

# VENUES

Arts Commons venue rates are affordable in order to be able to fulfill our mandate to not only support an array of arts and cultural organizations, but to be accessible to the wider community. Special rates are available for registered Canadian charities.



VENUE	BASE RENTAL RATES	BASE CHARITABLE RENTAL RATES
Jack Singer Concert Hall		
Daily Rental	\$4,500	\$3,500
<ul style="list-style-type: none"> <li>• When Arts Commons Box Office services are utilized, your rent will be 10% of gross box office sales if greater than the base rate.</li> <li>• Rates include twelve hours of stage time and access to the Jack Singer Concert Hall Lobby for four hours before the start of event.</li> </ul>		

VENUE	RENTAL RATES*		CHARITABLE RENTAL RATES	
	FULL DAY (8 HRS)	HALF DAY (4 HRS)	FULL DAY (8 HRS)	HALF DAY (4 HRS)
Jack Singer Concert Hall Lobby				
Premier Rate	\$1,500	\$1,200	\$1,250	\$1,050
Standard Rate	\$2,000	\$1,700	\$1,500	\$1,300
Engineered Air Theatre				
Premier Rate	\$800	\$700	\$500	\$400
Standard Rate	\$1,000	\$750	\$550	\$450
Performance Rate	\$575		\$475	
Founders Room				
Standard Rate	\$750	\$650	\$550	\$500
The Hub				
Standard Rate	\$400		\$300	
Arts Learning Centre				
Standard Rate	\$450	\$300	\$350	\$200
JJ Young Room				
Standard Rate	\$350	\$250	\$200	\$150
Jack Singer Rehearsal Hall				
Standard Rate	\$400	\$300	\$300	\$200

Prices include standard room set up.

\*Additional charges may apply for specialty set-ups.



For more information or to book call **403.294.7455**  
or email us [booking@artscommons.ca](mailto:booking@artscommons.ca)

[artscommons.ca](http://artscommons.ca)

# EVENT SERVICES

Arts Commons has great in-house services to help make your event successful and memorable. Ask us about our additional services that are available to ensure a successful event.



## Front of House Labour

Front of House Manager	\$40/hr
Bartender	\$27.50/hr
Usher	\$25.00/hr
Security Supervisor	\$32/hr
Security Guard	\$30/hr

## Technical Labour – Performance

JSCH – Lead Technician	\$48/hr
Additional Crew	\$42/hr
EAT – Lead Technician	\$39/hr
Additional Crew	\$35/hr

## Technical Labour – Corporate

Lead Technician	\$57.50/hr
Additional Crew	\$52.50/hr

Four-hour minimums for all labour.  
An overtime fee of 150% will be charged for time over and above eight-hour shifts and time worked past midnight.

## Set-up supplies

Coat Rack with 60 Hangers	\$25/day
Flag (Canada, Alberta, Calgary)	\$25/day
Pipe & Drape	\$25/6 feet
Dance floor (16' x 16')	\$350

## Additional Fees

JSCH Insurance	\$400
Insurance for other venues	\$75
CRF Non-ticketed events	\$1/pppd

## AV supplies

CD – Blank	\$3/CD
CD – Recorded	\$10/CD
D.I. Soundbox	\$50/day
Easel (Aluminum)	\$10/day
Extension Cord	\$5/day
Follow Spot Rental	\$225/day
Hazer	\$150/day
Laptop	\$50/day
Media Feed	\$150/day
Microphone (wired)	\$20/day
Microphone (wireless)	\$100/day
Piano Rental (6' or 9')	\$275/day
Piano Tuning	\$195
Plasma TV & DVD Player	\$100/day
Podium	\$20/day
Portable Sound System	\$100/day
Projector, 3K Lumens	\$150/day
Projector, 5.5K Lumens	\$250/day
Projector, Mounted w/ 10' Screen	\$400/day
Screen 10' x 14'	\$150/day
Screen 11'4 x 20' Screen	\$255/day
16'x30' Screen 21'3 x 38'	\$350/day
Screen 27' x 48'	\$450/day
White Board/Flip Charts (includes markers)	\$30/day

JSCH - JACK SINGER CONCERT HALL, EAT - ENGINEERED AIR THEATRE,  
JSL - JACK SINGER LOBBY, CRF - CAPITAL REPLACEMENT FUND



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# BEVERAGES



Wines & Port	Glass 6 oz	Bottle
House Red	\$9.50	\$40
House White	\$9.50	\$40
Premium Red	\$11	\$50
Premium White	\$11	\$50
Prosecco	\$9.50	\$40

We would be pleased to create a signature cocktail for you or offer specialty wines!

Domestic Beers	Bottle	House Liquors	Ounce	Premium Liquors	Ounce
Big Rock Grasshopper	\$7	Captain Morgan Rum –		Grey Goose Vodka	\$9.50
Big Rock Traditional	\$7	Dark, White or Spiced	\$7.50	Crown Royal	\$9.50
Big Rock Honey Brown	\$7	Bombay Sapphire Gin	\$7.50	Jack Daniel's	\$9.50
		Absolute Vodka	\$7.50	Dalwhinnie Scotch	\$9.50
		Canadian Club Rye	\$7.50	Laphroiaig Scotch	\$9.50
				Maker's Mark	\$9.50

Non Alcoholic	Glass	Liqueur	Ounce
Pop	\$2	Baileys	\$8.50
Bottled Juice	\$3	Kahlua	\$8.50
Bottled Water	\$3	Grand Marnier	\$8.50
Perrier	\$3	Southern Comfort	\$8.50
Coffee / Tea /	\$3	Amaretto	\$8.50
Hot Chocolate		Drambuie	\$8.50
Specialty Soda	\$3	Malibu Rum	\$8.50
Unlimited Coffee / Tea / Table water during your meeting			
Half day	\$5 per person		
Full day	\$7.50 per person		



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# PREFERRED PARTNERS

Arts Commons has partnered with some of the best service providers in Calgary to make events both memorable and successful. We can help you coordinate all of the details.



## Caterers

Catering can be a signature part of any event. Our carefully selected roster of professionals are the perfect complement to our services with their expertise set to impress your guests within your budget and with their diverse menu offerings.

### Hotel Arts

Hotel Arts creates unique dining experiences by designing menus that surprise and delight their customers. They believe that food is art; it can be used to excite and inspire, and if it can, it should.

hotelarts.ca  
403.266.4611

### Great Events Catering

From theme and decor to cuisine and service, our team at Great Events takes pride in using their extensive industry experience and knowledge to bring your distinctive vision to life.

greateventsgroup.ca  
403.256.7150  
info@greateventsgroup.com

## Audio Visual Partner

To complement the state of the art equipment that we provide in-house, we partner with FMAV who shares our passion and commitment for live events.

### FMAV

FMAV is the Audiovisual and Event Technology Company for people who plan live events. They are trusted because they intimately understand the importance – and the emotion – of what they've been tasked with: to create a connection.

FMAV.ca  
403.278.1200  
calgary@fmav.ca

## Event Supplies

Whether it be the perfect linens, a red carpet or unique décor, we have friends that help you create your vision.

### Great Events Rentals

Great Events Rentals is Calgary's premier source for party and event rentals, providing unmatched service from their experienced professionals, great selection, high quality and reliability.

greateventsgroup.ca  
403.256.7150  
rentals@greateventsgroup.com

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# BOX OFFICE AND TICKETING SERVICES

Whether you want to sell your own tickets or have the support of professional box office services at Arts Commons, we can provide you with ticketing options to meet your needs.



## Box Office Services

Arts Commons provides convenient and professional Box Office services to clients looking to ticket an event held at Arts Commons or at another location.

- All details relating to your ticket sales are handled by Arts Commons.
- Tickets are managed and sold by Arts Commons either in person at our Box Office, via telephone or online.
- Arts Commons creates an event specific promotional webpage including custom text and an image that is part of the What's On section of artscommons.ca
- Arts Commons provides a detailed event settlement outlining expenses and revenues.

### Fees paid by **ticket buyers:**

- At point of sale  
(Box Office, on-line, phone)
- Capital Replacement Fund Charge  
CRF charges added to ticket purchase  
Ticket price \$0.00 to \$15.00 - \$1.00  
Ticket price \$15.01 to \$25.00 - \$2.00  
Ticket price \$25.01 and up - \$3.00
  - Service Charges  
Ticket price \$0.00 to \$15.00 - \$3  
Ticket price \$15.01 to \$25.00 - \$4.50  
Ticket price \$25.01 and up - \$5.50
  - Mailing cost - \$3 (per order) using Canada Post.

### Fees paid by **presenter:**

- Set up fee for **assigned seating**  
\$200.00 (per show)  
\$25.00 for additional dates or times of the same event
- Set up fee for **general admission**  
\$75.00 (per show)  
\$25.00 for additional dates or times of the same event
- Door staff (if required)  
JSCH - \$200 (per event)  
EAT - \$75 (per event)
- Commissions  
Commercial events - 3.25%  
Registered charitable groups\* - 2.25%
- Surcharges  
American Express sales - 4%  
Visa & MasterCard Sales - 3%  
Debit card sales - 1%
- Complimentary tickets  
(up to a maximum of 100)  
printed by Arts Commons  
- \$0.15 (per ticket)
- Consignment Fees  
Consignment ticket fee of \$0.25 per ticket for printing, and \$1.00 per ticket consignment surcharge for each ticket taken from the Box Office for sale by licensee. Consignment tickets are capped at 10% of the house.

**PLEASE NOTE: it takes an average of 10 business days to build tickets for an event. Tickets are printed with standard imaging and content.**

All fees listed above exclude GST.

\* Conditions apply

**CRF** - CAPITAL REPLACEMENT FUND, **JSCH** - JACK SINGER CONCERT HALL,  
**EAT** - ENGINEERED AIR THEATRE

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# BOX OFFICE AND TICKETING SERVICES

Whether you want to sell your own tickets or have the support of professional box office services at Arts Commons, we can provide you with ticketing options to meet your needs.



## Community Ticketing Services

Arts Commons provides ticketing for clients looking to ticket their event held at Arts Commons or at another location.

- Tickets are professionally printed by Arts Commons
- Client sells/distributes tickets for their own event

Fees paid by **presenter**:

- Set up fee - \$60.00 (per show)
- Ticket printing - \$0.17 (per ticket)
- Capital Replacement Fund (CRF) is added to the final event bill. The CRF charge depends on the number of tickets sold.

Please note that it takes an average of three to five business days to print tickets and that tickets are printed with standard imaging and content. Tickets obtained through Arts Commons cannot be sold through third parties.

## Service Charges

Capital Replacement Fund Charges for non-ticketed events; \$ 1 per attendee

This Board of Directors mandated fund is used to help Arts Commons continue to provide well-maintained and beautiful venues for use by all.

All fees listed above exclude GST, except for credit and debit card charges.

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# VENUE CAPACITIES

Capacities are based on maximum seating configurations and will be adjusted base on event set-ups and sight lines.



VENUE	EVENT SET-UP					ROOM DIMENSIONS	
	RECEPTION	THEATRE	BANQUET	BOARDROOM	U-SHAPE	SQUARE FEET	L X W
Jack Singer Concert Hall	-	1797	240	-	-	-	-
Jack Singer Concert Hall Stage	-	-	240	-	-	2,997.75	47'7" x 63'
Jack Singer Main Lobby	380	240	152	48	42	5,884	77'5" x 76'
Jack Singer Upper Lobby	350	50	88	38	33	3,868*	-
Jack Singer Main & Upper Lobby	850		232	-	-	9,752	-
Founders Room	120	84	56	38	-	1,258	74'9" x 16'10"
Jack Singer Rehearsal Hall	160	160	112	48	42	2,438	40'9" x 59'10"
Engineered Air Theatre	120	185	80	38	28	3,221	75'6" x 42'8"
Engineered Lobby	57	-	-	-	-	690	15' x 46'
Arts Learning Centre	90	90	40	34	29	1,338	65'3" x 20'6"
The Hub	60	60	32	24	24	701	41'5" x 16'11"

Many of our spaces are unique in size and shape and will need to be seen to be understood. You can always contact us to set up an appointment to view our spaces in person and get a feel of its uniqueness and its opportunities.

\* The Jack Singer Upper Lobby at Arts Commons is an open cube; please contact Bookings for specific dimensions.

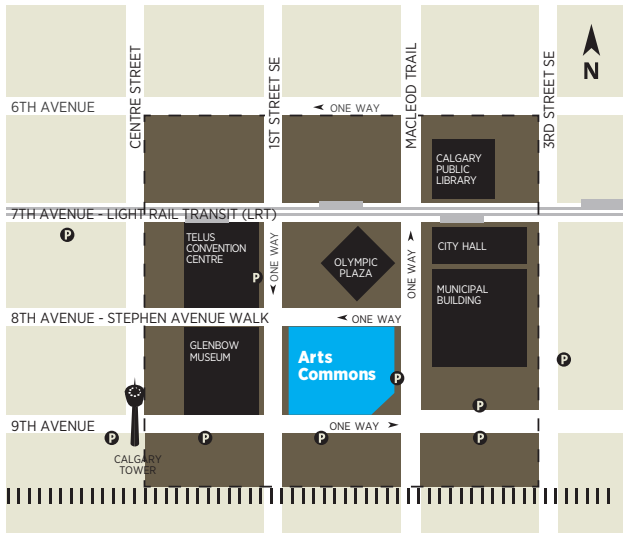


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# VENUE LOCATION

Arts Commons is located on Stephen Avenue, in the heart of downtown Calgary.



## Park the car

Underground parking is available at Arts Commons. Enter off Macleod Trail between 9th & 8th avenues. \$5 after 4 pm and weekends.

*Other options include:*

**Civic Plaza**, located at 322 - 9th Avenue SE.

**Telus Convention Centre**, situated off 1st Street SE between 7th & 8th avenues.

**Palliser Square**, located on the south side in the 100 block on 9th Avenue SW. Access to Arts Commons is via the +15 network.

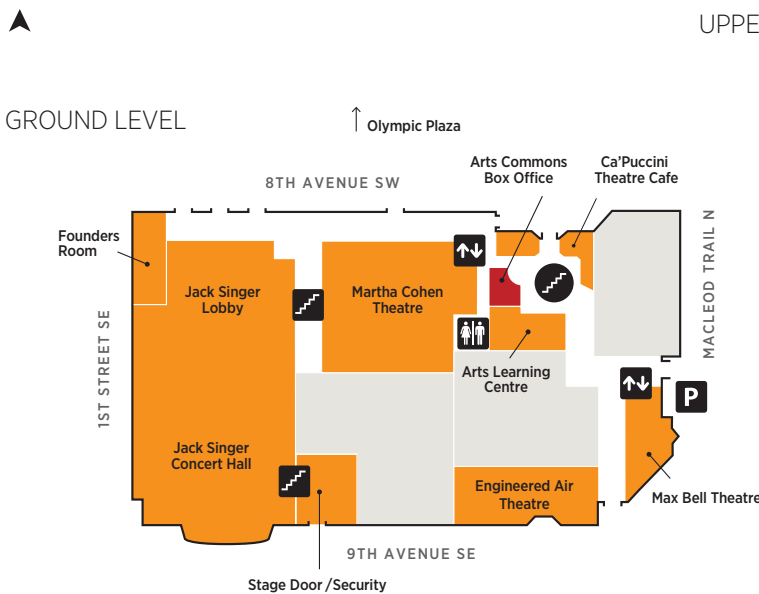
**Open air parking lots** in the 200, 300 and 400 blocks on the south side of 9th avenue SE.

**On street parking meters** are free evenings after 6 pm and on Sundays.

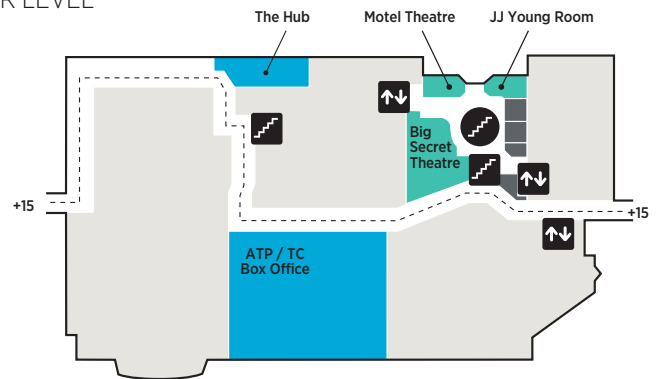
## Take the LRT

C-Train LRT runs along 7th Ave, one block north of the Centre. If going eastbound, get off at Centre Street Station. If going westbound, get off at the City Hall Station.

Arts Commons  
205 8th Avenue SE Calgary, AB T2G 0K9



## UPPER LEVEL



For more information or to book call **403.294.7455**  
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