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[www.stannsacademy.com](http://www.stannsacademy.com)

**The Auditorium** is a 200 seat venue located at the western end of the building, near Blanshard Street. The house is accessed directly from the outside of the building. Folding wooden seats are arranged with two aisles on a sloped floor. The raised stage has a plaster proscenium arch, and is accessed from a central staircase. The stage is technically limited with regards to lights, cables, etc. There is no separate backstage entrance or dressing rooms. There are beige proscenium curtains, and black side and back curtains as well as a 17 ft. high stage area lighting grid. A basic sound system with microphones and some audio-visual equipment is also available on request. A small tent just outside the south doors serves as a covered lobby area for ticket sales, etc.

Please note that to view the Auditorium, you must make an appointment with staff. Technical Notes about the venue and its equipment are available on request.

**NON-PROFIT RATE**

A 25% discount rate is offered for non-profit societies. A society registration number must be provided for these rentals.

**AUDITORIUM RATES**

<b>One day</b>	<b>Regular Rental Rates</b>	<b>Non-Profit Rates (25% discount)</b>
4 hours or less	\$310	\$230
5 hours	\$385	\$290
6 hours	\$460	\$350
7 hours	\$535	\$405
8 hours	\$610	\$455

For over 8 hours: Add \$25 per hour to 8 hour base rate

<b>Multi-day</b>		
<b>Performance or Event day</b>	<b>Regular Rate</b>	<b>Non-Profit Rates (25% discount)</b>
4 hours or less	\$280	\$210
5 hours	\$340	\$255
6 hours	\$410	\$310
7 hours	\$475	\$360
8 hours	\$545	\$410

For over 8 hours: Add \$25 per hour to 8 hour base rate

Celebrating Our Capital Since 1956



PROVINCIAL CAPITAL COMMISSION

January 15, 2008

## St. Ann's Academy

## Auditorium Rentals

Technical day (set-up or take-out equipment)	Regular Rate	Non-Profit Rates (25% discount )
4 hours or less	\$140	\$105
5 hours	\$175	\$135
6 hours	\$215	\$160
7 hours	\$250	\$190
8 hours	\$290	\$215

For over 8 hours: Add \$25 per hour to 8 hour base rate

**Statutory Holidays:** Please add \$180 surcharge to all rental costs

### Wedding Ceremonies in the Auditorium

The Auditorium at St. Ann's provides a theatre-like setting with a stage accessed via centre staircase. It features art glass windows, two aisles with fixed seating, and no religious symbolism. If you are considering the Auditorium for your wedding ceremony, please note the following:

- The Auditorium may be used for religious or non-religious ceremonies; for a religious ceremony, please check with your clergy person before finalizing your booking.
- If a rehearsal is desired, there is an additional charge of \$85.
- There are no anterooms or foyer for waiting areas for groom or bridal party; the Auditorium is accessed directly from the outdoors via the main entrance.
- A sound system with CD player is available; clients need to provide someone to operate the sound system during their ceremony.

### GENERAL CONSIDERATIONS

**Special Requirements and Limitations of Historic Space:** Please note that there is a limited backstage area, and no dressing rooms or access to the stage other than the central stage staircase. Limited backstage access through private office space can be made available by special arrangement in advance for an extra fee. This space cannot be used as a changing area. The balcony at the rear is not available for use. No tape, tacks or other invasive methods of attachment can be used on heritage paint and wood surfaces.

**Wheelchair Accessibility:** St. Ann's Academy is fully wheelchair accessible. A level area suitable for audience members in wheelchairs is located near the right hand side of the stage. A wheelchair accessible washroom is located adjacent to the west entrance of the house. **IMPORTANT: If wheelchair access to the stage will be needed, staff must be advised at the time of booking.**

**Access times:** Access for set up, rehearsal and presentations will occur during the times noted in the Rental Contract. Any desired changes to scheduled access time must be submitted to the Interpretive Centre staff at least two weeks in advance to allow for scheduling staff and to avoid the payment of late fees. The renter will be charged a late fee for any additional time incurred beyond the time agreed upon in the rental contract.

## PLANNING YOUR EVENT

The following AV equipment is available with your rental; you may need to rent or provide additional equipment depending on the nature of your event. A list of local suppliers is available at the end of this document.

Auditorium Equipment	Available
Basic PA system with amplifier	Yes
Remote microphone-lapel	Yes
Cordless microphone and stand	Yes
Cd and cassette tape player	Yes
Projection screen (front or rear)	Yes
Slide projector	Yes
2 folding 6-foot tables	Yes
Several chairs	Yes
Podium	Yes
Data projector & laptop	No
Catering kitchen	No
DVD Player	No
Technical personnel	No
Stage lighting	No

**Rental Furnishings and Equipment:** All equipment brought in must be removed from the building immediately after the event, and within the hours specified in the contract. Equipment **cannot** be stored prior to specified event access times. For outdoor components, the use of tents, BBQ's, or heating equipment needed for such an event, plus electrical requirements, must be approved in writing by the Interpretive Centre staff at least two weeks prior to the event. Rented grand pianos or other heavy equipment may not be permitted.

**Printed Materials & Signage:** Clear plastic sign holders, measuring 8.5" wide by 11" tall, are located on both the side entrance and main entrance doors to the Auditorium as well as on a portable sandwich board. These can be used to display letter size posters. Posters or other materials may not be pinned, taped or tacked directly on any surface – they will be removed.

A banner may be placed inside the iron gate at the Belleville Pedestrian entrance. See staff for details and specifications.

**Ticket Sales & Box Office:** St. Ann's Academy does not provide box office information services or ticket sales for rental events. Please consult with the Interpretive Centre staff to determine areas suitable for set-up of an on-site box office during your event. A tent in the south courtyard or a place behind the last row of seats is often used.

**Parking:** St. Ann's Academy is located within a 6 acre park-like setting. There are 18 public pay parking spaces in a private lot on the western side of the property accessed off Blanshard Street at a cost of \$1.50 per hour or \$6.50 per day paid. Free street parking, with a 2-hour limit, is also available Monday – Saturday 8 am – 6 pm, and with no time limit evenings and all day Sunday.

### EVENT SET-UP AND STAGE DESIGN

**Set Installation:** Stage sets must be padded at all contact points, by felt, carpet or other material. Set installation will occur within the access times agreed upon in the rental contract. The Interpretive Centre staff will be on-site during set-up and strike down of sets. Please note that the renter will need to supply any additional ladders or clean-up equipment (such as broom and dustpan) necessary.

**No adhesives, tapes, tacks, nails or other intrusive items may be used on any painted or varnished surfaces during the installation of additional equipment or sets.** Where safety is a concern, throw carpets may be used to secure wires when crossing carpeted surfaces or professional gaffer's tape may be used to secure wires to varnished floor surfaces only. Please consult with Interpretive Centre staff for information regarding local suppliers of professional grade gaffer tape.

If you require equipment beyond what is supplied, you may wish to contact the following private companies who are listed in the yellow pages. You are not limited to those listed and the companies listed here is not a recommendation by St. Ann's Academy.

Abba Electronics  
1325 Cook Street, Victoria  
(250) 384-0818

JMP Audio  
685 Wilson, Victoria  
(250) 388-4020

Alloy Music Inc  
754A Goldstream Avenue, Victoria  
(250) 478-6800

Pacific Audio Works  
3119 Steele, Victoria  
(250) 380-7291  
[www.pacificaudio.com](http://www.pacificaudio.com)

Associated Office Systems  
203 – 2614 Bridge Street, Victoria  
(250) 384-3739

Pro Shop Sound & Lighting Ltd  
464 Bay Street, Victoria  
(250) 361-1711

## **St. Ann's Academy**

## **Auditorium Rentals**

AVC – Audio Visual  
1675 Howroyd Avenue, Victoria  
(250) 472-6664  
[www.avevictoria.com](http://www.avevictoria.com)

Sharp's Audio-Visual Ltd  
12 - 1950 Government Street  
(250) 385-3458  
[www.sharpsav.com](http://www.sharpsav.com)

Croy & Co Stage Lighting Ltd.  
2724 Forbes Street, Victoria  
(250) 598-2769

Tempo Trend Studios  
410 Burnside E  
(250) 384-2111

D L Sound & Lighting Productions Ltd  
450 Banga Place  
(250) 216-7898

Zion Sound Ltd  
6485 West Saanich Rd, Victoria  
(250) 652-4861

I C U C Video Connections  
240 – 1555 McKenzie Avenue  
(888) 766-ICUC  
(250) 598-2555  
[www.icuc.ca](http://www.icuc.ca)

International Video Conferencing  
210 – 905 W. Pender Street,  
Vancouver, BC V6C 1L6  
(604) 688-0108