



Satellite Studio and Studio 846 Rental Policies

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Studio Policies:

- Rental Contracts must be signed at least 48 hours before the rental date.
 - The Renter is required to meet with a Theatre SKAM representative before their rental for a venue tour.
 - Theatre SKAM requires renters to provide proof of \$2 million liability insurance, listing Theatre SKAM Association as an additional insured. We are exploring options for a group insurance policy to lessen the cost and burden of insurance.
 - The Renter is fully responsible for their own actions and those of their guests, including any damage (rental equipment, props, space, etc.) during their rental.
 - All users must abide by Theatre SKAM's Communicable Disease Prevention Plan.
 - There is no parking on the property for renters. Please be advised that you will be limited to the parking available in downtown Victoria.
 - The use of amplified PA systems is restricted to the hours of 9 AM to 10 PM.
 - All activities, including the use of amplified PA systems, must be done in compliance with the City of Victoria Noise Bylaw, [BYLAW NO. 03-0](#).
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- Any event where alcohol is present requires a Special Event Permit (SEP) from the BC Liquor and Cannabis Regulation Branch (LCRB).
 - The Renter is required to remove alcoholic beverage containers from the premises. Bags and an additional recycling bin are provided in the kitchenette.
 - The Renter must return the space to 'house' configuration before leaving (restore chairs, sweep the floor, wash dishes, etc.). The house seating configuration is 5 rows with 6 seats on the left of the aisle and 2 on the right. In the event that the studio requires extra cleaning after rental, the Renter will be charged a cleaning fee of \$50.
 - All Satellite Studio rentals with public performances and rehearsals utilizing the theatre lights and other technical equipment require a Theatre SKAM venue technician, billable at a rate of \$30/hour.

Cancellation Policy:

- Cancellations with more than two weeks' notice will be charged the \$25 Admin fee.
- Cancellations two weeks before the booking will be charged 25% of the total fee.
- Cancellations one week before the booking will be charged 50% of the total fee.
- Cancellations made within 48 hours of the booking are charged the full fee.
- Alternative cancellation provisions may be offered to regular renters at the discretion of Theatre SKAM.

Theatre SKAM reserves the right to cancel or adjust/reschedule bookings if necessary, and will give the Renter a minimum of 7 days' notice. Any funds received will be returned to the renter in the case of a cancellation made by Theatre SKAM.

Payments:

- A non-refundable Administration fee of \$25 is applied once per contract. This covers the cost of setting up the rental agreement, including paperwork, communications, venue tour, key, and code handoff.
- A deposit of 50% of the full rental fee is required to confirm the booking via cheque or eTransfer (eTransfers can be sent to rentals@skam.ca).
- The full rental fee is due 48 hours before the rental date.
- At the discretion of Theatre SKAM, regular renters may be invoiced at the end of the month based on actual usage.

The client will be invoiced accordingly; however, a second invoice will be issued if additional charges are incurred.

Insurance and Liabilities:

- Theatre SKAM requires all renters to carry \$2 million of third-party liability insurance, listing Theatre SKAM Association as an Additional Insured.
- Renters must provide an insurance certificate to Theatre SKAM.
- This is often in the form of Special Event Insurance with \$2 million liability (listing Theatre SKAM Association as an Additional Insured).
- Special event insurance can be applied for online with PAL Insurance. To get a free quote: <https://www.palcanada.com/index.php/en-us/event-hosts/special-events-liability>
The renter can also choose to use another insurance company.

SKAM Studio 846

Description

- **Forest Room (Teaching/Rehearsal)** | Located on Level 1, with a suggested occupancy limit of 20, the hours of operation are from 9:00 AM to 10:00 PM. Equipped with a 55" TV with soundbar, whiteboard, tables and chairs to facilitate classes and rehearsals. 15 ft x 25 ft (375 sqft).
- **Ocean Room (Teaching/Rehearsal)** | Located on Level 1, with a suggested occupancy limit of 30, the hours of operation are from 9:00 AM to 10:00 PM. Equipped with a 65" TV with soundbar, whiteboard, mirrors, tables and chairs to facilitate classes and rehearsals. 21 ft x 30 ft (630 sqft).

Rates

- Forest Room
 - \$17/hour, \$100 Day Rate
- Ocean Room
 - \$20/hour, \$120 Day Rate
- Both Rooms
 - \$35/hour, \$200 Day Rate

Location Information

We ask that you use the following language when referring to your event held at SKAM.

- Studio 846
 - _____ @ SKAM Studio 846, 846 Broughton Street
 - [EVENT] on [DATE(S)] @ SKAM Studio 846, 846 Broughton Street

Amenities

- Clean spaces with a maximum total occupancy capacity of 50
 - The main floor is fully wheelchair accessible (including washroom)
- Front lobby with chairs and a table
- Back area with:
 - Basic Kitchen (Kettle, Coffee Maker, Toaster, Microwave, Fridge/Freezer)
 - Height-adjustable table
 - Waste Management station
 - Secure indoor bike parking
- Up to 8 folding tables and 50 chairs
- The Forest Room is equipped with a 55" TV with/ soundbar, a whiteboard, and features one bank of dimmable overhead lighting
- The Ocean Room is equipped with a 65" TV with/ soundbar, a whiteboard, and features two banks of dimmable overhead lighting

SKAM Satellite Studio

Description

- **Satellite Studio (Rehearsal/ Performance)** | Theatre SKAM's existing studio at 849 Fort Street. The max building occupancy is 50, with an audience capacity of 40. One level with an accessible entrance and two washrooms. Hours of operation are from 9 AM to 10 PM. The black-box studio is equipped with theatre lights and a sound system. Set up in proscenium orientation, it features 40 movable seats on risers and a stage area of approximately 22 ft x 16.75 ft (368.5 sq ft), along with a small backstage area of 12 ft x 4 ft (48 sq ft).

Rates

- Hourly Rate: \$25
- Day Rate: \$150
 - Any full day booking of 6 hours or longer
- Gallery Rate: \$75
 - Art exhibitions and installations
 - Access to the Front Lobby and Production Office only

Location Information

We ask that you use the following language when referring to your event held at SKAM.

- Satellite Studio
 - _____ @ SKAM Satellite Studio, 849 Fort Street
 - [EVENT] on [DATE(S)] @ SKAM Satellite Studio, 849 Fort Street
 - [SHOW] running [DATES] @ SKAM Satellite Studio, 849 Fort Street

Technicians

- If more than our basic sound system or lighting setup is required, a technician can be hired through Theatre SKAM at a rate of \$30 per hour.
- Our insurance requires technicians to be Theatre SKAM employees – renters can not provide their own technician unless their is also a SKAM technician present
- Hiring a technician allows for the use of the whole lighting rig (plot provided upon request) and access to additional sound equipment.
- The minimum technician call length is 2 hours.

Ammenities

- Clean venue with a maximum building capacity of 50, audience capacity of 40
 - This venue is wheelchair accessible (including washroom)
- Cleaning supplies and access to 2 stocked washrooms
- Front Lobby consisting of three rooms
 - Main entrance/Box Office
 - Meeting room/exhibition space
 - Waiting area
- Production Office/Green room
 - Adjustable height desk, printer, basic stationery
 - Basic Kitchen (Kettle, Coffee Maker, Toaster, Microwave, Fridge/Freezer)
 - Equipped with a mirror and can be used as a secondary dressing room
- Back Room/Black Box Theatre
 - Black floor, ceiling, and walls covered with black drapery
 - Overhead work lights on a switch
 - 40 Chairs
 - 4 folding production tables
- Projector and screen available by request
- Basic sound system:
 - All-in-one PA system with five-channel powered mixer and full-range speakers
 - Three XLR / ¼" combination inputs
 - Bluetooth® connectivity
 - 1/8" stereo AUX input.
- Basic par lighting set-up
 - Three pairs of overhead audience house lights
 - Two pairs of overhead stage lights
 - Stage left, centre, and right front lights