

General Information

Effective April 1, 2009 to March 31, 2010

Harbourfront Centre is an innovative, non-profit cultural organization creating events and activities of excellence that enliven, educate and entertain a diverse public.

When our programming schedule permits, Harbourfront Centre also offers its facilities to corporations, non-profit groups and professional performing arts groups for a multitude of events and activities.

Our venues are not able to accommodate social events such as weddings or birthdays, nor are we able to rent our facilities for beauty pageants, dance competitions, school recitals or graduations.

All **rental requests** are considered upon receipt of the completed **Venue Rental Application Form**. The form is available for download on our website at www.harbourfrontcentre.com. Completed inquiries should be emailed to the Planning Department at rentals@harbourfrontcentre.com, or faxed to 416-973-4859.

The Enwave Theatre is a multi-use venue ideal for music, dance, and theatre presentations. The theatre boasts excellent acoustics and the flexibility to be transformed into various seating configurations – from a 350-seat proscenium set-up to a maximum in-the-round capacity of 422 seats.



Venue Rental Rates and Required Staff:

Venue Rental Rates consist of a daily or weekly rental fee plus charges for all required staff.

Rental rates and staff fees are available upon request.

Subsidized rental rates for non-profit, charitable and performing arts groups are also available.

The minimum staff requirement for any rental is:

- three (3) Technicians (lights, sound, stage);
- one (1) House Manager and five (5) Ushers;
- two (2) Box Office Ticketsellers.

All staff calls are a minimum four (4) hour shift.

All ticketed events must be ticketed through the Harbourfront Centre Box Office.

Theatre Policies and Conditions:***Venue Configuration:***

The Enwave Theatre is rented in the standard proscenium configuration, and must be returned to this configuration at the end of the rental period. The Rental Group is responsible for all costs associated with reconfiguring and returning the space to its original set up.

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, web and telephone sales. **All events requiring paid access are considered ticketed events, and must be ticketed through the Harbourfront Centre Box Office.**

Pianos:

The Enwave Theatre does not have any pianos in its current inventory. The Rental Group shall be billed for all piano rentals, moves and tunings. Piano rentals, moves and tunings are booked by the Theatre's Technical Director. 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.

Stage Manager:

The Enwave 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.

Receptions:

Catering services are provided by the Enwave Theatre's preferred caterers. The Theatre manages and provides all beverage service. Reception arrangements are made through the Enwave Theatre House Manager. Please see the Reception and Catering Information package for more details.

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; SIRIUS Satellite Radio, Molson Breweries, Diageo, Pepsi Cola Bottling Group; Nestle, and Natre Dairy Products. 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 April 2009, 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.

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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 (not to be unreasonably withheld).

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 Enwave Theatre House Manager. 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.

Additional Services:

Cafe tables and craft tables (6' and/or 8'), clothed and skirted, are available for rental. The number of tables available is subject to change.

The Theatre provides a seasonal coat check service to its guests and patrons. The Rental Group may choose to provide a complimentary coat check for which a flat fee will be charged to the Rental Group.

The History of the Enwave Theatre



In 1972, Canadian contralto Maureen Forrester and British theatre director Robin Philips were on a search for a potential rehearsal space for the Canadian Opera Company. They came upon a building that was an ice-house facility for the Terminal Warehouse (now the Queen's Quay Terminal). Breaking into song, Forrester was inspired by the extraordinary acoustics of the space. Philips, who was touring the ice house while looking for a Toronto home for the Stratford Festival, immediately recognized its potential as a performance venue. Both, quite independently, strongly urged it be transformed into a centre for the performing arts.

The creation of the theatre began in 1986, when du Maurier Ltd. generously provided a substantial grant for seating, dressing rooms, high quality sound and lighting equipment, and acoustical devices. The historical ice-storage facility, constructed in 1926, was re-designed by Peter Smith of Lett/Smith Architects and transformed into an exceptional and versatile 425-seat venue.

In 1991, du Maurier Ltd. provided an additional multi-million dollar gift to enhance the project. The final phase of renovations included the installation of a sophisticated heating, ventilation and air conditioning system to create a pleasurable year-round environment for both the performers and the public. The unique design features the construction of a sleek, three-story glass encasement that surrounds the entire north, east and west sides of the facility, providing acoustic insulation, additional lobby space, and an aesthetic external finish that preserves the integrity of this historical building.

A waterfront showcase for theatre, music, dance and performance art, the theatre was reopened in February 1992.

Revisions in tobacco sponsorship legislation resulted in a name change for the theatre in October of 2003, which coincided with some interior updates to the space with the addition of all new house seating and lobby carpeting. In November 2006, Harbourfront Centre entered into an exciting partnership with Enwave Energy Corporation, and announced a new name for the venue - **the Enwave Theatre**.

In its new incarnation, the Enwave Theatre continues to provide a unique facility for many international and local artistic groups.

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 GST and Facilities Renewal Fund fee per ticket:

- The **GST**, whenever applicable, is 5% of the base ticket price. It is always applicable to Harbourfront Centre events. Some user groups may be exempt. If the Rental Group is GST 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:
 - \$2.00 per ticket for tickets priced at \$15.00 (net) or more;
 - \$1.50 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 \$2.00.

- GST 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 a programme, set the ticket price required to meet the projected revenue without including GST.
- Add the GST and FRF to establish the price that will be used in all advertising. GST will be calculated first, added to the base ticket price, and then rounded **up** to the nearest 25¢. The Facilities Renewal Fund will then be added to the advertised ticket price.
- Unbudgeted revenue collected due rounding up, will be reported in the programme or event ticket revenue.

Example showing calculation of all-inclusive price:

If you need to realize \$16.00 for each ticket to meet your projected revenue:

Base ticket price =	\$16.00
GST on base ticket price =	\$ 0.80
Total =	<u>\$16.80</u>
Round up to the nearest 25¢ =	\$17.00
Add \$2.00 Facilities Renewal Fund =	<u>\$2.00</u>
Advertised price =	\$19.00

In this example, the programme or event would actually receive \$16.20 per ticket, due to rounding up.

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. On performance days, the satellite Box Office location at the Fleck Dance Theatre and/or the Enwave Theatre opens 2 hours prior to and closes ½ hour after the performance has started.
- The Box Office is closed on Sundays and Mondays.

FOR ADDITIONAL INFORMATION ON BOX OFFICE POLICIES PLEASE CONTACT:

Catherine Goodwin, Ticket Operations Administrator
t: 416-973-4000 x4850
e: cgoodwin@harbourfrontcentre.com

Harbourfront Centre
235 Queens Quay West
Toronto, Ontario M5J 2G8

Technical Specifications

As of August, 2009

STAGE:

On-stage Dimensions:

Depth Standard - rear gallery to pit line	22' 0" (6.7m)
Gallery to Gallery depth - house & stage	66' 4" (20.19m)
Upstage wall (under Gallery) to rear of house	79' 9" (24.30m)
Width Gallery pipe to Gallery pipe	27' 0" (8.22m)
Gallery front to Gallery front	28' 0" (8.53m)
Exterior wall to exterior wall	40' 0" (12.19m)
Height Under first Gallery	7' 7" (2.31m)
Under second Gallery	15' 11" (4.84m)
To Tech. Gallery ledge	25' 11" (7.89m)
To Grid	39' 0" (11.88)

Stage Door Openings:

Stage Left	78"W x 78"H (1.98m x 1.98m)
Stage Right	71"W x 79"H (1.8m x 2m)

Pit Dimensions:

Depth	21' 5" (6.55m)
Width	27' 9" (8.45m)
Riser Units	36 1/2" x 83" (.93m x 2.11m)
Moveable levels	0'0", -8", -16", -24", -33" (0cm, -20cm, -41cm, -61cm, -84cm)

Standard stage floor:

Sprung floor, pit area not sprung

Wing space:

Extremely limited. Audience sightlines project to the offstage walls (red brick).

Storage space:

Limited. Small backstage area includes crossover.

Stage Drapes:

Main Curtain: none (may use traveler)
Legs: 4 pairs 8' x 29'6" (2.43m x 8.99m)
Borders: 4 12' x 29'6" (3.65m x 8.99m)
Traveler: 1 w/track 28' w x 26' h (8.53m x 8.99m)
Scrim: Black 28' x 26' (8.53m x 7.92m)
Cyclorama: (cotton) 28' x 29'6" (8.53m x 8.99m)

Fly System:

There is no fixed fly system. Overhead grid allows fairly flexible rigging points however scenery moving during a show has specific challenges. All rigging must be discussed in detail with the Technical Director at least eight (8) weeks in advance of your show.

HALL:

Seating: 422 Maximum capacity in full round.
354 in Standard Proscenium set up.

The stage/seating relationship can be changed to suit your performance. This must be coordinated in advance with the Technical Director. **Please be aware that seats cannot be sold until this information is provided.**

**** NOTE: ALL CRITICAL DIMENSIONS SHOULD BE MEASURED ON SITE ****

Technical Specifications

As of August, 2009

LIGHTING:

Control Location:	Control room at back of house - first Gallery
Control System:	ETC Expression 3 400ch. (Operated only by Harbourfront Centre personnel.)
Dimmers:	168 Strand 1.2K Dimmers + 24 2.4K dimmers (dimmer per circuit system)
Lighting Instruments:	(18) 12° colortrian leko 1K (6 iris) (18) 20° colortrian leko 1K (30) 30° colortrian leko 1K Please note that iris units have a slightly smaller beam spread. (18) 40° colortrian leko 1K (18) 6" fresnels colortrian 1K (6) CCT 1K Fresnels (Permanently on floor stands) (24) ETC SOURCE IV PAR 750w (16) PAR 64 <i>Note that the 4 groups of 3 ETC pars on the upstage Tech. Gallery and third catwalk are the "House Plot" and must be restored if moved.</i> (24) Source IV 50/ 575W Colortrian & Source IV Lamps - Type "A" Gobo All connectors are 20 amp twist (Nema L5-20)

SOUND:

Control Location:	Control room at back of house - first Gallery
Console:	Soundcraft K -3 32 x 8 (Operated only by Harbourfront Centre personnel.)
Speakers:	(4) Meyer UPA (2) Subwoofers - Meyer USW (Mono) (8) Apogee AE3m monitors
Amplification:	(3) Ashley FET 2000 (House) (2) Labgruppen 4ch (Monitors)
Microphones:	(6) SM-58 (4) Beta-58 (2) Beta 57 (4) SM-57 (4) SEN. 421 (4) SM-81 (2) AKG D-112 (1) SM-99 (4) AT 5100 Condenser (4) Countryman active DI's (1) JDI Active & (1) JDI Passive DI
Tape Play/Record:	(1) Denon CD Player (1) Denon DN4500 Dual CD Player
Signal Processing:	(4) Klark Technics DN 360 (1) PreSonus ACP88 comp/gate (1) Lexicon PCM 80 digital reverb (1) SPX 2000 Reverb

Technical Specifications

As of August, 2009

COMMUNICATIONS:

Intercom: (6) Headsets with belt packs. Paging and program sound to all dressing rooms

GENERAL THEATRE INFORMATION:

Ladders: 6' (1.82m) step ladder
10' (3.04m) A-frame
Electric personnel lift

Dressing Rooms: Four on basement level, two washrooms, one shower

Laundry/Wardrobe Room: Coin operated washer and dryer, iron and ironing board

PROPERTIES:

(15) Music Stands with lights
(10) Black, padded, armless chairs
Tables by prior arrangement.

Property inventory subject to change. Please confirm with the Enwave Theatre Technical Director that all items will be available for your event.

Catering Services and Regulations:

- All reception details are to be made with the Theatre's House Manager.
- Harbourfront Centre will be happy to recommend a caterer to facilitate receptions. The Rental Group, however, may choose to bring in its own caterer. Regardless, *all* caterers will be charged a standard catering fee as follows:
 - **Caterers on Harbourfront Centre's preferred catering list** will be charged a standard catering fee of 15% of the final food bill.
 - **Caterers not on Harbourfront Centre's preferred catering list** will be charged a standard catering fee of 20% of the final food bill.
 - The catering fee is payable to Harbourfront Centre within thirty (30) days of delivery of invoice. Interest at 2% per month will be charged on all overdue accounts.
 - Should the caterer, engaged by the Rental Group, default on payment, the Rental Group will be charged for, and agrees to pay for, all outstanding catering fees.
- In all instances, in order to uphold sponsorship and LCBO requirements, **all beverage service is managed and provided by the Theatre.**
- A two hundred and fifty dollar (\$250.00) refundable cleaning deposit may be required from the Rental Group by the day of the reception to cover cleaning and/or damage expenses and use of the food prep facilities in the Theatre. A deposit cheque payable to Harbourfront Corporation (1990) shall be held by the Theatre's House Manager. Part or all of the deposit may be refunded or put towards the Rental Group's final billing.
- Propane ovens are not permitted in the venues.
- Backstage hospitality available upon request.

Additional Services:

- Harbourfront Centre staff representation is required in the theatre at all times during its use. The theatre's House Manager oversees all reception activity while some or all of the Ushers also perform waiting and bussing duties. If staff hours exceed the Rental Group's contracted four (4) hour show call, [three (3) hour show call for Bartenders] the additional labour will be charged to the Rental Group.
- 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.
- Craft tables, 6' and/or 8', clothed and skirted, are available for rental at \$10.00 each. Cafe tables, clothed and skirted, are available for rental at \$5.00 each. The number of tables available is subject to change. Please contact the Theatre's House Manager for details.
- Video monitor(s), located in the lobbies of the Fleck Dance Theatre and the Enwave Theatre are available to screen DVDs.

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. Prior to confirmation of the reception, the Rental Group will provide Harbourfront Centre with a complete list of confirmed and potential sponsors for the event to ensure no conflicts exist.

Server Intervention Program House Policy:

- It is against the law for a licensed establishment to serve customers alcoholic beverages to a point of intoxication. It is against Ontario legislation to serve alcoholic beverages to minors.
- Harbourfront Centre sincerely appreciates our Rental Groups' understanding of our legal obligation to comply strictly with these requirements and willingness to co-operate with our staff on those occasions when we must deny further beverage service to a guest or ask for age of majority identification.
- As a service to your guests, we ask that all rental groups make arrangements for a taxi to take the guest(s) home where such assistance would, in our opinion, serve the best interest of the guest(s) and the community

Fleck Dance Theatre and Enwave Theatre Preferred Caterers:

- Preferred Caterers for the Fleck Dance Theatre and the Enwave Theatre include (as of January, 2009):

A La Carte Kitchen

Brian King
416-971-4068

All Our Favourite Foods

Michael Godel
416-467-1297

Alli's Catering Inc.

Marilyn Badger, Sales Manager
416-652-6882

Culinary Art (Liberty Group)

Nadia Matawijiw
416-542-3789 ext 262

Daniel et Daniel Catering

Melinda Limbertie
416-968-9275

Dish Cooking Studio

Leila Mirshak
416-920-5559

En Ville Event & Design Catering

Geoffrey Johnson
416-533-8800

Ginger Island

Renee Foote
416-657-7957

L-EAT Catering

Kevin Rhyno
416-631-9226

Marigolds & Onions

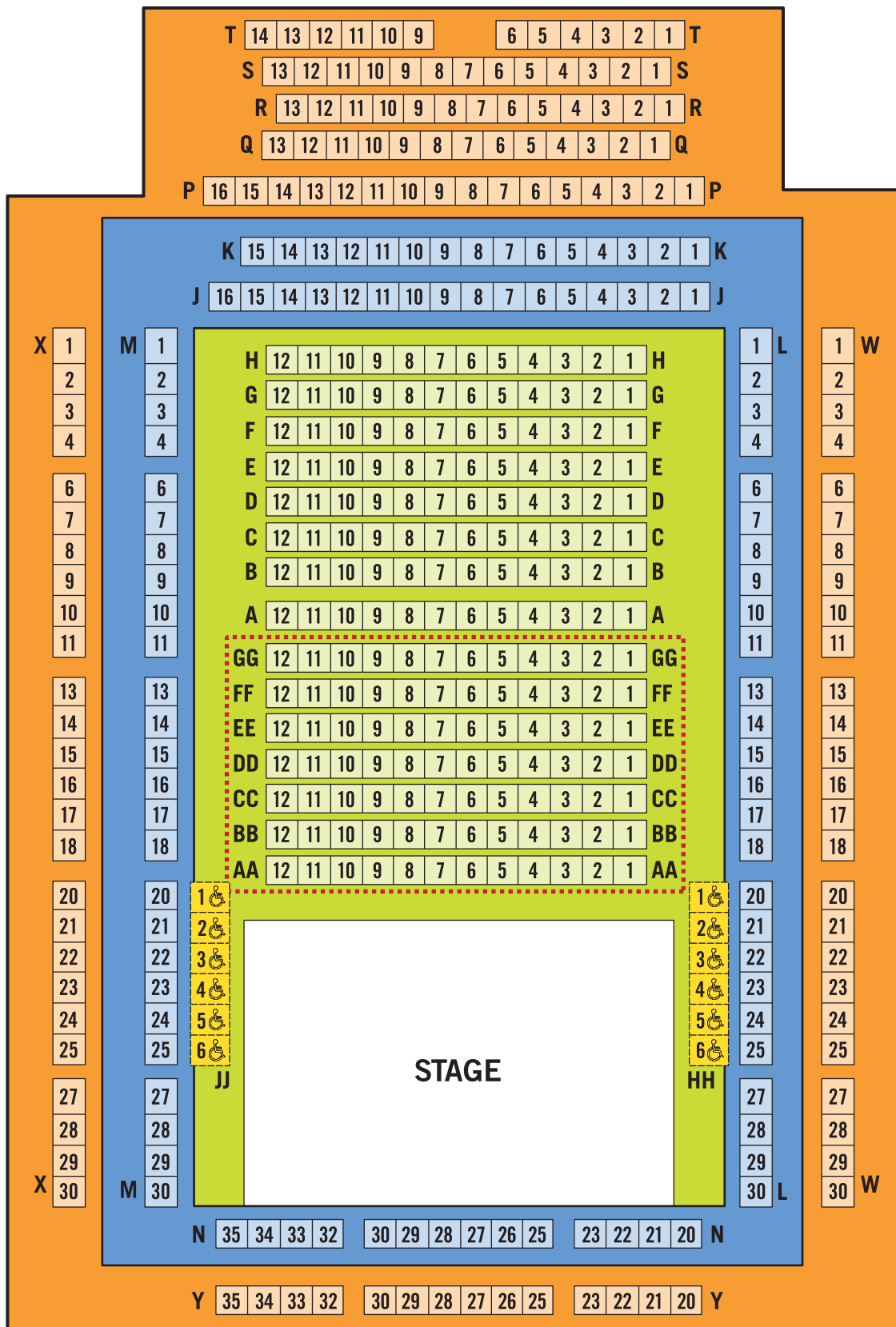
Carol Jacobson
416-256-4882

Presidential Gourmet Catering

Peter Carruthers
905-415-0790

Pusateri's Fine Foods

Rosana
416-785-9100



Main Level
 Wheelchair Seating (Main Level)
 Balcony (Second Level)
 Gallery (Third Level)

Some or all of rows AA to GG may be removed from the theatre to extend the stage. The number of rows your seats are from the stage cannot be guaranteed. For more information, please contact Box Office during regular hours at 416-973-4000.

Harbourfront centre

