



**Place des Arts**  
Québec ::

## Programming Department

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### RENTAL CONDITIONS – SEASON 2017-2018

Place des Arts (PdA) is a Quebec public institution whose mission is to promote performing arts and the possibility to hold performances on its premises. The cultural complex groups together five performance halls, each with distinct technical characteristics:

#### **Maison symphonique** (902 to 2,117 seats)

For the operational and technical specifications of this room, please refer to the rental terms of La Maison symphonique.

#### **Technical Team**

- You have the obligation to hire a competent technical team capable of using adequately and securely the equipments you have rented at Place des Arts.
- A production technical coordinator of Place des Arts is assigned to answer your questions related to the pre production of your event. He will be present at your arrival to the theatre and will act as representative of Place des Arts. However, he is not responsible of your setting, the operation of the stage's equipments and will not manage your technical team.
- A technical rider (lighting plan, soundtrack plan, stage plan, schedule, etc.) must be sent to the technical coordinator of Place des Arts at least one month prior to the premiere of your event.

#### **Technical equipment**

- All the halls boast technical equipment, included in the rental cost.
- Each hall has a grand piano.
- Some equipments and services are not included in the location. The technical coordinator of Place des Arts will inform you.
- Use of lighting projectors : \$1.80 each.
- Follow spot: \$35.75 per follow spot per performance.
- Removal of benches (5 benches or more): \$ 360 (\$180 to remove and \$180 to replace)
- Standard piano tuning: \$163 (price subject to change without notice).

#### **Maison symphonique is leased by period:**

Period 1 : 8 a.m. to 1 p.m.

Period 2 : 1 p.m. to 6 p.m.

Period 3 : 6 p.m. to midnight (or 2 a.m. if tear-down following performance)

#### **Ushers services**

- Ushers services are included in the rental.

#### **Lobbies**

- Lobbies may be used for receptions in which case rental and services fees should be apply.

### Organization of a reception

- Front of house services of Place des Arts must be informed of all receptions and special events held in the venue.
- Maison symphonique is the **exclusive** supplier of drinks and alcoholic beverages (except for coffee, tea, and tisane). A list of products offered is available on request.
- Services not provided by Maison symphonique: catering, rental of tables, chairs and accessories.

### Box office services (taxes included)

- PdA has the sole responsibility for printing tickets.
- Ticket printing fees: \$0.20 per ticket.
- Surcharge on complimentary tickets: \$2,09
- Surcharge on consignment tickets : \$4.25 – \$5.75 - \$7.25 - \$8.75 according to the scale of ticket price
- Surcharge on consignment tickets for benefit event: \$3.25
- Credit card fees billed to the producer: 4%
- Debit card transaction fee billed to the producer: no fe
- Tickets are sold at PdA's ticket office, on telephone and on our Web site.

### Complimentary tickets

#### Type 1 Event:

80 tickets for the opening performance, 30 for all subsequent performances

#### Type 2 Event:

70 tickets for the opening performance, 25 for all subsequent performances

#### Type 3 Event:

60 tickets for the opening performance, 20 for all subsequent performances

#### Type 4 Event:

50 tickets for the opening performance, 15 for all subsequent performances.

### Advertising services

- **Display spaces:** PdA gratuitously gives the producer billposting spaces to advertise current and upcoming shows in its halls. These spaces are located in PdA's commercial areas (metro corridor and corridor des Pas perdus) as well as the box office. Subject to availabilities of the network, the advertisement is posted the day of the tickets' sale and ends the day after the last performance. The official label of Place des Arts must appear on all the producer's posters and public publications where the name of the theatre, the telephone number of the ticket office and the Web site are in evidence.
- **Distribution of printed material in display shelves:** PdA's display shelves are at the disposition of the producers who wish to offer leaflets or promotional flyers to the public who attend their shows.
- **Performances' program:** If you wish the distribution of your program during your event, you must assume the production fees.

### Merchandising

- **Sales of by-products in foyers of the halls:** The producer is allowed to sell various products concerning his show. The sales representatives must be by the Producer's staff.

### **Security services**

- Basic services are included in the rental.

### **Special services are available**

- People of reduced mobility
- The hard of hearing

### **Insurances**

- The producer must hold a public liability for \$5 million against the risks arising when using the rented premises. He must also submit a letter from a broker or an insurance company certifying that he is insured against these risks.

### **Reservation of performance halls**

- **Reservation's option:** It is possible to reserve a performance hall by contacting the Programming Department. Therefore, the request should include the name of the artist or the name of the production, the reservations' dates and, if needed, a description of the show, PdA will confirm the reservation's option afterwards. The producer holding the first option has priority for the reserved dates. PdA accepts up to three (3) options for the same date. In this case, when a producer is ready to confirm a date, the ones holding a higher option have up to 48 hours (working days) to confirm or liberate their options.
- **Confirmation of a reservation:** In order to confirm a reservation, you must detain a first option or have obtained confirmation that higher options of superior ranks are not booked. However, the dates are guaranteed once the contract is signed and the first deposit is made.
- **Contract and deposit:** As soon as a date is confirmed, PdA sends a contract engaging the producer to rent a hall. An initial non-refundable deposit is required at the signature of the contract. A second deposit is required one month before the first performance.

### **Access to Place des Arts**

- **Main entrance:**  
1600, rue Saint-Urbain
- **Performers' entrances**  
1800, rue Saint-Urbain
- **Inside parking**  
1450 Saint-Urbain Street
- **Loading dock**  
120, de Maisonneuve West
- **Delivery**  
150, de Maisonneuve West

To obtain additional information or to make a reservation, please contact the Programming Department:

Maison symphonique  
Nathalie Bélanger (514) 285-4100 – [nbelanger@placedesarts.com](mailto:nbelanger@placedesarts.com)