



# CHRYSLER THEATRE RENTAL INFORMATION

## SEATING | HOUSEHOLDS | ACCESSIBILITY | BACKSTAGE

Seating on the Main Floor Orchestra and Balcony total 1107 seats. There are 643 seats on the Main Floor Orchestra from Rows A-X (Row A is front row). Accessible seating for wheelchairs is in Row X on the left and right sides of the house and restricted mobility seating is in Row X centre for patrons with walkers, crutches, canes or other mobility restrictions. There are 432 seats in the Balcony section from Rows AA-KK and 32 Box Seats for a total Balcony seating of 464. Please note: No accessible seating in the Balcony or Box Seats.

If using the pit or the apron, Rows A & B are removed, and front row begins at Row C with a total seating of 1081. If using the pit for Cabaret Seating, Rows A & B are removed, and we offer five tables with 4 chairs each for a maximum of 20 additional seats and a total of 1101 seats on the Main Floor Orchestra level. Front Row begins at Row C.

Our Households include Rows Q on both right and left sides of the house, 14 seats total. Row X Accessible and Restricted Mobility Seating are reserved and sold on a first come, first served basis by calling the Box Office. As there is limited seating in this section, only 2 seats per patron will be sold.

The backstage area, at stage level, is comprised of 5 dressing rooms and 1 star dressing room each with private restrooms and showers. The greenroom includes couches, a dining table and kitchenette for gathering or eating. All catering orders from our banquet kitchen is delivered here only. On the lower level, there are two large chorus dressing rooms each with restrooms and showers. There is also a washer and dryer, a wardrobe room, musicians' room and one large rehearsal room.

## BOX OFFICE POLICIES | DEPOSIT | FEES | CATERING | EGRESS | FINAL SETTLEMENT

### Box Office

A rental client must use the Chrysler Theatre Box Office and ticket stock for all ticketed events. General seating is not advised for large-attended events. Our Box Office fee covers programming the event in our ticketing system, hosting on our website, staff answering patron inquiries and selling tickets via phone, email and in-person 5days/week. Tickets are also sold on-line 24/7.

### Deposit

A non-refundable deposit of \$2,000 plus HST is necessary to secure the space and date. The deposit will be applied at the end of the show settlement

### Renter Takes Tickets

Renters may purchase tickets to sell outside of the Box Office. Tickets must be paid in full when picking up at the Box Office. The renter is responsible for returning unsold tickets 48 hours prior to their event to receive a full refund. Tickets will be returned into the system for future sale. Failure to return unsold tickets before the event, will not be refunded.

### Ticket Processing Fees

A handling fee of \$2.50 and a \$1.00 CIF is added to every ticket purchased by phone and in-person. Tickets purchased on-line will incur an additional \$2.00 convenience fee.

### Credit Card Fees

A handling fee of \$2.50 and 4% to be paid by renter added to the final settlement

### Complimentary Tickets

There is a ticket handling fee of \$2.50 and a \$1.00 CIF per ticket which will be added to the settlement

### Catering

No alcohol, outside food or drinks allowed in backstage or in greenroom. We have catering available from our Banqueting Dept. Please click on the link to look at our catering menu: <https://stclaircentre.stclaircollege.ca/delivery.shtml>

### Egress Regulations

Placement of banners, pop-ups, media walls, step and repeats, merch tables must be discussed with House Manager before placement in theatre lobby

### Show Payment

Final settlements are emailed within 10 business days after performances. St. Clair College policy dictates reconciling box office sales with accounting department. Cheques are mailed after approval of settlement. Chrysler Theatre presented shows are paid day of show unless otherwise agreed upon.



## RATE CARD 2025-2026

	COMMERCIAL RATES	WINDSOR ESSEX COMMUNITY/NON-PROFIT RATE	
		Fri and Sat	Sun -Thurs
Theatre Rent	\$2500 vs 12% Gross (capped at \$4000) 8 Hours		
First 5 hours	-	\$1500	\$1300
Second 5 hours	-	\$1300	\$1100
Hourly Rate	\$500	\$500	\$400
Dark Day Rate	\$975	\$500	\$500
Box Office (per performance)	\$895	\$895	
Box Office Extra Staff	\$25/hr	\$25/hr	
Front of House Manager	\$48 hr	\$48 hr	
Front of House Ushers (6 minimum)	\$27 hr	\$27 hr	
Technical Manager	\$48hr/ OT \$62.00	\$48hr/ OT \$62.00	
Technical Crew (4 hr. Min)	\$45 hr/ OT \$60.00	\$45hr/ OT \$60.00	
Videographer	\$35 hr	\$35 hr	
Security	\$35 hr	\$35 hr	
Handling Fee	\$2.50 per ticket by patron	\$2.50 per ticket by patron	
Capital Improvement Fee (CIF)	\$1.00 per ticket by patron	\$1.00 per ticket by patron	
SOCAN	Fee based on type of event	Fee based on type of event	
Merchandising fee	15% renter sells   20% staff sells	15% renter sells   20% staff sells	
Bank/Credit Card Fees	4% Debit, Visa MC to be paid by rental client at time of settlement	4% from Debit, Visa MC to be paid by rental client at time of settlement	
Insurance	<b>\$5 million liability</b>  Must add <i>St. Clair College of Applied Arts &amp; Technology</i> as the additional insured	<b>\$5 million liability</b>  Must add <i>St. Clair College of Applied Arts &amp; Technology</i> as the additional insured	
Bar Fee	\$500 sales or \$150 labour charge	\$500 sales or \$150 labour charge	
Cleaning fee	\$375	\$375	
Cinema Screen and 12,000 Lumen Projector		\$750	
Piano Rental incl. Tuning		\$500	