



## PERFORMANCE CENTRE TERMS OF USE

### DESCRIPTION OF THE PERFORMANCE CENTRE

Located in the former diesel room of the old Roundhouse, the Performance Centre retains its original brickwork, picture windows, and large train doors, providing the space with charm, warmth and character. The retractable seating and accessible windows with blackout blinds make this space ideal for diverse events, from meetings and lectures to weddings, receptions and full-scale theatre, dance and music performances. While the room can be configured to meet the needs of your event, the space also has a default set-up that is ready to use. This configuration has bleacher seating, a stage area at floor level, and is equipped with a lighting and sound system. The room is approximately 5500 ft<sup>2</sup>. There is a fixed grid over the central floor area of the room at a height of 22' 9". The roof is 32' high. A 7' wide catwalk runs the entire perimeter of the space at a height of 16'. A traveler drape hangs from the inside edge of the catwalk. A portion of the Exhibition Hall adjacent to the Performance Centre is partitioned as a designated lobby area.

### CAPACITIES

**All configurations other than the default set-up will incur additional charges.**

Seating must be collapsed or removed for events with food and beverage.

Default Configuration (Available stage area is approximately 30' deep by 40' wide. See ground plan.)

Default seating set-up.....200 people

With additional front row.....225 people

Smaller stage or thrust-style seating.....250 people (seats on 3 sides of stage)

Retracted Seats (no theatre seating) with food....200 people

### DRAWINGS AVAILABLE INCLUDE:

- Grid layout.
- Default lighting plot.

### FLOOR

The floor is 1.5" plywood with a top layer of masonite. **Nailing and screwing into the floor is not permitted.** Most tape is acceptable. With prior approval, it may be possible to paint the floor. Arrangements must be made to repaint the floor to its original color at a cost to the client.

## DRAPES

The room is equipped with a variety of theatre drapes, including legs and borders. All drapes including the traveler are made from black commando cloth. Pinning or taping to the drapes is not permitted.

## DRESSING ROOM FACILITIES

There are 2 dressing rooms, each equipped with mirrors, lockers, a washroom and a shower.

**Dressing rooms are to be cleaned of debris by the renter at the end of the event.**

## STAFFING

The guidelines below are minimum requirements. Additional staff may be required, as per discussion with the TD and based on RHCC staffing policies. Staff are responsible for safety, and ensuring emergency procedures are followed.

The Performance Centre base room rental rate includes a technician for up to 8 hours. After 8 hours additional staff charges will apply. (There is no room charge after 8 hours.) This technician will assist the event by running lights and/or sound and/or video, as determined by the TD.

An RHCC Front of House (FOH) person will be required for most events open to the public to ensure their safety. As well, they will ensure that the lobby and seating areas are prepared to receive the public.

2 volunteer ushers are required for public events and must be provided by the renter. They will be trained by the RHCC Front of House staff person.

Professional security may be required for some events, at the discretion of the TD.

The following staff are required during your set up, function, and take down, as per your event's requirements, and will be charged to your event (unless otherwise stated).

Meetings under 100 people.....1 technician plus 1 Front of House Manager  
(up to 8 hours labour included in room cost)

Public Performances and meetings with over 100 people .....1 technician plus 1  
Front of House Manager  
(up to 8 hours labour included in Room rental rate)

Parties.....1 technician plus 1 Front of House Manager

Any event after RHCC hours.....1 technician plus 1 Front of House Manager plus  
1 front desk staff in addition to event staff

Stage decks installed.....1 additional technician at 8 hours  
(Staff member will be available to assist with event set-up once seats or decks have been moved.)

\*Set-up and take-down of staging and display walls requires 2 RH staff. In most situations these staff will also be available to assist with other aspects of event set-up.

\*RH staff must be paid for a minimum 4 hour shift.

\*These staffing levels assume that the set-up and takedown of tables, chairs etc. is the responsibility of the client.

\*Staff shifts exceeding 5 hours must include at least a half hour unpaid meal break.

\*If the staff are required to work through their scheduled breaks, they will be paid at the overtime rate for the duration of that break.

\*Changes to the scheduled hours of work must be approved in advance by the TD.

\*Staffing on statutory holidays and between the hours of 12-8am will be paid at the overtime rate.

## GENERAL GUIDELINES

An RHCC staff person must be present during all times that the renter has access to the Performance Centre.

Food and beverages are not permitted in the Performance Centre unless arrangements are made to remove the seating. Food and beverages are permitted in the Performance Centre lobby area. Concession sales are also permitted if pre-arranged by the renter.

Access to the catwalk is prohibited.

All events must be completed by 12:00am, with all guests/audience members cleared from the building by 12:30am.

No objects or materials that could set off the motion detectors are permitted overnight in any part of the facility.

The RHCC is not responsible for lost or stolen items.

## USE OF TOOLS AND EQUIPMENT

Equipment provided or arranged by the renter must be approved by the TD in advance.

The RHCC has a basic kit of general tools and supplies. You are expected to provide any specific tools that may be required for your event.

**All RHCC equipment must be operated by RHCC staff only unless otherwise arranged in advance.** This includes the sound and lighting equipment, blinds, exhibition display walls, staging risers, and scissor lift.

## FIRE AND SAFETY

Emergency exits must remain easily accessible (minimum 4' pathways) and under no circumstances can they be blocked by tables, chairs, walls, stages, people etc.

No gas or propane equipment/fixtures may be used inside the facility. Any such material used outside of the facility must adhere to CSA approval standards.

The renter is required to conform to all Workers' Compensation Board regulations.

All seating aisles must remain clear of all obstructions whenever audience is present. This includes people, cables, tripods, equipment etc.

No fire element (candles/torches/butane burners/pyrotechnics) is permitted unless discussed beforehand with the TD.

A proper fire safety orientation must take place with an RHCC staff member. As well, a Fire Safety sheet must be signed. This may happen on the day of the event.

Any overhead suspension of objects must be installed by an RHCC staff person.

## **GARBAGE**

**You are responsible for removing all equipment and supplies at the end of the event, and for general clean-up of debris, to ensure the venue is in a reasonable condition for the next user.** The RHCC has limited space for garbage and cannot accommodate any excessive volumes of refuse. Additional cleaning and storage charges will be applied if items or waste are left behind.

## **STORAGE**

The RHCC has limited storage facilities. Arrangements for storage of equipment or supplies before, during, or after your event must be made with the TD in advance. Additional storage charges may be applied if items are left behind, or if the RHCC must accommodate unexpected items.

## **INSURANCE**

Adequate public liability and property damage insurance is required, minimum \$2,000,000. Please see contract for more details.

Note that three parties need to be listed as additionally insured:

- City of Vancouver
- Vancouver Board of Parks and Recreation
- Roundhouse Community Arts & Recreation Society

## **PUBLICITY AND BOX OFFICE**

All publicity and box office duties are the responsibility of the renter.

Event information can be included on the [www.roundhouse.ca](http://www.roundhouse.ca) Events page. Please contact the Rental Coordinator for details.

A limited number of posters and handbills can be displayed on our community bulletin board, subject to approval.

## **RECEPTIONS SERVING FOOD AND BEVERAGES**

All events serving food and/or beverages will be billed for the rental of a dumpster.

### **Kitchen**

The kitchen is a commercial-grade facility, available for rental for events being held at the RHCC. The kitchen includes a 6-burner gas stove with 2 ovens (1 gas, 1 convection) and 1 grill, a double sink, dishwasher, limited refrigerator and freezer space, and ample counter space.

On the day of your event, an RHCC staff person will conduct a Kitchen Orientation to familiarize you (or your caterer) with our facilities, and to ensure proper equipment

usage. The room rate for the kitchen includes one staff person for up to 8 hours, who will be available to assist other RHCC staff in the main event rooms as schedule permits. In some circumstances, this person may be able to replace one of the other staff on your event, as determined in consultation with the TD.

### **Alcohol**

There is no food or drinks allowed in the Performance Centre when the seats are in use. In order to provide alcohol at your event, **you must obtain an appropriate Special Event Permit (liquor license)** which indicates the room/area, times and date of service. See <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit> for more information.

A copy of the liquor license must be submitted to RHCC staff no later than 48 hours prior to event. Failure to do so may result in loss of liquor privileges. Incorrect or incomplete liquor licenses will not be granted liquor service. The original license must be posted in the area of service. A liquor server with a valid “Serving It Right” or “Special Event Server” Certificate must be present at all times alcohol is being served. A photocopy of certification is required to be submitted with the liquor license prior to the event. See <https://www.responsible-service-bc.gov.bc.ca/serving-it-right-course> for more information. Alcohol is not permitted outside the rental space listed on the liquor license. Failure to comply will result in loss of liquor privileges.

### **Food/Catering**

All food preparation and service must meet the FoodSafe guidelines of the Vancouver Coastal Health Authority. See [www.foodsafe.ca](http://www.foodsafe.ca) for more information. If food/beverages are being handled in an unsanitary fashion, the RHCC staff reserve the right to take appropriate action and you may be denied further food service.

Storage space and refrigeration space is limited in the kitchen and may or may not be available. This can be confirmed through consultation with the TD.

You are free to engage the services of any caterer of your choosing. When using a catering service, the renter must provide the name and contact number of the caterer. You (or your caterer) must provide their own equipment (i.e. pots, utensils, serving dishes, etc.). You (or your caterer) must leave the kitchen in the condition found. Otherwise, cleaning charges may be applied and deducted from the damage deposit and/or invoiced.

## **LATE NIGHT EVENTS**

All rentals that take place outside regular operating hours of the centre must pay building staff costs to open the building and monitor the event. Regular operating times are Monday to Friday 9:00am–10:00pm and Saturday/Sunday 9:00am – 5:00pm. Refer to the *Staffing* section for additional staff requirements.

## **NOISE BYLAWS**

Noise levels (including live/recorded music) must be below 65 decibels (as registered outside of the building) after 10:00pm and below 70 decibels during daytime hours, as per the relevant COV Noise By-Law.