



Place des Arts
Québec ::

Programming Department

RENTAL CONDITIONS – SEASON 2018-2019

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:

Salle Wilfrid-Pelletier (2,966 seats)* (2,996 – 30 seats for the use of Place des Arts)

Proscenium theatre, large multi-purpose stage, automated orchestra pit and shell.

Large-scale performances: symphonic concerts, opera, dance, variety shows, circus, musicals, etc.

Théâtre Maisonneuve (1,441 seats))* (1,453 – 12 seats for the use of Place des Arts)

Proscenium theatre, large multi-purpose stage, orchestra pit, 35 mm projector and screen.

Classical concerts, dance, film screenings, theatre, variety shows, etc.

Théâtre Jean-Duceppe (747 seats))* (765 – 10 wheelchair spot - 8 seats for the use of Place des Arts)

Proscenium stage with orchestra pit, raked seating directly vis-à-vis the stage.

Resident theatre of Compagnie Jean-Duceppe.

Theatre, dance, lectures, galas, etc.

Cinquième salle (300 to 413 seats))* (421 – 4 wheelchair spot - 4 seats for the use of Place des Arts)

A highly versatile hall with variable configuration, pit, screen, video and 35 mm projectors.

Modern dance, contemporary music, performance shows, theatre, screenings, recitals, lectures, etc.

Salle Claude-Léveillée (124 seats))* (128 – 4 seats for the use of Place des Arts)

Elizabethan pocket theatre, ideal for intimate shows.

The SACEF (Société pour l'avancement de la chanson d'expression française) presents *Week-ends de la chanson Hydro-Québec* and the contest *Ma première Place des Arts*.

Songs, jazz, recitals, readings, lectures, launches, etc.

**as per seating chart*

Technical Team

- You have the obligation to hire a competent technical team capable of using adequately and securely the equipment you have rented at Place des Arts.
- A production technical coordinator of Place des Arts is assigned to answer your questions related to the preproduction 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 equipment and will not manage your technical team.
- A technical estimate (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 equipment and services are not included in the location. The technical coordinator of Place des Arts will inform you.
- Use of lighting projector : \$1.82 each.

- Follow spot: \$36.25 per follow spot per performance.
- Removal of benches: \$28.50 each.
- Standard piano tuning: \$165 (price subject to change without notice).

The location of a theatre includes the following working periods:

- **Set up day:** from 8 a.m. to 10 p.m.
- **Day of Premiere:** from 8 a.m. to the beginning of the performance and thirty (30) minutes after the end of performance.
- **Following days of same performance:** four (4) hours before curtain time and thirty (30) minutes after the end of performance.
- **Dismantling:** four (4) hours after the end of the last performance.

Additional charges apart of these periods:

- Salle WP, Theatre MA, Theatre JD - \$200/hr
- 5e salle - \$100/hr
- Salle Claude-Léveillée - \$50/hr

Dressers services are mandatory

- Place des Arts offers the services of dressers. They are members of I.A.T.S.E., local 863. Their rates are determined according to the collective agreements in effect.

Ushers services

- Ushers services (show call of 3 hours) are included in the rental.

Lobbies

- All the venues, with the exception of Salle Claude-Léveillée, have a lobby for greeting the audience.
Lobbies may be used for receptions in which case rental and services fees apply.

Green Room

- For la Salle Wilfrid-Pelletier and le Théâtre Jean-Duceppe, a green room is available for the exclusive use of the producer four hours prior to the beginning of the performance. A reception may be held in the Green Room in which case rental and services fee apply. Bar products cost extra.

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.
- Place des Arts is the **exclusive** supplier of drinks and alcoholic beverages (except for coffee, tea, and tisane). A list of products offered by PdA is available on request.
- Services not provided by PdA: catering (a fee of 10% before taxes and services will be billed to the caterer on the amount of the invoice), rental of tables, chairs and accessories.
- A reference booklet providing detailed information is available upon request.

Box office services (taxes included)

- PdA has the sole responsibility for printing tickets.
- Ticket printing fees: \$0.20 per ticket.
- Surcharge on complimentary tickets: \$2.13
- 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 fee
- Tickets are sold at PdA's ticket office, on telephone and on our Web site.

Complimentary tickets

- The producer is entitled to a certain number of complimentary tickets free of charges.

	Number of tickets (first performance)	Number of tickets (subsequent performances)
Salle Wilfrid-Pelletier	100	30
Théâtre Maisonneuve	60	20
Théâtre Jean-Duceppe	40	15
Cinquième salle	30	10
Salle Claude-Léveillée	20	10

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 PdA's foyers of the halls:** The producer is allowed to sell various products concerning his show. PdA receives a percentage for the sale of said products (10% on CD and videos, 20% on other articles). The sales representatives must be PdA's employees.

Security services

- Basic services are included in the rental.
- When required, additional services must be supplied by Place des Arts.

Rehearsal halls

- Rehearsal halls of various dimensions, equipped with pianos, chairs and music stands are at the disposition of the producers. Some halls are equipped with special specifications for dance or music.
- **Rehearsal on the performance day:**
By request and depending on availabilities, a rehearsal hall can be supplied gratuitously to the producer on the day of the performance who is responsible for set up and dismantling.
- **Rental of rehearsal halls:**
It is possible to rent rehearsal halls if reservations are made in advance. Rents are established by period of 4 hours of utilization.

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 entrances:**
175 St. Catherine Street West
Place des Arts metro station and inside parking lot
- **Performers' entrances**
Salle Wilfrid-Pelletier: 260 de Maisonneuve Blvd. West
Théâtre Maisonneuve and Théâtre Jean-Duceppe: 1400 Saint-Urbain Street
Cinquième salle: Espace culturel Georges-Émile-Lapalme (across from the Box office)
- **Inside parking**
1450 Saint-Urbain Street
- **Loading dock**
- 200, de Maisonneuve West (Salle Wilfrid-Pelletier)
- 1600, rue St-Urbain, Montréal (Qc) H2X 2M5
- **Delivery**
1444, rue Saint-Urbain, Montréal (Qc) H2X 1Z9 (Salle Wilfrid-Pelletier and Cinquième salle)
1400 Saint-Urbain Street (Théâtre Maisonneuve, Théâtre Jean-Duceppe and Salle Claude-Léveillé)

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

Salle Wilfrid-Pelletier – Théâtre Maisonneuve - Théâtre Jean-Duceppe
Nathalie Bélanger (514) 285-4100 – nbelanger@placedesarts.com

Cinquième salle – Salle Claude-Léveillé
Caro Longtin (514) 285-4361 – clongtin@placedesarts.com