

## 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 Natrel 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 Studio Theatre** is a 192-seat standard proscenium venue located in the York Quay Centre. It has a full lighting grid, raked seating and dressing rooms. The Studio Theatre is used for film screenings, plays, dance performances, lectures and conference-style presentations. The Studio has a 16mm film and a 35mm film projector (use of the 35mm projector requires an IATSE projectionist and a Harbourfront Centre technician). The Studio Theatre is not recommended for live music performances.

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.**

### Venue Information:

#### **Venue Capacity:**

- 192 seats
- Wheelchair accessible for up to 3 people.

#### **Stage Floor:**

- ¼" black Masonite on sprung plywood.
- 38' x 20' - limited wings (see technical info for stage dimensions)

#### **Dressing Rooms:**

Three dressing rooms in total:

- 2 dressing rooms are suitable for 4 people each and contain sinks, lighted mirrors, AC outlets and programmed sound.
- 1 dressing room is suitable for 10 people and contains lighted mirrors, toilet, sink, AC outlets and programmed sound.

#### **Wardrobe:**

- A medium duty washer and dryer are located in the large dressing room, as well as a hand iron and ironing board.

### 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.

**Lighting Requirements:**

There is no **house plot** for the Studio Theatre. This means the lighting in place may not be, and usually is not, conducive to what an incoming event requires – in particular, for theatre and dance performances. As a general rule, two Harbourfront Centre technicians are required for a minimum of 9 hours to do a hang and focus. One technician is then required for at least another 4 hours to set levels, cues, etc. **ONLY** Harbourfront Centre technicians may hang the lighting instruments. Two technicians are required for a minimum 4-hour call to reset the theatre lighting after the last performance.

**Dance Floor Installation:**

Should a **dance floor** be required, it must be arranged through the Technical Director. Adequate notice is required. Two technicians for a minimum 4-hour call are required to lay out the dance floor. The dance floor then needs to settle before use. Time must also be allotted for strike of the dance floor after the last performance (time required will depend on the rest of the show strike).

**Stage Manager:**

The Studio Theatre requires that all performing arts Rental Groups provide a professional stage manager who will serve as exclusive technical liaison to the Theatre's Technical Director.

**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.

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

***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 Studio Theatre is a small proscenium venue located inside the York Quay Centre. It has a full lighting grid, raked seating, a private washroom and dressing rooms. The Studio Theatre is also our main film screening venue.

<b>Stage Floor</b>	1/4" black Masonite on sprung plywood.
<b>Ladders</b>	(1) scaffold ( 7' W x 5' D x 12' H) (2) extension ladders - 16' and 22' (2) A frame - 7' and 12'
<b>Dance Floor</b>	Harlequin Reversible (black / grey) 11m x 6m
<b>Dressing Rooms</b>	(3) dressing rooms total: (2) dressing rooms suitable for 4 performers. Each room has a sink, mirrors, AC power, and programmed sound. (1) dressing room suitable for 10 performers. Equipped with mirrors, AC, toilet, shower and programmed sound.
<b>Wardrobe</b>	Medium duty washer and dryer are available in the large dressing room. A steam iron and ironing board are also available.
<b>Other Equipment</b>	Various chairs, stools, and music stands are available. Round tables and craft tables (6' and 8') are available as well. Please contact the Production Coordinator to book these items.
<b>Personnel</b>	For most events, the theatre is staffed by an Assistant Production Coordinator and a Technician. Certain events will also require Front of House services. Please contact the Production Coordinator for details.  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.

**Stage Information:**

<b>Onstage Dimensions</b>	Front of stage to back wall - 20' 0" (6.09 m) Height to bottom of pipes - approx. 13' 8" (4.16 m) Stage Right wall to Stage Left Wall - 38' 9" (11.81 m) <i>NOTE: Any critical measurements should be made on site.</i>
<b>Proscenium Arch</b>	Height Stage Right - 13' 8" (4.16 m) Height Stage Left - 13' 2" (4.01 m) Width - 30' 8" (9.37 m)
<b>Stage Floor</b>	Height from audience floor - 2' 9.5" (85 cm)
<b>Wing Space</b>	Extremely limited; audience sight lines project to the off stage walls. There is no storage space on Stage Left. Double doors lead off Stage Right where scenery may be stored.

**Stage Information (continued):**

**Stage Drapes** Main curtain - (1) red velour  
Legs - (4) black velour 6' W x 12' H.  
Borders - (3) black velour 39' W x 18" H  
Traveler - (1) black velour  
Cyclorama - There is no cyc. cloth. The upstage wall is painted white and cyc. lighting is available.

**Hall Information:**

**Dimensions** Length - 43' 9" (13.33 m)  
Width - 38' 9" (11.81 m)  
Height - 12' 3" (3.73 m) to 18' (5.48 m)

**Seating** Raked seating.  
192 permanent seats.  
4 seats are removable for wheelchairs.  
First row (15 seats) are removable.

**Load In** The Studio Theatre is located at the north end of the York Quay Centre. Load in is through either the north-east doors or the east doors at the middle of the building. Loading doors are standard double doors (5' 10" x 6' 11"). The stage is approximately 120' from the outside doors.

**Technical Information - Lighting:**

**Control System** **ETC Express 48/96.** 2 timed faders.  
10 pages of 24 submasters. DMX protocol.

**Dimmers** **(36) Strand CD-80.** 2.4 kW / channel (AMX 192 / DMX 512 protocol)  
**(24) Strand CD-80.** 1.2 kW / channel (AMX 192 / DMX 512 protocol)

**Instruments** (32) ETC Source 4 (36 degree) - 575 W  
(11) ETC Source 4 (50 degree) - 575 W  
(15) Strand 3380 6" Fresnels - 1 kW  
(6) Strand 25 - 50 zooms - 500 W  
(18) Altman 6" Fresnels - 500 W  
(10) Thomas PAR 64 cans  
(6) Strand Coda 500/3 Mk 11 - 3 cell cyc strips. 500 W/cell

**Connectors** 120V / 20 A - new style twist lock

**Colour** Harbourfront Centre stocks Rosco gel. All colours with the exception of the 300 series are available.

**Technical Information - Sound:**

<b>Mixing Locations</b>	Booth at rear of house.
<b>Mixing Console</b>	<b>Midas Venice 240.</b> 16 mono channels, 4 stereo line inputs. Stereo output. 4 subgroups, 2 x 6 matrix outputs, 6 auxiliary sends (2 pre -fade, 2 post fade, 2 globally switchable pre/post). Switchable phantom power on all inputs. RTS insert on all channels.
<b>Signal Processing</b>	(1) Klark Teknik DN 30/30 stereo 31-band graphic equalizer (Mains) (1) Klark Teknik DN 360 stereo graphic equalizer (Monitors) (1) Yamaha SPX 2000 effect processor
<b>Playback Machines</b>	Tascam CD – RW402 dual bay CD player / recorder
<b>Microphones</b>	A large inventory of Shure, Electro-voice, and Sennheiser microphones and BSS and Countryman DIs is available.
<b>Speakers/ Amplification</b>	(1) Meyer Series 500 Integrated amplifier (2) Meyer Series 500 Full range cabinets (1 x 15" woofer, 1 x 2" horn) (2) Meyer Series 501 Subwoofer (1 x 18" driver) (1) Yamaha P-2100 Stereo amplifier (Monitors) Various monitors are available.
<b>Communications</b>	(4) Clear com beltbacks with headsets Programmed sound and paging to dressing rooms and backstage
<b>Booth Phone</b>	416-973-4916

**Technical - Other Equipment:**

<b>Projection Equipment</b>	(1) Sharp XG-60X LCD video / data projector. 3500 ANSI lumens. For further information, please see: <b><a href="http://www.sharpusa.com/files/pro_man_XGC60X.pdf">http://www.sharpusa.com/files/pro_man_XGC60X.pdf</a></b> <i>Please check with the Production Coordinator if you have specific video / data requirements as we may not have the connections you require.</i> (2) Simplex E-7 35 mm projectors. An IATSE projectionist is required to operate these projectors. Please check with the Production Coordinator. (1) 24' W x 12' H projection screen (2) 8' x 8' rear projection screens (check for availability) (1) Elmo LX2200 16 mm projector Kodak Ektagraphic slide projectors
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***Technical equipment and property inventory subject to change based on availability and/or unavoidable breakdown. Please check with your Production Coordinator for details.***