate Grant Program. Please include these fees in your project budget.

Harold Shenkman Hall (Currently available for recordings/livestreaming and rehearsals only)

Fee Description	Comments	In Kind	Paid by Applicant
Facility Fee	Maximum length of two weeks.	✓	
Unionized Technicians	Rates - Hourly, Overtime and Sunday Rates, Minimum 4 hours per day. When scheduling, generally use 4-hour blocks of time and then a 1-hour unpaid break is required. Minimum of 3 technicians and 4 technicians if filming.		✓
Stage Door Attendant	Personnel fee estimated for all rentals. Determined if required closer to rental.		✓
Capital Renewal Fund	Charged on free or private event	✓	
Box office services	<i>Service not available while audiences are not permitted in the theatre.</i> Mandatory to use the Shenkman Arts Centre box office.		
	Box office set-up	✓	
	Ticket fees i.e.. complimentary tickets and processing fees		✓
Front of House	House manager, Merchandise sales, Bar services. <i>Services not available while audiences are not permitted in the theatre.</i>		✓
Equipment	Piano, Hazer(not permitted during COVID), Harlequin dance floor, Floor tape, Masonite dance floor, Draped tables, Wireless microphones, Projector and screen, Follow spots, Wifi	✓	
	Piano Tuning, Livestreaming		✓
Liability Insurance	City of Ottawa offers insurance, or you can provide your own proof of insurance that meet the necessary requirements.		✓
Entandem – Music Royalty Fees	If there is music during your event, it is possible Entandem fees will be payable. Fees are dependent on the tariff.		✓

Richcraft Theatre (Currently available for livestreaming/recording, rehearsals. Small audiences permitted depending on COVID regulations.)

Fee Description	Comments	In Kind	Paid by Applicant
Facility Fee	Maximum length of two weeks.	✓	
Unionized Technicians	Rates - Hourly, Overtime and Sunday Rates, Minimum 4 hours per day. When scheduling, generally use 4-hour blocks of time and then		✓

	a 1-hour unpaid break is required. Minimum of 2 technicians and 3 technicians if filming.		
Stage Door Attendant	Personnel fee estimated for all rentals. Determined if required closer to rental.		✓
Capital Renewal Fund	For rentals greater than 1 day (not using our box office)	✓	
Box office services – Optional	You can sell your own tickets or use our box office. <i>Shenkman Box Office is currently not open but might be closer to your rental. Please enquire.</i>		
	Box office set-up	✓	
	Ticket fees i.e.. complimentary tickets and processing fees		✓
Front of House - Optional	House manager, Merchandise sales, Bar services. <i>Services not available while audiences are not permitted in the theatre.</i>		✓
Equipment	Piano, Hazer (not permitted during COVID), Harlequin dance floor, Floor tape, Masonite dance floor, Draped tables, Wireless microphones, Projector and screen, Wifi	✓	
	Piano Tuning, Livestreaming, Room reconfiguration (<i>During COVID floor is flattened and seating is limited at tables and chairs.</i>)		✓
Liability Insurance	City of Ottawa offers insurance, or you can provide your own proof of insurance that meet the necessary requirements.		✓
Entandem – Music Royalty Fees	If there is music during your event, it is possible Entandem fees will be payable. Fees are dependent on the tariff. Please inquire.		✓

Other Rental Spaces

(Ottawa Citizen Dance Studio, Emmy & Victor Abboud Music Studio, New Media Centre, Upper Lobby, Upper Lobby with Music Hall, Lower Lobby, Agora Minto – Orléans Outdoor Plaza, Ottawa School of Theatre Studios)

Fee Description	Comments	In Kind	Paid by Applicant
Facility Fee		✓	
Personnel fee	Depending on your rental these personnel may be required. House Manager, Guest Services, Parking Attendants, Event Security		✓

Equipment	Tables, Chairs, Stanchions, Easels, Screen & Projector, Podium, Microphone and Speaker, Pipe and Drape, Piano, Wifi, Host Coat Check or Coat Racks (<i>currently not available during COVID</i>)	✓	
	Piano Tuning, Livestreaming		✓
Liability Insurance	City of Ottawa offers insurance, or you can provide your own proof of insurance that meet the necessary requirements.		✓
Entandem – Music Royalty Fees	If there is music during your event, it is possible Entandem fees will be payable. Fees are dependent on the tariff. Please enquire.		✓
Bar Services	Requires a House Manager. <i>Currently not available but might be closer to your rental. Please enquire.</i>		✓

Lalande + Doyle Exhibition Space

Fee Description	Comments	In Kind	Paid by Applicant
Facility Fee	There are no facility fees		
Insurance	Recommended that the artist purchase insurance for their exhibition		✓

Google 360 Video Link

<https://www.google.ca/maps/@45.4804623,-75.5112751,3a,75y,321.82h,94.7t/data=!3m7!1e1!3m5!1sAF1QipOldVsieD8rBZJSrO304SSttRIMP5yg6a53HFzR!2e10!3e11!7i13312!8i6656>

1st Floor

- Lower Lobby
- Harold Shenkman Hall – Lower Level Entrances
- Richcraft Theatre

2nd Floor

- Upper Lobby
- Harold Shenkman Hall – Upper Level Entrances
- Ottawa Citizen Dance Studio
- Emmy & Victor Abboud Music Studio

"The document is dated April 21, 2021 and will be subject to updates depending on availability and regulations"