

THE BAUMANN CENTRE
PACIFIC OPERA VICTORIA

WINGATE STUDIO BOOKING REQUEST

CONTACT INFORMATION

Organization: _____

Contact: _____

Address: _____

Phone: _____

Cell Phone: _____

Email: _____

Non Profit

Commercial

Please note that Non Profit rate applies to registered non profit societies with a society number (to be provided to POV).

SPACE REQUEST

DATE	RENTAL START TIME	EVENT START TIME	EVENT END TIME	RENTAL END TIME

Please note that setup, breakdown, deliveries and pickups must be coordinated between the beginning and end of your rental.

USE

What is the space being used for?

Recital/Performance

Rehearsal

Meeting/Class

Other

Please note that the Wingate Studio is currently not available for ticketed events

Please describe your event

How many people will be in attendance?

Performers: _____

Audience: _____

Staff: _____

*Maximum occupancy of the Wingate Studio is **150 people** including all event participants and staff*

ROOM SET-UP

Staff Setup/Takedown Tables Chairs Risers

Piano Music Stands Other _____

Other requirements

Please note that there is a charge for both piano tuning and for event staff setup/takedown (see rates)

CATERING

Will your event involve catering or food service? Yes No

Will the event be fully catered (catering staff onsite) or drop-off? Fully catered Drop off

Caterer: _____

Please note that the renter requires permission from Pacific Opera Victoria to serve alcohol, and will be responsible for providing the proper permits and licenses for the service of alcohol within the confines of the Baumann Centre.

Deliveries, and storage of catering and rental equipment must fit into the space and time you have rented otherwise additional rental charges may apply.

RENTAL RATES

Non Profit	\$40 per hour	Custodial Fee	\$40
Commercial	\$60 per hour	Piano Tuning	\$130

LABOUR RATES

Event Host	\$20 per hour
Custodian	\$25 per hour
Technician	\$36 per hour

Pacific Opera Victoria reserves final determination of technical and event staffing.

Please submit completed form to: bookings@pov.bc.ca

Baumann Centre Bookings

Pacific Opera Victoria

925 Balmoral Road, Victoria, BC. V8T 1A7. Tel: (250) 382-1641. Fax: (250) 382-4944