

## The History of York Quay Centre

Forty years ago, the waterfront south of Toronto's Gardiner Expressway was a veritable no man's land of derelict industrial buildings. In 1972, the Federal Government created a crown corporation with a mandate to revitalize 100 central acres of waterfront land stretching west from York Street to Stadium Road. Culture, education and recreation were the tools to be used to bring Torontonians back to their lake... and to bring visitors from across North America and around the globe. In 1976, Harbourfront Corporation was formed to fulfil this mandate.

The **York Quay Centre** opened to the public in the late 1970's, with renovations completed in 1982 and 1997. The building was formerly the Direct Winters truck warehouse. The **Craft Studio** is located in the old loading bays, complete with roll up garage doors, and houses resident glass, textile, metal and ceramic artisans. Adjacent to the Craft Studio is the retail outlet **The Centre Shop**, a Contemporary Canadian Craft and Design Shop specializing in functional fine craft from across Canada and work by our own Craft Studio Residents.

The York Quay Centre houses several different performance and programming spaces including:

- the **Brigantine Room**, home of the world renowned Authors at Harbourfront Centre series;
- the **Studio Theatre**, a small proscenium-style space suited to both film and live performances;
- the **Marilyn Brewer Community Space**, a flexible venue for demonstrations and exhibitions;
- **Miss Lou's Room**, housing a permanent exhibit honouring Miss Lou and her achievements, also home of the School Visits programme;
- the **Lakeside Terrace**, overlooking the pond in the summer and the skating rink in the winter, a versatile performance space that is the scene of weekend concerts throughout the year.

The York Quay Centre is also home to several gallery spaces including:

- **York Quay Gallery**, an exhibition space for group shows by artists, designers and craftspeople;
- the **Architecture Gallery**, presenting exhibitions that address contemporary architecture;
- a contemporary photographic exhibition space;
- eight display vitrines dedicated to the exhibition of fine contemporary Canadian craft along with additional vitrines in the West Arcade corridor.
- **Studio Works**, vitrines in the Craft corridor showcasing past and present residents' work.

Harbourfront Centre works closely with communities across Toronto and beyond, and, by doing so, has created a place that truly reflects the diversity of the city, the country, and the world. Harbourfront Centre engages in approximately 450 different community partnerships every year, each one invested with a great pride of ownership by the community involved.

The York Quay Centre offers a one-of-a-kind setting for entertainment and the arts. Harbourfront Centre's mandate is to give priority to live arts and cultural activities.

The Lakeside Terrace is one of the most attractive venues in the York Quay Centre. The room is bright and airy and affords an excellent view of the lake overlooking the Natrel Pond in the summer, and the Natrel Skating Rink in the winter.

A large sliding door on the east side can be opened for easy access to Lakeside EATS, our fully licensed restaurant with seating for 140. The Lakeside Terrace itself has a built in bar and, in good weather, doors on the west side open onto the patio. Its west and south walls are glass windows and doors. stage is located at the north end of the venue with curtains enclosing it on three sides; there is no front curtain.

An "open" technical booth is located in the south east corner. A skylight runs north-south the entire length of the venue including the stage. The number of windows and skylight make the venue inappropriate for events requiring lighting or audio-visual support (slides, overheads, films, video) during daylight hours.

All rental requests are considered upon receipt of the completed Venue Rental Inquiry Form. The form is available for download on our website at [www.harbourfrontcentre.com](http://www.harbourfrontcentre.com). Completed inquiries should be faxed to the Planning Department at 416-973-4859 or emailed to [rentals@harbourfrontcentre.com](mailto:rentals@harbourfrontcentre.com).

### Venue Rental Rates:

Venue Rental Rates consist of a daily rental fee, which includes the basic venue set up and strike, plus charges for all required event staff. *Subsidized Rental Rates are available to qualifying non-profit, performing arts, cultural and community organizations by approval of the Harbourfront Centre Planning Director and CEO.*

**Rental rates and staff fees are available upon receipt of the completed Venue Rental Application.**

The Lakeside Terrace is available only after 4pm on weekdays – some exceptions can be arranged.

### Venue Information:

#### Venue Capacity:

- Concert-style: 250
- Cabaret-style: 140 (35 tables of 4)
- The Lakeside Terrace is wheelchair accessible. (The stage is not accessible to wheelchairs).

#### Stage Floor:

- Grey paint on sprung plywood. (see technical information for stage dimensions).

#### Dressing Rooms:

- Two small dressing rooms and a washroom are located directly upstage behind the masking. There is no wardrobe room or laundry facility.

### Required Venue Personnel:

- Harbourfront Centre will designate a **Technical Director** and **Production Coordinator** to provide advance event coordination.
- **The minimum staff requirement for most events** is an Assistant Production Coordinator (APC) and two Technicians. Ticketed performances require Front of House and Box Office staff. Events with Bar Services may require Security Staff.

**Required Venue Personnel (continued):**

- Harbourfront Centre technicians are responsible for all in-house technical duties including sound system set up and operation, hang and focus of all lighting instruments, all rigging operations or any situations where structural modifications will be made above the stage or audience areas.
- The Assistant Production Coordinator is the "Stage Management" contact for the venue. The APC will facilitate artists' needs, food and beverage requirements, the venue set up, and supervise the Technical, Front of House and Security staff at the event.
- All staff calls are a minimum four hour shift.

**Additional Services and Conditions:****Box Office Services:**

Harbourfront Centre operates its own in-house Box Office, which provides a computerized ticketing system (Tessitura® Arts Enterprise Software) and full ticketing services through on-site ticket outlets and telephone sales. **All events requiring paid access are considered ticketed events, and must be ticketed through the Harbourfront Centre Box Office.** Please refer to the *Harbourfront Centre Ticketing Policy for York Quay Centre Events* for more information.

**Pianos:**

The Rental Group shall be billed for all piano rentals, moves and tunings. Piano rentals, moves and tunings are booked by the York Quay Centre Production Coordinator. Adequate notice must be provided.

**Equipment Rentals:**

Harbourfront Centre maintains an excellent inventory of modern audio visual, sound and lighting equipment in each of its venues. All technical equipment and property inventory is subject to change based on availability and/or unavoidable breakdown. The Rental Group will be responsible for the cost of rental of all additional technical, audio-visual and additional equipment not in Harbourfront Centre's inventory or based on availability. A 15% administration fee will be applied to all additional equipment rented on behalf of the Rental Group.

**Food and Beverage:**

Catering services can be provided by Harbourfront Centre's preferred caterers. In all instances, Harbourfront Centre manages and provides all beverage service. Reception arrangements are made through the Production Coordinator.

**Exclusive Sponsors:**

Harbourfront Centre's programming is heavily dependent upon the generous support of sponsors, some of which have exclusive on-site privileges. The Rental Group will not promote any sponsor which is in direct or substantially direct competition with a Harbourfront Centre sponsor including, but not limited to: Enwave Energy Corporation, WestJet, Redpath Sugar, Nestle Purina Pet Care, Natrel Dairy Products, Labatt Breweries, Pepsi Cola Bottling Group, and Nestle. The Rental Group will provide Harbourfront Centre with a complete list of confirmed and potential sponsors for the event to ensure no conflicts exist. Current sponsors are as of June 2011, and may change without notice.

**Prohibited Activities:**

Proselytizing of a religious or political nature is not permitted anywhere on the Harbourfront Centre site. The solicitation of cash donations is not permitted anywhere on the Harbourfront Centre site.

**Additional Services and Conditions (continued):**

**Marketing and Media Relations:**

Harbourfront Centre may be able to offer limited marketing and publicity support to performing arts rentals. For most rentals, however, all advertising and publicity are the sole responsibility of the Rental Group. All marketing and publicity materials for the event are subject to approval of Harbourfront Centre to ensure accuracy of information.

**Insurance:**

Harbourfront Centre requires that all Rental Groups have commercial general public liability insurance and third party liability insurance against claims for property loss or damage, bodily injury or death, in the amount of not less than two million dollars (\$2,000,000.00 CDN), for the duration of their occupancy of the facilities. A certificate of insurance, with Harbourfront Corporation (1990) named as an additional insured, will be required.

**Filming and Recording**

Harbourfront Centre allows videotaping, filming or recording at any performance for the purposes of news reports, advertising or promotional broadcast no longer than two minutes in length with the permission and/or at the request of the Rental Group. All other instances of filming and recording will be subject to a separate permit to be negotiated and issued by the Harbourfront Centre Filming Coordinator on behalf of the venue and Harbourfront Centre.

**Merchandise Sales:**

The sale of any merchandise and/or souvenir items must be approved by the Facilities Director. The Rental Group will be charged a commission on all items sold.

**Staffing Policies:**

As per the Employment Standards Act, the following rules apply to all rentals:

- All employees must receive at least 11 consecutive hours off between work days.
- Employees can only work more than 48 hours per week\* by prior written agreement.
- Under no circumstance can any employee work in excess of 60 hours per week\*.
- All employees must receive 1 day off per week\*.

\*a "week" is defined as any Monday to Sunday period

**Meal Breaks:** Should a Harbourfront Centre employee be required to work more than the minimum 4 hour call, the employee shall be paid by the Rental Group for an additional hour (above the numbers of hours worked) for or in lieu of a meal break.

**Split Shifts:** Should a Harbourfront Centre employee work a split shift, defined as two (2) subsequent four (4) hour minimum shifts in one day with at least two and a half (2.5) hours between shifts, the employee shall be paid by the Rental Group for an additional hour (above the number of hours worked) for, or in lieu of, a meal break.

**Staff Taxes:** Should a Harbourfront Centre employee be required to work outside of the operating hours of public transit, the employee shall be reimbursed and the Rental Group billed by Harbourfront Centre for the cab fare to ensure the safe and timely arrival/departure of the employee.

### Ticketing Policy:

**All ticketed events at Harbourfront Centre must be ticketed through the Harbourfront Centre Box Office.** Advertised ticket prices to all events at Harbourfront Centre will include applicable HST and Facilities Renewal Fund fee per ticket:

- The **HST**, whenever applicable, is 13% of the base ticket price. It is always applicable to Harbourfront Centre events. Some user groups may be exempt. If the Rental Group is HST exempt, the Rental Group must provide a letter verifying its status to Harbourfront Centre's Box Office prior to the sale of tickets to the Attraction.
- The **Facilities Renewal Fund** is a capital improvement fee to assist with the upkeep of Harbourfront Centre's site, facilities and services. The Facilities Renewal Fund fee is charged to all ticket buyers per ticket, and is as follows:

- \$2.25 per ticket for tickets priced at \$15.00 (net) or more;
- \$1.75 per ticket for tickets priced between \$6.00 (net) and \$14.99 (net);

**NOTE: The highest regular ticket price for the event determines the applicable FRF rate for ALL tickets to the event no matter the value.** For example, if the net ticket prices for the event are \$20.00, \$18.00, and \$14.00, the FRF applied to all tickets for this event will be \$2.25.

- HST due on the Facilities Renewal Fund will be deducted from those charges, and will have no effect on the ticket price.
- Harbourfront Centre maintains the right to charge all ticket buyers a handling fee (Service Charge) on all tickets purchased by phone, fax, online, or group sales. There are no Service Charges for in person single ticket purchases at Harbourfront Centre Box Office outlets.

### Ticketing Procedure:

- When budgeting for an event, determine the per ticket amount required to meet the projected revenue. This is the net value of your ticket.
- Add the HST and FRF to establish the price that will be used in all advertising. HST will be calculated first and added to the net ticket price, then the Facilities Renewal Fund is added. Finally, round this total up to the nearest quarter dollar to calculate the advertised ticket price.

**Example showing calculation of all-inclusive price:**

If you need to realize \$20.00 for each ticket to meet your projected revenue:

Net ticket amount =	\$20.00
HST on net ticket amount =	\$ 2.60
Subtotal =	\$22.60
Add appropriate Facilities Renewal Fund =	\$2.25
Total =	\$24.85
Round up to the nearest 25¢ = <b>Advertised Price</b>	<b>\$25.00</b>

- The Box Office Service Charge will be added to the advertised price on all tickets purchased by phone, fax, mail, internet, special order or group sales.

### Box Office Hours:

- Harbourfront Centre's online ticketing service is available 24 hours a day.
- The York Quay Centre Box Office is open Tuesday through Saturday from 1pm to 6pm, except on performance nights when it is open until 8pm. The Box Office is closed on Sundays and Mondays unless a performance is scheduled, in which case the Box Office will open for a limited number of hours to service in-person, walk-up sales only.

### Box Office Fees for York Quay Centre Ticketed Events:

- Ticketed events on Tuesday through Saturday, with start times that fall between 1:00pm and 8:00pm will incur a \$80.00 staffing fee on the day the event takes place.
- Ticketed events with start times that fall before 1:00pm or after 8:00pm, and/or ticketed events on Sunday or Monday, will incur a \$110.00 staffing fee on the day the event takes place.
- Multiple ticketed events on one day will incur a \$110.00 on the day the events take place.

**General Information:**

The Lakeside Terrace is a general purpose room. The stage is located at the north end of the room. The booth, which is open, is located in the south-east corner. Curtains enclose the stage on three sides. There is no front curtain. A skylight runs north to south along the entire length of the room including the stage. The west and south walls are glass and the east wall has a window which runs the full length of the room. The room is bright during the day and blackouts are not possible.

<b>Stage</b>	Grey paint on sprung plywood
<b>Ladders</b>	(1) 7' A-frame
<b>Dance Floor</b>	Black Rosco dance floor is available. It must be booked with the Production Coordinator.
<b>Dressing Rooms</b>	(2) small dressing rooms are located directly upstage behind the masking.
<b>Washroom</b>	Located between the dressing rooms.
<b>Other Equipment</b>	Various stools and chairs are available. Round tables and craft tables (6' and 8') are also available. Please contact the Production Coordinator to book these items.
<b>Theatre Personnel</b>	<p>For most events, an Assistant Production Coordinator and a Technician are provided. Certain events will require Front of House personnel. Please contact the Production Coordinator for details.</p> <p>Technicians assigned to work on theatre events are responsible for the house technical duties. As production time is limited, it is in the best interest of the production to start technical work as soon as the call begins and provide a crew to load in the set, props, etc.</p> <p>Harbourfront Centre technicians are responsible for all house technical duties including, but not limited to, sound system set-up and operation, hanging and focusing of lighting instruments, all rigging operations or any situations where additional structural modifications will be made above the stage or audience areas.</p>

**Stage Information:**

<b>Onstage Dimensions</b>	Stage Right to Stage Left - 29' 10" (9.09 m) Downstage edge to Upstage curtain - 16' (4.88 m) Downstage edge to back wall - 20' (6.1 m) Stage to ceiling - 11' (3.35 m)
<b>Stage Height</b>	22" (56 cm)
<b>Wing Space</b>	There is no wing space Stage Left. Stage Right has some room for storage (Note: the wing is 22" below stage level)
<b>Stage Drapes</b>	Curtains are located on both sides and upstage. All drapes are on track and are 8' high.

**Hall Information:**

<b>Dimensions</b>	Width: 45' 6" (13.87 m) Length: 60' (18.28 m) Height: 13' (3.96 m) Area: 2,730 sq. ft. (235 m <sup>2</sup> )
<b>Seating</b>	250 Concert style 140 Cabaret style
<b>Load In</b>	Loading doors are located on the east side of the York Quay Centre. The doors are standard double doors (5' 4" x 6' 8" ). If items to be loaded in exceed these dimensions, there are alternate load ins. Please contact the Production Coordinator for details.

**Technical Information – Lighting:**

<b>Control System</b>	ETC Express 24 / 48
<b>Dimmers</b>	(24) Strand CD 80 2.4 kW dimmers – DMX protocol
<b>Instruments</b>	(18) PAR 64 1 kW (6) Strand Leko ( 1kW) (6) Altman 6" Fresnels (500 W)
<b>Connectors</b>	All connectors are 20 Amp twist lock (new style).
<b>Colour</b>	Harbourfront Centre stocks Rosco gel. All colours from 01 - 115 are available with the exception of the 300 series.

**Technical Information – Sound:**

<b>Mixing Location</b>	The sound booth is located in the south-east corner of the room.
<b>Mixing Console</b>	<b>Soundcraft 8000.</b> 32 mono inputs. 8 subgroups, stereo output. 8 x 8 Matrix outputs. 8 auxiliary sends ( all individually switchable pre or post fade). Each input channel has switchable phantom power, phase reverse, 4-band parametric EQ, and separate insert send and return points.
<b>Speakers</b>	(4) Meyer UPA - 1 hung in a stereo configuration, 2 per side. (2) Meyer 650 sub woofers (2 x 18" speakers each) (6) Electro-voice FM 1202 floor monitors
<b>Monitor Console</b>	There is no separate monitor console. Two mixes are available from Front of House.

**Technical Information – Sound (continued):**

<b>Signal Processing</b>	(2) Ashley GQ - 231 stereo 31 band graphic equalizers (1 for Mains, 1 for monitors) (1) Yamaha SPX 90 effects processor (1) Yamaha SPX 2000 effects processor (2) dbx 1046 quad compressors (1) Brooke Siren Systems DPR 504 quad noise gate
<b>Playback Machines</b>	Tascam 122 3-head cassette deck Teac CD-3500 CD player
<b>Microphones</b>	A large selection of Shure, Electro-voice, and Sennheiser microphones is available.
<b>Projection Equipment</b>	(1) 10' x 10' projection screen (2) 8' x 8' rear projection screens Slide projectors
<b>Properties</b>	Drum risers and carpet

***Technical equipment and property inventory subject to change based on availability and/or unavoidable breakdown. Please check with your Production Coordinator for details.***