

THEATRE HIGHLIGHTS



Anvil Centre Theatre is a 361 seat flexible space, ideal for performing arts productions, dance recitals, music shows, digital & analog presentation's, cabarets, banquets, business events & functions.

SERVICES WE OFFER

Theatre Space

- Non-proscenium design of theatre offers an open, 270-degree stage with a range of staging options.
- Wooden sprung floor from wall to wall, risers, and complete in-stock lighting and sound inventories.
- Electronically-deployed seating allows risers and theatre seating to be retracted in minutes.
- The stage can also be quickly converted to a thrust configuration and false proscenium panels can be adjusted to seamlessly create a more typical staging approach.
- Ample and sparkling dressing room spaces along with a green room.
- The room's structural design will facilitate easily accessible rigging options. Load-ins and lighting hangs are made simple by a state-of-the-art overhead tension grid.
- Loading bay and Stage door access off of Begbie Street.

Ancillary Spaces

- The fourth floor is home to a number of studios of various sizes designed to support the arts and your ancillary events for festivals, dance and theatrical performances, residencies and master classes.
- For conferences and meetings, this space is ideal for breakout sessions and teambuilding activities.
- Additional rooms within the building may be rented at a cost associated with use, staffing and custodial requirements.

Technical Staff

- The minimum number of technical staff required for the event is three; Crew Chief, Sound Operator and Stage Technician. Additional personnel are available if necessary. Labour Rates available upon request

Front of House Staff

- Front of House staff and ushering staff sufficient to run your event safely and efficiently is included with rental for up to 5-hrs.

THEATRE HIGHLIGHTS



SERVICES WE OFFER CONTINUED

Ticket Centre Staff

- Ticket Centre Staff will be available during box office hours; Tuesday through Saturday from 12:00pm to 2:00pm and 3:00pm to 6:00pm and one hour prior to the start of the performance.
-

Custodial Services Staff

- One custodian is included in the rental of the theatre for clean-up during and after your event for a period of 5-hours.
-

Concession

- A licensed concession stand is available, with service staff, to sell food and beverages before the event and during intermission at no charge to renters.
 - Company food, other than individual consumption must be catered by Anvil Centre's caterer of choice; Truffles Fine Foods. Menu and rate sheet available upon request.
-

Lobby Space

- The lobby area will be open to the public one hour prior to the start of your event. As the lobby is primarily intended to provide space to the public it will be managed as such.
 - Performers and other organizers needed onstage are required to enter through the Stage Door.
 - For security purposes staffs are instructed not to open theatre doors until instructed by the technical crew chief.
-

Parking & Transit

- A three-level, 270 stall parkade is accessible off Eighth Street.
 - Metered parking at the New West multi-level parkade, located at 8th Street & Columbia Street; the Front Street parkade, accessible from 4th and 6th Streets.
 - Hourly metered street parking surrounding Anvil Centre.
 - Adjacent to New Westminster Sky Train station and bus loop.
-

Merchandise

- All merchandise sold onsite by users of Anvil Centre Theatre is subject to a 15% charge on total gross sales.
-

Ticket Sales

- All users agree to engage with the approved Ticket Centre provider as the exclusive outlet for ticket sales to public events.
- Basic use of this service is included in the rental fee for the facility and includes walk up, phone in, internet sales and at event staffing.
- Ticket buyers pay an applicable service charge determined by the approved Ticket Centre provider.

THEATRE HIGHLIGHTS



SERVICES WE OFFER CONTINUED

Theatre Improvement Surcharge – Seat Fee

- A \$1.50 Seat Fee is due to Anvil Centre Theatre on each sold ticket or admission. The fee will be deducted from the advertised ticket price and collected through the approved Ticket Centre.
- Clients are entitled to 50 complimentary tickets where the \$1.50 Theatre Improvement Surcharge is not charged.
- Ask about alternatives for free events.

Hours of Operation

- Ticket Centre is open Tuesdays through Saturdays from 12:00pm to 2:00pm and 3:00pm to 6:00pm.

Technical Equipment and Support

- A list of technical specifications and available equipment is available upon request.
- Technical information for your show is required 10 business days before your event. This includes all details related to staging, décor, sound, lighting and any front of house issues.
- Pyrotechnics or flames of any kind will not be allowed in the theatre.
- Basic Labor Policies: 8-12hrs = Time and a half, after 12 hrs = double time
- Production schedules are to be submitted to, and approved by Anvil Centre Theatre technical staff two weeks prior to arrival.

Security

- Anvil Centre may require you to pay for a security team to assist with inexperienced theatre audiences or events where high volume liquor sales are anticipated.
- References will be required from other theatre venues upon request.

Promotional Support

- Event description posted on the Anvil Centre Theatre website.
- Listings released to local newspapers, (The Record and Newsleader). Possible selection for spotlight event publicity on website and in local newspapers.
- Posters in lobby area and ticket centre.

Insurance

- A certificate of insurance is required for the event with coverage of three million dollars.

Event / Performance Support Schedule

Box office opens

- One hour prior to your event

Concession opens

- One hour prior to your event

House opens

- 30 minutes prior to your event

Intermission

- Allow at least 20 minutes for intermission