ISABEL BADER CENTRE FOR THE PERFORMING ARTS

RENTAL RATES
May 1, 2019 - April 30, 2020

Welcome to the Isabel!

Situated on the shores of Lake Ontario in Kingston ON, the award-winning Isabel Bader Centre for the Performing Arts brings together exceptional spaces and programs with a captivating sense of place, to create a dynamic venue for Queen's students and the Kingston community. This 90,000 square foot venue includes the:

- 567-seat Concert Hall
- 100-seat Studio Theatre
- 92-seat Film Screening Room
- Music Rehearsal Hall and Recording Studio
- Art & Media Lab
- Lobby

The Isabel was designed by Oslo/New York-based firm Snøhetta and Ottawa's N45, with acoustics and theatre design by ARUP and Theatre Projects Consultants. Anchored by a transformational gift to the Initiative Campaign from Drs. Alfred and Isabel Bader, the Isabel was inspired by the Baders' love – of the arts, of Queen's, and of each other – and is named in Isabel's honour.

A virtual tour of the Isabel can be found on the Isabel's website, under the 'About' tab, at: https://www.queensu.ca/theisabel/?q=content/virtual-walkthrough.

For booking requests please contact: Booking Coordinator - Phone: (613) 533-6000 ext.75822 | Email: IBCPABook@queensu.ca
### Room capacities and usage:

| Performance (Concert) Hall | Capacity: 567  
|                          | Lower level (338) & Upper level (162) + Choral Loft (67)  
|                          | 12 Isabel hold seats are included in the above.  
| **Restrictions:** | Food and drink are never permitted in the Concert Hall.  
| **Other:** | Green Room and Artist Dressing Rooms are provided at no cost for Performance Hall rentals. |

| Lobby | Capacity: Varies depending on setup  
| **Description:** | The Lobby is surrounded on two sides by 2-storey windows with a panoramic view of Lake Ontario, and has been rented for performances, lectures, balls, receptions, meetings, and dinners in a wide variety of formats. The Lobby has a built in bar and a connecting patio that can be licensed.  
| **Restrictions:** | To protect the wood, glass windows and acoustic ceiling, nothing can be affixed to the walls or ceiling, or touch the ceiling. Our Technical Director can provide options to hang panels, banners, etc.  
| **Standard room format:** | Lobby furniture includes 4 café tables and 16 chairs; 4 cruiser tables with 16 stools; 2 upholstered benches, and 6 potted trees. The Lobby is rented with the furniture and trees that reside in the space. Requests to move any of the resident furniture will be considered and may incur extra room rental costs for storage. Additional chairs and tables for seated dinners or lecture format can be rented externally.  
| **Other:** | The Lobby will be made available for all events in the Performance Hall, Rehearsal Hall and Studio Theatre for traffic and non-exclusive use at no extra charge. The Lobby may be exclusively booked for performances or stand-alone events. The capacity for galas and weddings is 18 (ten-person) tables, and can be booked through Queen's Events Services. Contact: Nicole Braatz, Sales & Marketing Manager, 613-533-6000 ext.77455.  

**Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.**  
**PLEASE NOTE:** Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
| Rehearsal Hall | **Capacity:** Varies depending on setup  
The Hall can provide 70 audience chairs and music stands, and 8 cello chairs.  

**Standard Room Format:**  
A Steinway Grand piano and upright piano are often present in the Rehearsal Hall. Requests to confirm their presence (or have them moved out) should be made at the time of booking.  

**Restrictions:**  
Food and Drink are not normally permitted in the Rehearsal Hall. |

| Art & Media Lab | **Capacity:** 60 (exhibition set-up)  

**Standard Room Format:**  
Empty room with white walls and a polished cement floor; contains track lighting and multiple outlets and connections designed for multi-media exhibits. The room can also be used for marshalling, receptions and seated lunches/dinners. The room can be licensed for service of alcohol.  

**Restrictions:**  
Food and drink are permitted depending on the exhibit. |

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Additional Performance Spaces:

**Film Screening Room:**
*Capacity:* 92 (including space for 2 wheelchairs)
*Restrictions:* Food and Drink are not permitted
*For non-curricular rentals, contact:*
The Isabel's Booking Coordinator
IBCABook@queensu.ca
Isabel Bader Centre for the Performing Arts
Queen's University
(613) 533-6000 ext.75822

**Studio Theatre:**
*Capacity:* 100
*For rentals, contact:*
Adair Redish
Production Manager, Adjunct Professor Undergraduate
redisha@queensu.ca
DAN School of Drama and Music
Queen’s University
(613) 533-6000 ext.77747; Cell (613) 539-3349

Other Spaces:

**Rehearsal Hall Recording Studio**
*For rentals, contact:*
Michael Cassells
 cassellm@queensu.ca
DAN School of Drama and Music
(613) 533-6000 ext.77888

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PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
**LICENSEE CATEGORIES**

Isabel rooms are available at the rental rates broken down and defined by the following categories:

- **Curricular course-based:** Rentals booked by designated performing arts departments for classes or performances that are a *required part of their curriculum*.

- **Queen’s Departmental or AMS Club hosted event or Presentation:** Events presented or hosted by a Queen’s department or affiliated Queen’s Club.

- **Not-for-profit:** Rentals booked by individuals and/or organizations acting externally to Queen’s University, with the charitable designation of “not-for-profit.”

- **Commercial Events:** Rentals booked by individuals and/or organizations acting externally to Queen’s University.

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Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.

PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
BOOKING PRIORITIES

Queen’s University is an educational facility. Our booking procedures are designed to enhance the educational experience.

As a non-academic space, the Concert Hall booking priority is as follows:
- Isabel and Kingston Symphony Association season bookings
- Curricular – Curriculum, Course-based Events
- Ongoing Tenants
- All Other Renters

The booking priority for the Rehearsal Hall, Studio Theatre, and Film Screening Room is as follows:
- Curricular - Curriculum, Course-based Events
- Isabel season bookings
- Resident Tenants
- All Other Renters

Wedding receptions will not normally be booked in the Isabel throughout the academic year from September through April. Other stand-alone receptions and dinners will be considered pending other activity in the building.

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.
PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
PERFORMANCE (CONCERT) HALL

Please refer to page 5 for definitions of event status.

Can we prepare a quote for you?
Every performance or event is different.
Please tell us about your plans and we will be pleased to provide a quote.

<table>
<thead>
<tr>
<th>Curricular (Course-Based) event</th>
<th>Queen's Departmental or AMS Club hosted event or presentation</th>
<th>Not-for-Profit event</th>
<th>Commercial event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 1 – April 30</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How much would it cost to perform at the Isabel?
As an example,
The combined rental, front of house and production staffing costs for an acoustic, not-for-profit same day rehearsal and performance in 2019-20, would cost approximately $2,500
Box Office, bar minimums, piano tuning, music tariffs and other additional technical requirements would be additional costs

DAY rates for rentals with performance

<table>
<thead>
<tr>
<th></th>
<th>2019-20</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day rental</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$608</td>
<td>$626</td>
<td>$645</td>
<td>$673</td>
</tr>
<tr>
<td></td>
<td>$786</td>
<td>$810</td>
<td>$834</td>
<td>$865</td>
</tr>
<tr>
<td></td>
<td>$1152</td>
<td>$1187</td>
<td>$1223</td>
<td>$1278</td>
</tr>
</tbody>
</table>

HOURLYLY rental rates for rehearsals
Minimum of 3 hours incl. set-up & tear-down

<table>
<thead>
<tr>
<th></th>
<th>2019-20</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly rental</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$73</td>
<td>$75</td>
<td>$77</td>
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<td></td>
<td>$97</td>
<td>$100</td>
<td>$103</td>
<td>$106</td>
</tr>
<tr>
<td></td>
<td>$129</td>
<td>$133</td>
<td>$137</td>
<td>$142</td>
</tr>
</tbody>
</table>

HOURLYLY rates for lectures/conferences
Minimum of 3 hours incl. set-up & tear-down

<table>
<thead>
<tr>
<th></th>
<th>2019-20</th>
<th>2020-21</th>
<th>2021-22</th>
<th>2022-23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly rental</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$73</td>
<td>$75</td>
<td>$77</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td>$97</td>
<td>$100</td>
<td>$103</td>
<td>$106</td>
</tr>
<tr>
<td></td>
<td>$129</td>
<td>$133</td>
<td>$137</td>
<td>$142</td>
</tr>
</tbody>
</table>

For rental of the Performance Hall, contact the Isabel's Booking Coordinator at ICPAbook@queensu.ca or (613) 533-6000 ext.75822.

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.
PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
**Required** Front of House and Production staff are determined by the Isabel depending on event format and size. These staffing costs are in addition to the stated rental rates.

Please ask us for a quote.

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**May 1, 2019 - April 30, 2020**

Production Staff: $35.00/hr pp

FOH Manager: $31.00/hr

FOH Assistants: $19.00/hr pp

Box Office Assistants: $22.00/hr pp

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Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year. PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
**REHEARSAL HALL**

Your costs will include the rental rates noted below, as well as required staffing and other expenses (e.g. piano tuning, box office, etc.)

Please refer to top of document for definitions of event status.

<table>
<thead>
<tr>
<th>Curricular (Course-Based) event***</th>
<th>Queen's Departmental or AMS Club hosted event or presentation</th>
<th>Not for Profit event</th>
<th>Commercial event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOURLY rental rates for rehearsals</strong> Minimum of 2 hours including set-up &amp; tear-down</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1, 2019 - April 30, 2020:</td>
<td>$0</td>
<td>$40</td>
<td>$49</td>
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<tr>
<td>May 1, 2020 - April 30, 2021:</td>
<td>$0</td>
<td>$41</td>
<td>$50</td>
</tr>
<tr>
<td>May 1, 2021 - April 30, 2022:</td>
<td>$0</td>
<td>$42</td>
<td>$52</td>
</tr>
<tr>
<td><strong>DAY rates (5 hours or more)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 1, 2019 - April 30, 2020:</td>
<td>$0</td>
<td>$203</td>
<td>$251</td>
</tr>
<tr>
<td>May 1, 2020 - April 30, 2021:</td>
<td>$0</td>
<td>$209</td>
<td>$259</td>
</tr>
<tr>
<td>May 1, 2021 - April 30, 2022:</td>
<td>$0</td>
<td>$215</td>
<td>$267</td>
</tr>
</tbody>
</table>

***Curricular (course-based) bookings in the Rehearsal Hall are booked through the DAN School of Drama and Music. Isabel staff are not normally required for classes.

ALL performances that include the general public will require Isabel staff.

For rental of the Rehearsal Hall, contact the Isabel's Booking Coordinator at IBCPAbk@queensu.ca or (613) 533-6000 ext.75822.

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year. PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
Front of House Staff are required for all lobby events. The cost will be determined by the Booking Office and is not included in the rental rates identified below. For weddings, galas, receptions, dinners and luncheons, contact Nicole Braatz (Queen's Event Services) at nicole.braatz@queensu.ca, (613) 533-6000 ext.77455.

Please refer to top of document for definitions of event status.

<table>
<thead>
<tr>
<th>Rental Rates</th>
<th>Curricular (Course-Based) event</th>
<th>Queen's Departmental or AMS Club hosted event or presentation</th>
<th>Not-for-Profit event</th>
<th>Commercial event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2019 to April 30, 2020 (including time for set-up &amp; tear-down)</td>
<td>Up to 5 Hours: $0</td>
<td>$457</td>
<td>$742</td>
<td>$989</td>
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<tr>
<td></td>
<td>5-8 Hours: $0</td>
<td>$616</td>
<td>$999</td>
<td>$1,334</td>
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<tr>
<td></td>
<td>8-12 Hours: $0</td>
<td>$924</td>
<td>$1,504</td>
<td>$2,003</td>
</tr>
<tr>
<td>May 1, 2020 to April 30, 2021 (including time for set-up &amp; tear-down)</td>
<td>Up to 5 Hours: $0</td>
<td>$471</td>
<td>$764</td>
<td>$1,019</td>
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<tr>
<td></td>
<td>5-8 Hours: $0</td>
<td>$532</td>
<td>$1,029</td>
<td>$1,374</td>
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<tr>
<td></td>
<td>8-12 Hours: $0</td>
<td>$952</td>
<td>$1,549</td>
<td>$2,063</td>
</tr>
<tr>
<td>May 1, 2021 to April 30, 2022 (including time for set-up &amp; tear-down)</td>
<td>Up to 5 Hours: $0</td>
<td>$485</td>
<td>$787</td>
<td>$1,050</td>
</tr>
<tr>
<td></td>
<td>5-8 Hours: $0</td>
<td>$550</td>
<td>$1,060</td>
<td>$1,415</td>
</tr>
<tr>
<td></td>
<td>8-12 Hours: $0</td>
<td>$960</td>
<td>$1,595</td>
<td>$2,125</td>
</tr>
</tbody>
</table>

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.
PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
ART AND MEDIA LAB

Rental rates are not inclusive of required staffing costs.

<table>
<thead>
<tr>
<th>ART AND MEDIA EXHIBITIONS:</th>
<th>Curricular (Course-Based) event</th>
<th>Queen’s Departmental or AMS Club hosted event or presentation</th>
<th>Not-for-Profit event</th>
<th>Commercial event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2019 - April 30, 2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Rental Rate:</td>
<td>$0</td>
<td>$58</td>
<td>$83</td>
<td>$129</td>
</tr>
<tr>
<td>Weekly Rental Rate:</td>
<td>$0</td>
<td>$225</td>
<td>$270</td>
<td>$385</td>
</tr>
<tr>
<td>May 1, 2020 - April 30, 2021</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Daily Rental Rate:</td>
<td>$0</td>
<td>$60</td>
<td>$85</td>
<td>$133</td>
</tr>
<tr>
<td>Weekly Rental Rate:</td>
<td>$0</td>
<td>$232</td>
<td>$278</td>
<td>$397</td>
</tr>
<tr>
<td>May 1, 2021 - April 30, 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Rental Rate:</td>
<td>$0</td>
<td>$62</td>
<td>$88</td>
<td>$137</td>
</tr>
<tr>
<td>Weekly Rental Rate:</td>
<td>$0</td>
<td>$239</td>
<td>$286</td>
<td>$409</td>
</tr>
</tbody>
</table>

NON-EXHIBITION/EVENT:

Daily Rental Rate: (2019-20): $0 $112 $166 $256
Daily Rental Rate: (2020-21): $0 $115 $174 $264
Daily Rental Rate: (2021-22): $0 $118 $179 $272

Installations/Exhibitions will normally be open to the public for specified hours between 10 am and 4 pm each weekday. The building is closed on statutory holidays.

Course-based student exhibitions in the Art and Media Lab are requested by the home department, to the Curatorial Intern (Art&MediaLab@queensu.ca). Each exhibitor should meet with the Curatorial Intern early on to determine the format and clarify technical needs. The host department, in consultation with the student exhibitor and the Curatorial Intern, will be responsible for the security of the exhibition. Opening the exhibition to the public on weekends or evenings will incur staffing costs.

Staffing costs for all other exhibitions will be determined at the time of booking. Opening the exhibition to the public on weekends or evenings will require front of house staff.

Other Bookings: The Art and Media Lab can also be rented for events such as lunches or receptions. Staffing costs will be determined in consultation with Queen's Event Services, or directly with the Licensee in some cases.

For rental of the Art and Media Lab, contact the Isabel's Booking Coordinator at IBCAbook@queensu.ca or (613) 533-6000 ext.75822.

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**FILM SCREENING ROOM**

The Film Screening Room is booked directly through the Department of Film & Media Studies for curricular events. Isabel staff is not normally required for classes in the Film Screening Room during operating hours.

All other events are booked through the Isabel.

Please refer to top of document for definitions of event status.

<table>
<thead>
<tr>
<th></th>
<th>Curricular (Course-Based) Event</th>
<th>Queen's Departmental or AMS club hosted event or presentation</th>
<th>Not For Profit event</th>
<th>Commercial event</th>
</tr>
</thead>
</table>

**Hourly Rental Rates**
(Minimum of 3 hrs + 1 hr administration)

- May 1, 2019 - April 30, 2020:
  - $0
  - $0
  - $50
  - $75

- Required Film & Media Production Staff
  (1 for duration of rental – minimum of 3 hrs + 1 hr administration):
  - $0
  - $35/hr
  - $35/hr
  - $35/hr

- Front of House staff for public screenings to be determined:
  - TBD with quote
  - TBD with quote
  - TBD with quote
  - TBD with quote

For rental of the Film Screening Room for curricular events, contact: Isabel Booking Assistant at [IBCPAb@queensu.ca](mailto:IBCPAb@queensu.ca) or 613-533-6000 ext.75822

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.

PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
**STUDIO THEATRE**

The Studio Theatre is booked and billed directly through the DAN School of Drama and Music. The Dan School of Drama and Music will consult with the Isabel to first determine other activity in the building and to identify Isabel staffing costs for public events.

For rental of the Studio Theatre, contact Adair Redish at redish@queensu.ca or (613) 533-6000 ext.77747.

For rental of additional spaces, contact IBCPAbook@queensu.ca or 613-533-6000 ext.75822.

| SCHEDULING | Set-up and Tear-down time:  
Determined by either the Isabel or Queen’s Event Services, and the necessary time will be included in the rental period.  

Access:  
• Front Doors are normally opened one hour prior to performance  
• House (Hall) Doors are normally opened 30 minutes prior to performance |
| --- | --- |
| MERCHANDISE SALES | Commission on merchandise sales:  
• The Isabel charges 20% of gross sales (inclusive of HST) for all merchandise sold by Isabel staff.  
• The Isabel charges 15% of gross sales (inclusive of HST) for all merchandise sold by the Licensee.  

Responsibilities of the Licensee or Artist:  
• Reporting HST collected on their percentage of the sales revenue.  
• Delivery and removal of all merchandise. Storage is not normally provided.  
• Lost or stolen items, with the exception of:  
  o Items transferred to an Isabel seller with the appropriate paperwork, for the duration of the sell period.  
• Providing a float for tables staffed by the Licensee.  
• Filling out the appropriate paperwork for the sales.  
• Requesting that a seller be provided 30 days in advance of the date.  

Responsibilities of the Isabel:  
• Providing a float for tables staffed by the Isabel.  
• Providing a 6-foot table for merchandise sales.  
• Monitoring merchandise entrusted to its staff with the appropriate paperwork for the selling period. |

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year. PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
<table>
<thead>
<tr>
<th>BOX OFFICE AND TICKET SALES</th>
<th>Ticketing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Anyone attending an event at the Isabel, excluding babes in arms (under 1 year of age), requires a ticket.</td>
</tr>
<tr>
<td></td>
<td>- Tickets are sold through the Isabel's Box Office. Requests from Queen's or community groups to sell tickets independently will be considered.</td>
</tr>
<tr>
<td></td>
<td>- The Box Office is unavailable to Licensees whose tickets are not sold through The Isabel. Upon request, a table may be set up in the lobby on the day of performance for ticket sales.</td>
</tr>
<tr>
<td></td>
<td>- All events should be ticketed.</td>
</tr>
</tbody>
</table>

**Ticket fees and HST:**
All tickets sold through the Isabel will include a ticketing fee (inclusive of HST) within the ticket price. The fee is currently $2/ticket and is subject to change without notice.

All Licensees are welcome to promote their performance on the Isabel website by providing the appropriate information at the time the space is contracted.

<table>
<thead>
<tr>
<th>ACCESSIBILITY</th>
<th>The Isabel Bader Centre for the Performing Arts is an accessible building. More detail can be found at: <a href="https://www.queensu.ca/theisabel/?q=planyourtrip/accessibility">https://www.queensu.ca/theisabel/?q=planyourtrip/accessibility</a></th>
</tr>
</thead>
</table>

| RATES and HST | - All rates are subject to change. |
|---------------| - A signed rental contract should precede any promotion of a planned event to ensure that the Licensee is fully aware of total costs and schedules. |
|               | - Quoted prices do not include applicable taxes. |

**A signed rental contract should precede any promotion of the event to ensure that the Licensee is fully aware of total costs and schedules.**

**For your quote, please contact the Isabel's Booking Coordinator** at ibcpabook@queensu.ca or (613) 533-6000 ext.75822.

**FIRST HOLD**
- A first hold may be placed on a date for a limited time, without a deposit.
- The first hold is considered to be a tentative booking only.
- Tentative Licensees are asked to contact the Isabel office to confirm or release a hold as soon as a decision has been made.
- Once advised, the office will send the Licensee a contract.
- A signed contract and a 50% deposit on the rental must be received to fully confirm the booking.

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year.

PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.
SECOND HOLD

- A second hold may be placed on a date with an existing hold.
- If the first hold cancels, the second hold will be contacted and offered the space.
- The second hold may challenge the first hold by paying a 50% non-refundable deposit. Once this deposit is received, we will contact the first hold at our earliest convenience and they will have 48 hours to confirm the date by remitting a 50% deposit, or the date will be released to the second hold.
- If the first hold pays the deposit and confirms the date, then the challenge deposit will be returned.
- Alternatively, if the first hold declines, then the challenging hold will retain the date.
- Once the contract is signed, the 50% non-refundable deposit will be credited to the final bill.

CANCELLATION

If an event is cancelled after a deposit has been paid, the deposit is forfeited along with any incurred or committed expenses.
# Responsibilities of the Licensee

<table>
<thead>
<tr>
<th><strong>Damages</strong></th>
<th>Licensee will be billed for any damages to the facility and/or equipment whether caused by accident or misuse. Please check with the Technical Director for appropriate use of the space and equipment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance</strong></td>
<td>The Licensee is encouraged to provide public liability insurance and property damage insurance in respect of the premises and the building with a combined limit of not less than $2,000,000.</td>
</tr>
<tr>
<td><strong>Merchandise sales</strong></td>
<td>See page 13 above.</td>
</tr>
</tbody>
</table>
| **Music Tariffs** | **SOCAN**: The Society of Composers, Authors and Music Publishers of Canada requires presenters to purchase a SOCAN license if presenters use copyright music during an event. Licensing, reporting and payment of SOCAN fees are the responsibility of the Licensee. [http://www.socan.ca](http://www.socan.ca) for live performances.  
  
  **RE:Sound** represents the rights of artists and record companies (the people who created sound recordings). The Licensee will be billed by the Isabel, for RE:Sound fees where required.  
  
  Recorded or live music played in the Isabel will incur music tariffs. Music tariffs are normally included in non-performance events that are managed by Queen's Event Services. |
| **Security and medical requirements** | Security or medical requirements beyond standard first aid are the responsibility of the client. The Isabel may request that you provide additional personnel based on the nature of the booking and history of events that have the potential to pose security or safety concerns to artists, patrons, clients, or staff. |

Rental rates and fees provided are for events and performances scheduled within each May 1 to April 30 year. 

PLEASE NOTE: Rental rates do not include required production and front of house staff (ushers, coat check), or box office staff.