

## 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 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 Marilyn Brewer Community Space** is a bright, spacious, open-concept venue located at the north end of York Quay Centre. The north wall is lined with large picture windows looking onto Queens Quay West Boulevard. The south walls are glass with a view to the Info Desk and the main entrance corridor to the Centre.

The Marilyn Brewer Community Space is suitable for wall and/or floor-mounted exhibitions, lectures, demonstrations, and trade fair style exhibitions. Several festivals have used the venue for quiet, intimate performances such as storytelling sessions, craft activities, a marketplace, cooking demonstrations and café service. The venue is also used as a pre- and post-reception area for performances in the Brigantine Room and Studio Theatre. The space is not suitable for music or theatre performances with its close proximity to the Info Desk and the main entranceways to the building. The use of audio-visual equipment is difficult since the venue cannot be blacked out.

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 Marilyn Brewer Community Space is available only after 4pm on weekdays – some exceptions can be arranged.

### **Venue Information:**

#### **Venue Capacity:**

- Standing: 200
- Concert-style: 175 lectures/demonstrations
- Cabaret-style: 100 to 150
- Wheelchair accessible.

#### **Room Dimensions:**

- Total Area: 2,120 sq. ft. (or) 236 m<sup>2</sup>.
- Main (south) Area: 1,045 sq. ft. (or) 173 m<sup>2</sup>.
- Window-side (north) Area: 900 sq. ft. (or) 83 m<sup>2</sup>.
- Landing at Stairs: 175 sq. ft. (or) 16 m<sup>2</sup>.
- Portable Walls: 8 rolling wall units - 2' x 4' x 9' can be used independently or together as wall sections, dividers or exhibition space.

#### **Kitchenette:**

- Includes prep counter, sink, fridge, convection oven and portable service/demo counter. There is no oven. *Please see Additional Services and Conditions below.*

#### **Exhibitions:**

- All gallery-type exhibitions must be approved by the Visual Arts Coordinator and installed by our Gallery Technicians. The east wall is the exhibit wall. It is not wood-backed. Large wall-mounts are not possible, however, most standard paintings and photographs are fine. A variety of floor-standing display cases are available for rental.

**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) Events with Bar Services may require Front of House and/or Security Staff. Gallery-type exhibitions require a Gallery Technician. Basic gallery talks, storytelling sessions or demonstrations can be done without a Technician by using a portable carry-voice (based on availability). For more elaborate events, i.e. using slide projectors or multi-channel sound, a Technician is required.
- 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, and all rigging operations.
- 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.

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

***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 Taxis:** 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 Marilyn Brewer Community Space is a multi-purpose room located outside the Brigantine Room in the York Quay Centre.

**Venue Information:**

<b>Dimensions</b>	67' 8"long 26' 3"wide
<b>Load In</b>	Load in is through the parking lot off of Queens Quay West.
<b>Personnel</b>	Harbourfront Centre technicians are responsible for the operation of all Harbourfront Centre technical equipment.

**Technical Information:**

<b>Lighting</b>	Track lighting evenly illuminates the rooms, it may also be positioned to highlight specific areas.
<b>Sound Mixing</b>	Soundcraft Powerstation. 8 mono inputs. Two stereo inputs. Stereo outputs. Onboard Lexicon effects. Two auxiliary sends.
<b>Playback</b>	Denon DN 720 CD / cassette player
<b>Microphones</b>	various microphones are available.
<b>Speakers</b>	(2) portable speakers on stands
<b>Miscellaneous</b>	(2) Kodak slide projectors with remotes (1) VCR (2) TV/VCR rolling units (1) Portable screen (1) 8' x 8' rear projection screen  <i>Note: Not all miscellaneous items are available at all times. Please check availability with the Production Coordinator.</i>
<b>Properties</b>	3' x 6' risers are available Lecterns, blackboards and mirrors. Various tables, stools and chairs.  <i>Note: Not all property items are available at all times. Please check availability with the Production Coordinator.</i>

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