

EFFECTIVE December 2021



THE TIDEMARK THEATRE

1220 Shoppers Row
Campbell River, BC, V9W 2C8

Phone 250 287-7465
Facsimile 250 287-7659
www.tidemarktheatre.com

The Tidemark Theatre is operated and maintained by the

Tidemark Theatre Society



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Campbell River, BC, V9W 2C8

PHONE: (250) 287-PINK (7465) 1 800 994-0555 FAX: (250) 287-7659
E-MAIL: mail@tidemarktheatre.com WEBSITE: www.tidemarktheatre.com

MANAGEMENT

The **Tidemark Theatre** building is owned by the **City of Campbell River** and is managed by the **Tidemark Theatre Society**, a registered non-profit society governed by a volunteer board of directors.

STAFF

Technical Director & Managing Director manager@tidemarktheatre.com	Jim Kent
Ticket Centre and Rentals Coordinator mary.malinski@tidemarktheatre.com	Mary Malinski
Programming & Marketing heidi.cuff@tidemarktheatre.com	Heidi Cuff
Assistant Technical Director gord.jaques@tidemarktheatre.com	Gord Jaques
Front of House Supervisor zac.larocque-walker@tidemarktheatre.com	Zac Larocque-Walker

The employees of the Tidemark Theatre are represented by:

IATSE



THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES,
MOVING PICTURE TECHNICIANS, ARTISTS and ALLIED CRAFTS OF
THE UNITED STATES AND CANADA, LOCAL # 168 VICTORIA, BC

THEATRE BOOKINGS

Theatre bookings are arranged on a first-come, first-served basis. Tentative or informational bookings may be taken but are not to be considered official bookings.

Booking dates will be secured with the payment of a non-refundable booking deposit (which is applied to the rent) and a signed rental contract. The booking deposit is \$300 per performance (\$100 per performance for local non-profit producers/presenters), and \$50 per rehearsal. For rentals \$200 and under, full payment is required as the deposit.

Requests for extra time, equipment and/or personnel may be arranged after the contract has been signed. These requests will be recorded in writing and this ancillary agreement will be attached to the contract. If the theatre is handling ticket sales, these added expenses are usually handled as charge-backs against ticket sales.

Unused time will not be refunded.

DAMAGE DEPOSIT

A refundable damage deposit of \$300 (\$100 for non-profit producers/presenters) is required with all theatre rentals. Upon the completion of your event and a successful inspection of the facilities, the damage deposit will be returned.

If the Tidemark Theatre Box Office is handling the ticket sales, the damage deposit will be handled as a charge-back on ticket sales and will not have to be paid up front. However, if ticket sales are not involved, the refundable damage deposit must be made at the same time as the rental deposit.

CANCELLATION

Full payment of the rental is due as per the contract.

A cancellation must be submitted in writing. The following cancellation fees apply:

Up to 30 days prior to the first rental date	= Booking Deposit.
29 to 15 days prior to the first rental date	= 50% of Total Rent.
14 days or less prior to the first rental date	= 100% of Total Rent.

If a booking date needs to be rescheduled, the booking deposit applies to the new date.

INSURANCE

Renters are to provide a certificate of insurance showing comprehensive general liability of at least \$3,000,000.00 naming both the City of Campbell River and the Tidemark Theatre Society as additional insured parties during the rental period.

BOX OFFICE SERVICES

Our downtown location at 1220 Shoppers Row is easily identifiable, conveniently located with plenty of free parking and is regularly advertised.

The Tidemark Ticket Centre is open from 12 pm - 4 pm, Tuesday through Friday from Labour Day to Canada Day; Tuesday through Thursday from Canada Day to Labour Day; and one hour prior to show time on performance days.

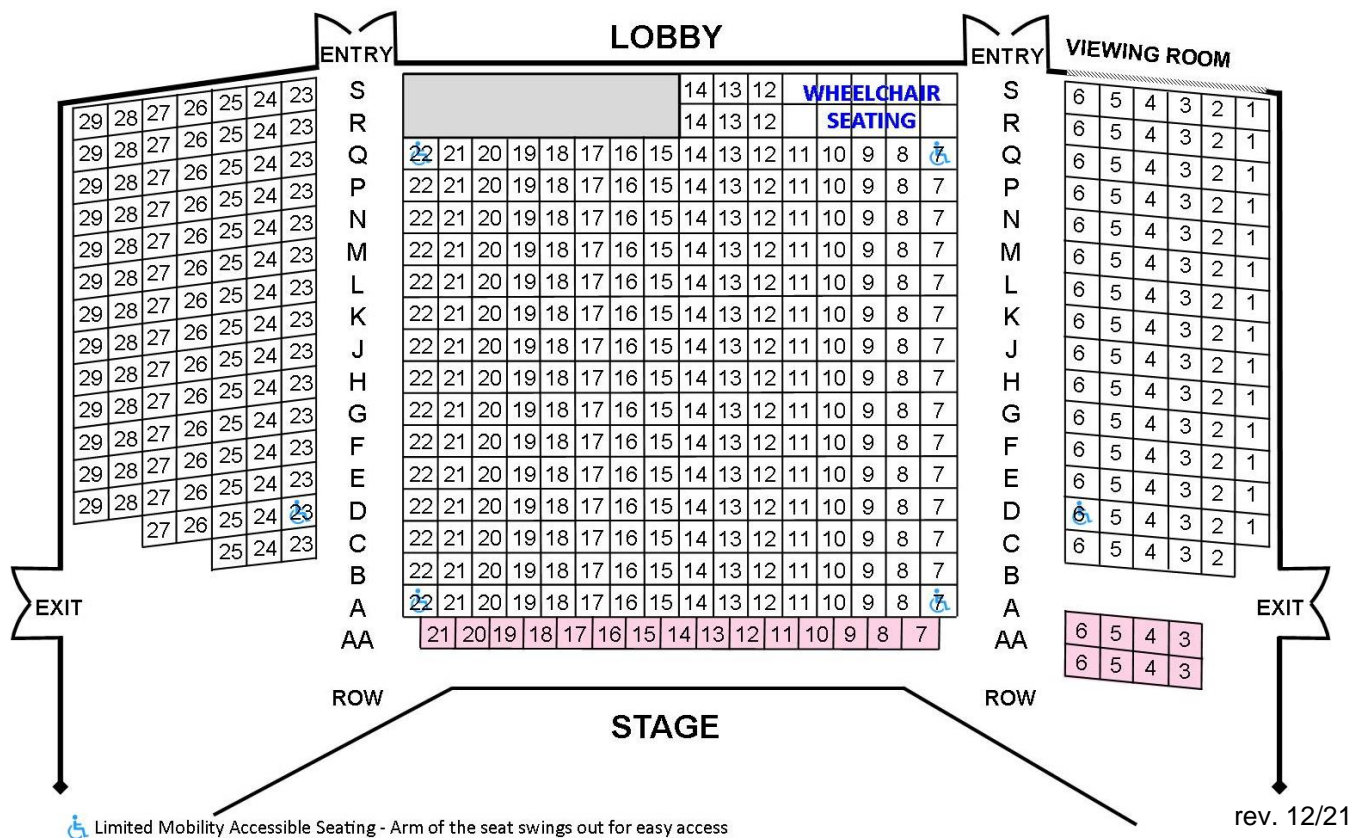
Ticket sales are available using Cash, Interac, Visa, MasterCard, and American Express either at the counter or with our *Charge-by-Phone* service. Tickets are also available on-line via our website at www.tidemarktheatre.com with Visa, MasterCard, and American Express.

The Ticket Centre provides reserved seating or general admission tickets. These professionally printed tickets add an air of professionalism and cannot be easily counterfeited. Partial sets of tickets or tickets for other venues can be provided upon request.

Sales figures are tracked daily. A complete accounting of all ticket sales and charge-backs against ticket sales will be provided to the renter. Allow up to ten working days after your event to receive this paperwork and cheque.

Out-of-town touring groups may receive up to 90% of their proceeds the same evening as their event, if we are notified of this requirement at least two weeks prior to the event. All cash-outs are by uncertified cheque.

Gift Certificates are available for the Tidemark, may be made out for any amount, and are a popular way to give the "gift of entertainment" for special occasions.



TICKET SERVICE FEES and BOX OFFICE SERVICE POLICY

Box Office sales and services are proprietary.

With the exception of Public Schools, tickets for **all events** held at the Tidemark Theatre will be sold through the Tidemark Box Office.

Box Office hours are from 12:00 pm to 4:00 pm Tuesday through Friday from Labour Day to Canada Day, and Tuesday through Thursday from Canada Day to Labour Day. The Box Office will also open one hour prior to show time on performance dates, until after intermission or until 30 minutes after curtain (if no intermission).

Transactions are by cash, Interac, Visa, MasterCard, or American Express.

A Capital Improvement Fee (CIF) will be applied to all tickets, and this shall be included in the advertised ticket price. This fee applies to **all events at the Tidemark Theatre** and shall also be applied to **complimentary** tickets.

Ticket Handling	Quantity	Price
Ticket Setup – Local Non-Profit Renters	Per event	\$100, \$40 each additional show
Ticket Setup – Commercial Renters	Per event	\$150, \$40 each additional show
Capital Improvement Fee	Per ticket	\$2
Credit Card Processing Fee	-	4%
Ticket Printing	Per ticket	\$0.15 LNP Renters, \$0.20 Commercial
Complimentary Tickets CIF	Per ticket	Up to 20 (LNP) or 10 (Comm) at no charge, CIF applies for additional comps
Offsite events	Per ticket	Please contact us for our lowest rates!

Producers wishing to sell their own tickets may sign out tickets from the Box Office by prior arrangement. The Capital Improvement Fee will be charged for all tickets not returned to the Box Office within twenty-four hours prior to performance.

General Information

Box Office	The Tidemark Ticket Centre is open from 12:00 pm to 4:00 pm Tuesday through Friday Labour Day to Canada Day; Tuesday through Thursday Canada Day to Labour Day; and one hour prior to performance time on event days. The Tidemark Ticket Centre is a self-contained office which also provides a "Charge by Phone" service (287-PINK), as well as Internet sales for Visa, MasterCard, and American Express card holders.
Concession Bar	Enclosed counter space with commercial cooler, sink, coffee makers, cups and wine/beer glasses. Operated by Tidemark Front of House Volunteers. <i>Please note:</i> Concession operation is included in your rental. Closing the concession or choosing to have no intermission may result in additional fees.
Parenting Room	Sound attenuated room, located left rear of house. Full view of stage through large picture window. Internal sound system. Will accommodate 10 - 12 persons.
Green Room	Located stage left through a short corridor. 26' X 16' furnished. Fridge and microwave. Internal sound system. Closed circuit colour monitor.
Dressing Rooms	Two large, company style, dressing rooms located adjacent to the Green Room, 10 person capacity (each). Both Dressing Rooms are fully appointed with mirrors, make-up lights, showers, sinks, toilets and wardrobe racks. Iron and ironing board available.
Loading Bay	Located at the rear of the building in the alley. Large roll-up door with electric drive. Clear height 12'. Clear width 11'. Standard truck load in/out facility at stage level. Driveway will accommodate 40' tractor trailers.
Orchestra Pit	Located under stage thrust. Access through stage left corridor. Length 24' Width 14' Depth 8'. Capacity is approximately 20. Stage floor is manually removable to expose pit. Direct line communication to control room.

General Information cont.

Control Room

Located upstairs overlooking the house and stage.
 Lighting and projection stations with direct communication to all areas of the house.
 Sound station is located at the rear of the auditorium on the main floor.
 Follow spot room right of control.
 Video Room left of control.

Stage Dimensions

Prosc. opening, Width	32'0"	Height	18'0"
Curtain line to DS thrust	16'0"	Crossover clearance	4'0"
Curtain line to Traveller	17'0"	Free working space SL	24'0"x24'0"
Curtain line to Cyc	18'0"	Free working space SR	25'0"x7'0"
Curtain line to US wall	32'0"	Maximum working height	18'0"
Floor to grid	19'0"	Wing space varies with leg positions	

Stage Floor

Black, Tempered Masonite, flex sub floor.
 No stage traps or elevators.
 Screwing into floor by special permission only.

Stage Draperies

House curtain	Jade Velour, 36' X 17' manual travel SL control.
Legs	3 pairs in black 8' X 21'
Teasers	2 in black 44' X 6'
Traveller	1 in black 32' X 21' manual travel SL control.

Rigging

No fly gallery operation.
 All pipes are dead hung.

Rigging Positions

Proscenium line -	0'0"	Third electric -	12'0"
Main curtain -	1'0"	Third leg -	16'0"
Second electric -	4'0"	Second teaser -	14'6"
First leg -	5'6"	Fourth electric -	17'0"
Second leg -	10'0"	Traveller -	18'0"
First teaser -	10'0"	Cyclorama -	19'0"
Working height -	19'0"	Pipe length -	45'0"

Lighting System

Console ETC Element

500 channels
60 faders
300 submasters

Dimmers

Dimmer Room – ETC Sensor 3 use ETC Net

Rack 1 24 Dimmers @ 2.4Kw
Rack 2 96 Dimmers @ 2.4Kw

FOH Pipe – IPS Strips use DMX

36 Dimmers @ 1.2kw with remote focus button

Circuit to dimmer connection

Racks are hard wired circuit to dimmer 1-1

Circuits (all circuits are independent)

Far FOH	10 circuits	Tormentor HR	6 circuits
FOH	36 Dimmers	Tormentor HL	6 circuits
First elect.	22 circuits	Floor USR	3 circuits
Second elect.	29 circuits	Floor USL	3 circuits
Third elect.	26 circuits	Alcove SR	3 circuits
Fourth elect.	15 circuits	Alcove SL	3 circuits

Other Circuits

TIE-IN	CamLock	located Off Stage Left		
	100Amp	120/208 Volt	3 Phase	60Hz

Instruments

No.	Make	Type	Size	Watt	
6	ETC	S4	10°	750	
3	ETC	S4	14°	750	
2	Altman	Leko	6X16	750	
17	ETC	S4	26°	750	
6	Strand	Leko	30°	1000	
11	Strand	Leko	6X12	1000	
9	ETC	S4	36°	750	
4	Strand	Leko	40°	1000	
10	Strand	Leko	6X9	1000	
2	ETC	S4	50°	750	
12	Strand	Leko 4.5" Zoom	25°-50°	500	
12	ETC	S4 Zoom	15°-30°	750	
12	ETC	S4 Zoom	25°-50°	750	
15	ETC	ColorSource Par		LED	
8	ETC	ColorSource Par		LED	Floor
8	Strand	Par 64	med	500	
1	Altman	Followspot		360	
4	Altman	SSCYC200	LED cyc RGBA	200	
4	High End	Spot 250	Movers	250	Flown
1	High End	Spot 250	Movers	250	Floor
5	Rosco	I-Cue Intelligent Mirror			

Audio System

Main Mixing Console	Midas M32 digital console located at rear of house	
Back-Up Console	Yamaha LS9-32 digital console located in case on Deck.	
Monitor Console	Midas M32 digital console located Stage Left	
Speakers	Meyer system flown above stage apron consisting of 2 Meyer UPQ-1P for Right and Left 1 Meyer UPA-1P for Centre 2 Meyer USW-1P Subs 5 Meyer MM4-XP for lip fill located on stage apron. 1 Biamp Nexia SP processor	
Monitors	6 QSC HPR122I Powered 12" 2 way wedges	
Snakes	Main FOH to Stage - Analog – 48 channel with 24 returns Stage 1 Rapco 12 channel, 4 returns 40' 1 Rapco 12 channel, 4 returns 50' 1 Rapco 12 channel, 4 returns 75' 1 Rapco 12 channel, 4 returns 100'	
Microphones	Handheld	6 Shure Beta58A 6 Shure Beta57 2 Shure SM58 2 Shure SM48 1 Shure SM57
	Wireless	4 Sennheiser Pro SKM935 G2-B 4 Sennheiser EM550 G2-B Dual "B" Receiver 1 Shure U2-UA with Beta58A head 1 Shure U4D-UA Dual channel receiver 3 Sennheiser ME4-N
	Bodypack	8 Sennheiser SK500 G2-B 8 Sennheiser MKE2-EW-3 Gold Pro mic 2 Shure U1-UA belt pack 2 Shure WL93 micro-lavalier
	Drum Kit	1 Shure Beta52 3 Shure Beta98/S 3 Shure SM81-LC
	Grand Piano	1 Helpinstill 120
Communications	Wireless	1 HME DX200 Intercom base station 4 HME BP200 belt pack with HS15 headset
	Wired	Telex IC-2MA Base station with 2 channels. 6 Telex WP stations, 2 on stage, 4 in control 6 Telex belt pack with headset

NOTE: The wired and wireless systems DO NOT talk to each other

Audio/Visual

VIDEO PROJECTORS Mounted for front projection to screen at proscenium

NEC PA500u *Rear of House* 5000 lm 2000:1 contrast ratio 10 bit color
HDMI input

CHRISTIE Solaria One *Booth* True DLP Digital Cinema DCI compliant
8000 lm 1700:1 contrast ration

SCREEN DA-LITE White screen 13' h X 23.5' w (viewable) mounted at proscenium. Control in booth.

VIDEO PROJECTOR Mounted CS just up from main drape for front projection to Cyc

PANASONIC PT-MZ10K LCD Projector
10,000 lm
Fills 32 foot wide cyc HDMI over Cat6 from Booth

VIDEO RECORDING / STREAMING

- 4 BirdDog P200 PTZ cameras
- 1 Marshall CV-365-CGB camera
- 1 Marshall CV-346 camera
- Tricaster 410+ integrated video production system, 2 video monitors
- Elgato Stream Deck XL
- Facilus Video Server
- Edelkrone camera slider
- 2 43" video monitors for onstage talent

CCTV Digital colour camera, control room.
Colour LED monitor, 32", Stage Left and Right.
Colour LED monitor, 41", Green Room.
DIPLOMAT portable screen 7'X7'.

Additional Equipment

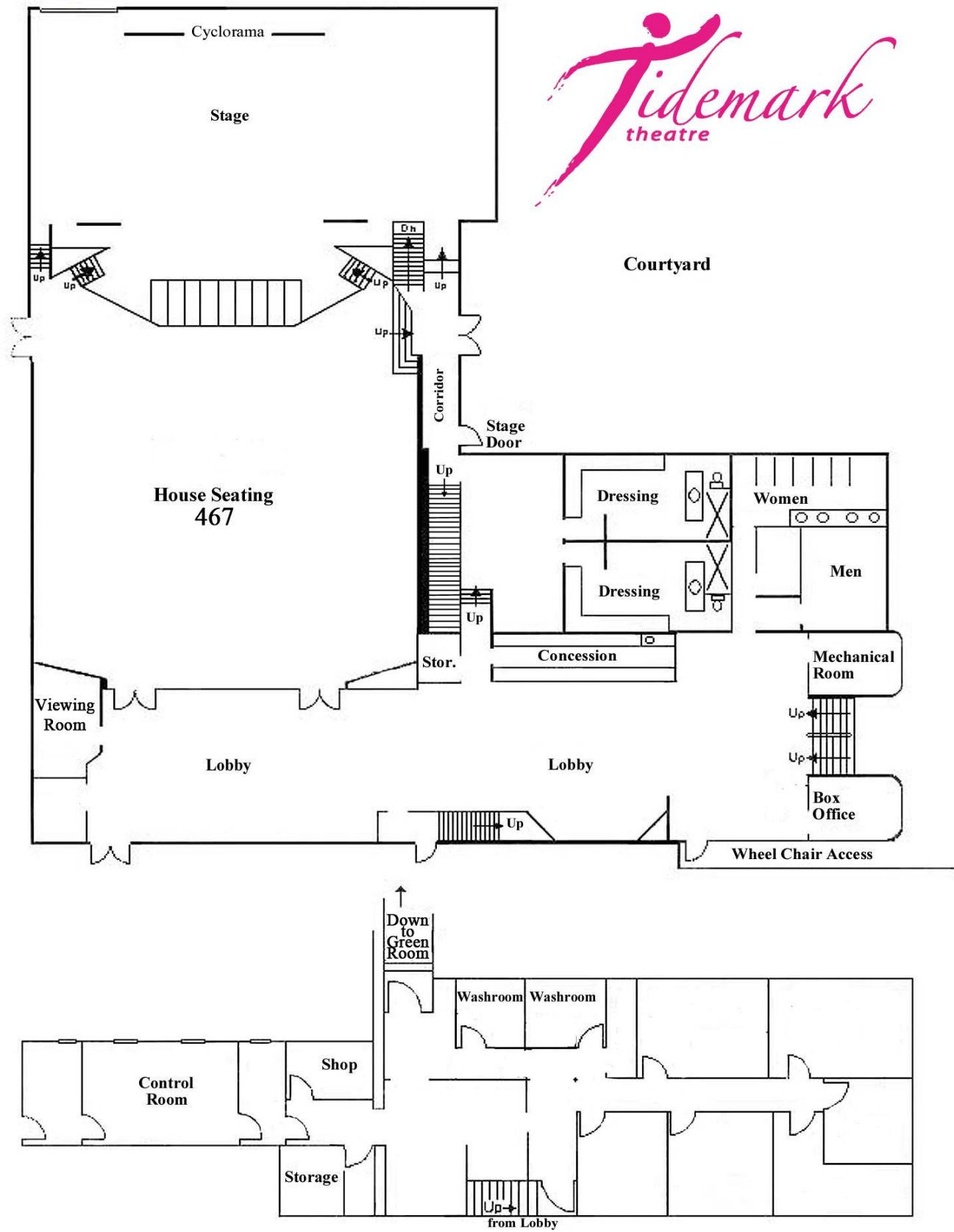
Risers Wenger Stage Tech Black. Height adjustable legs to 16", 20", and 24" 8 Units
Legs with wheels, 8 legs
Wenger series 24B, collapsible three step choir riser: 4 units @ 4' X 8'

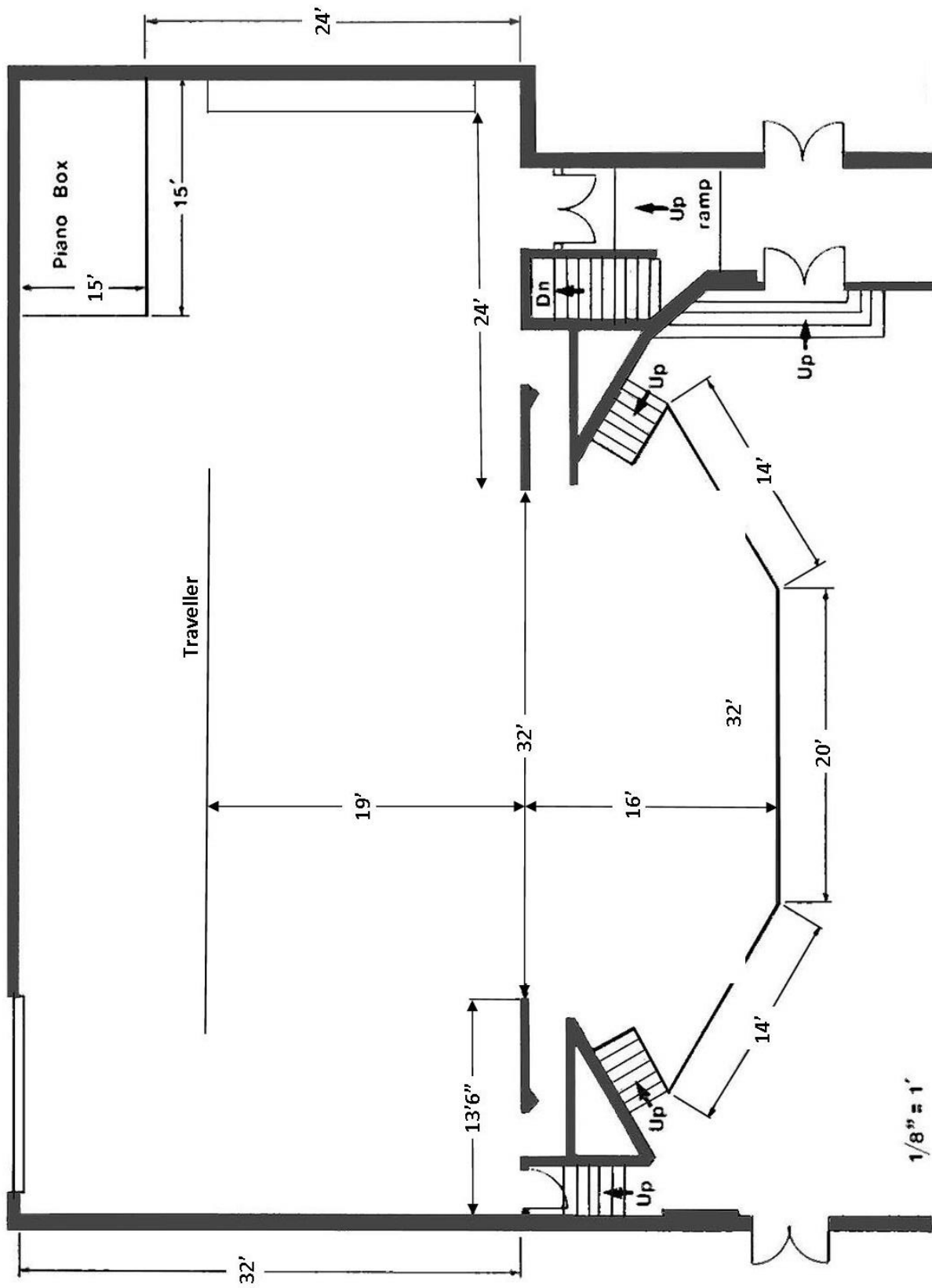
Choral Shell Wenger series 64 acoustical shell: 7 sections

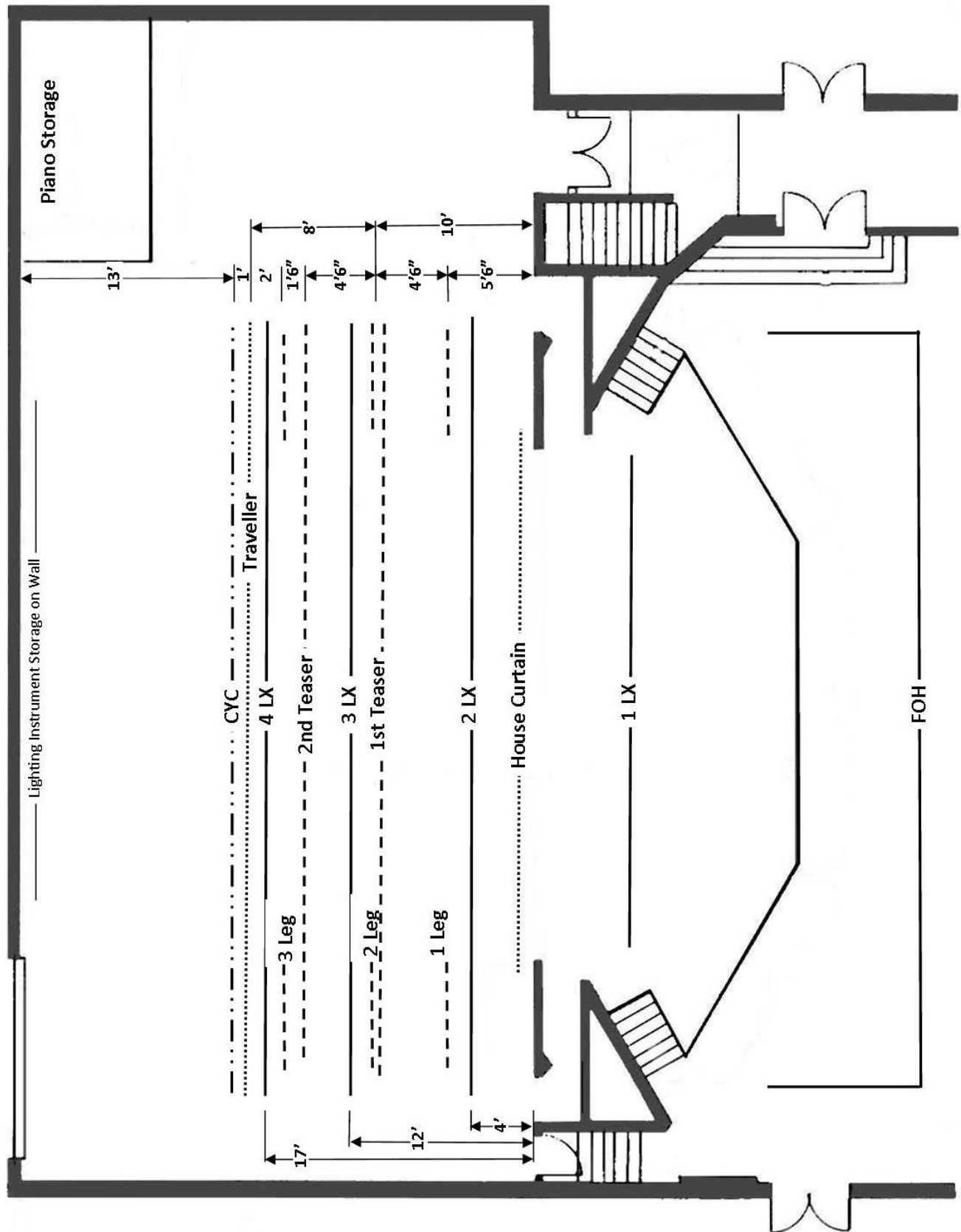
Pianos Yamaha C-6 concert grand
Nordheimer upright (Green Room)

Chairs 55 padded straight back/stacking chairs, black finish with vinyl covering
40 padded straight back chairs with arms, chrome finish with jade velour covering

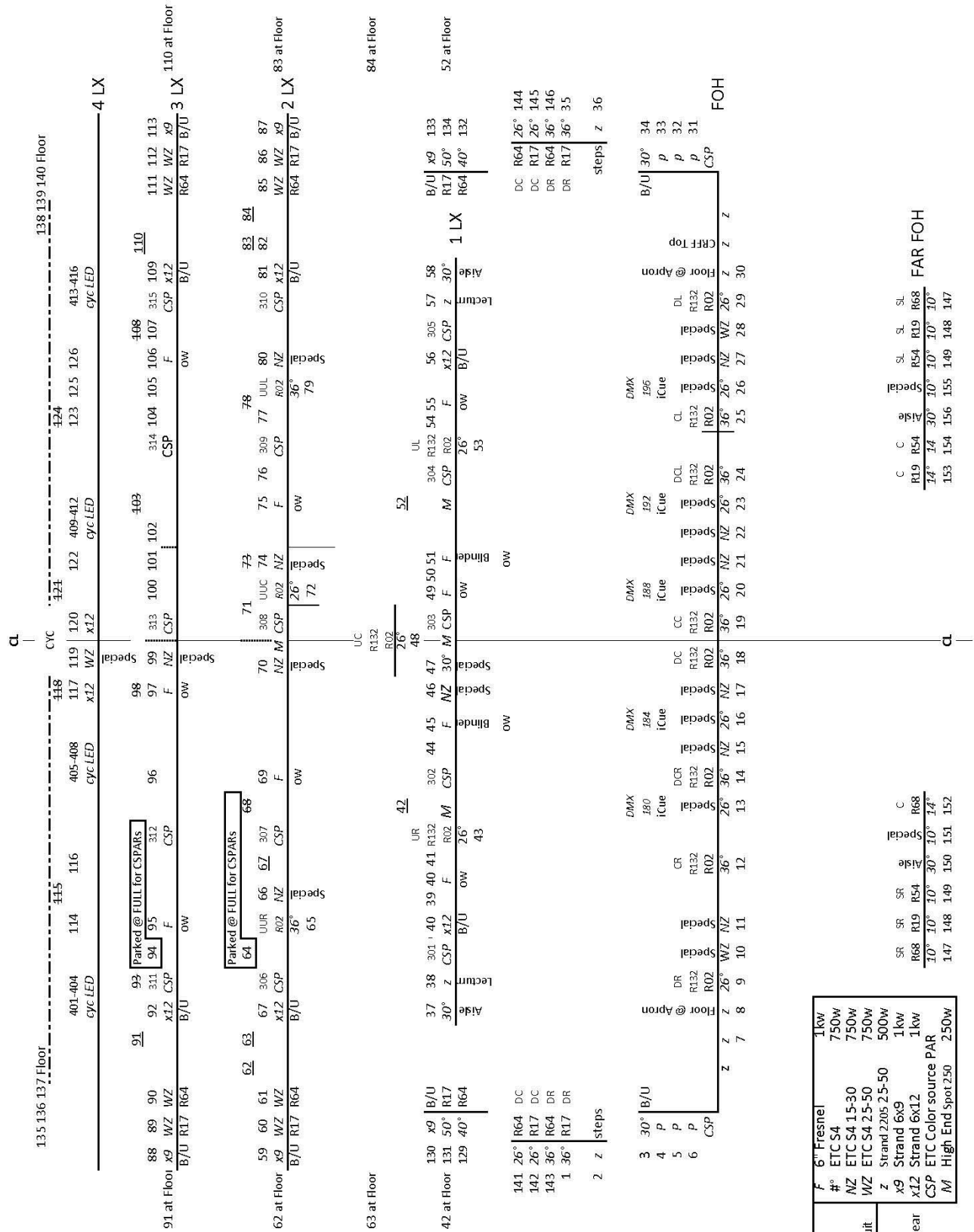
Rental PA **Ground stacked**
4 x TX 9S 2 x 18" subs 6 x TX 4 top cabinets
2 x QSC QP8 powered front fill power and processing included







Tidemark Theatre House Hang SEPT 2019



Tidemark Theatre Society Safety

Health and Safety Vision

The Tidemark Theatre Society is committed to providing a safe and healthy working environment for our employees, volunteers, performers, and our customers. People are the key factor at the TTS. It is a mandate of this society that our operations are executed at all times in such a way as to ensure so far as is reasonably practicable, the health and safety of all our employees, volunteers, patrons and performers.

Health and Safety Policy

The Tidemark Theatre Society is committed to preventing the loss of any of its resources, including employees, volunteers, performing artists, patrons and physical assets.

In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, we will strive to eliminate any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We recognize that the responsibility for health and safety are shared. All employees, volunteers and performers will be equally responsible for minimizing accidents within our facility and on our work site.

All management activities will comply with society safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All personnel will perform their jobs properly in accordance with established procedures and safe work practices.

Evacuation Muster Point

Evacuation maps for the building are posted at top and bottom of stairs, stage right and stage left, and box office. The map shows the location of exits, fire extinguishers, and first aid kits. Assembly point for the Tidemark Theatre in the event of evacuation is at Spirit Square, across the street.

How and when to report injuries

- ⤴ If you believe you are injured or become ill while at the Tidemark, report this to Tidemark Theatre Staff.
- ⤴ We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.
- ⤴ First Aid Kits are mounted on the walls at the concession, stage, and control room.



TIDEMARK THEATRE ORIENTATION FOR PERFORMERS/CONTRACTORS

Event: _____

Date: _____

This checklist is a guideline for conducting performer safety orientations prior to an event. The check sheet should be signed by all parties as it serves as documentation that orientation has taken place.

1. Line of communication and responsibility for immediately reporting accidents.
 - a. When to report an injury
 - b. How to report an injury
 - c. Who to report an injury to
2. First aid supplies, equipment and training
 - a. Obtaining treatment
 - b. Location of facilities
 - c. Location and names of First-aid trained personnel
3. Emergency plan
 - a. Exit location and evacuation routes
 - b. Use of firefighting equipment (extinguishers, hose)
4. Personal work habits
 - a. Smoking policy
 - b. Proper lifting techniques
 - c. Good housekeeping practices
 - d. Inattention

NOTE: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered. The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the Performer/contractor representative and their employees accept responsibility for maintaining a safe and healthful work environment.

Tidemark Theatre Representative Signature

Date

Performers/ Contractors Representative Signature

Date