

THE ORANGE HUB

Performance Theatre

USER GUIDE



About The Orange Hub Theatre:

The performance theatre is a 350 seat proscenium-arch theatre with an eight-foot apron in front of the main curtain. The theatre has a full complement of drapery available with plenty of room backstage. A loading dock is available with easy backstage access for large equipment and scenery. Included in the rental of the space are two dressing rooms located 1 floor below the theatre, a green room, a lobby with an atrium, and a box office. Additional spaces may be rented to suit your event.

The Orange Hub Theatre

USER GUIDE

Edmonton

Accessibility:

Parking Options

Theatre Entrance (155 Street : Street Parking)

*this entrance does not offer ramp access

156 Street Entrance (Drop Off / DATS)

2 Level Parkade - [Impark](#) (180 Stalls)

The theatre can provide up to 1 full row of removable seating for limited mobility or wheelchair patrons. These seats are accessed through the main lobby with assistance from your provided usher. Additional space can be made available if required. Advance notice should be given to theatre staff to ensure that the proper seating arrangements are made.

FOR BOOKINGS & INFORMATION CONTACT:

Bookings Coordinator
The Orange Hub
10045 156 Street NW
Edmonton, AB, T5P 2P7

EMAIL: theorangehub@edmonton.ca

Phone : 780-496-1752

NOTIFICATION : Accepting applications now through to June 30, 2021. Please advise theorangehub@edmonton.ca your contact information and the event date(s) of interest. As information becomes available you will be contacted.



FACILITY BOOKING AND RENTAL INFORMATION

Steps to book The Orange Hub Theatre

1. Submit a request by email to theorangehub@edmonton.ca

Note: When submitting do include as much information as possible including: type of event, date, times (set-up, event time, take-down and clean-up), light & sound requirements, tech/rehearsal times, rider, vending/concession, liquor, etc.

2. Staff will review your request and contact you with more information about your booking. If accepted a hold will be placed on the Day & Time you requested. A site visit may be required prior to you receiving the booking agreement.
3. If both parties are ready to move forward you will receive a "City of Edmonton Booking Agreement" and an Invoice for the deposit.
 1. Please review, sign and return this document. Signed agreements are due back no more than 2 weeks from receiving.
 2. Non-refundable, non-transferable 50% rental deposit will also be required at this time.
 3. Provide proof of \$2 million liability insurance with the City of Edmonton listed as an additional insured. If you are offering alcohol service to your guests, your liability insurance must include coverage of claims arising from the serving of alcohol and the related risks.
4. Cost estimates for any additional equipment or services required will be provided during the planning phase. The planning phase is typically 30 - 60 days prior to your event. At any time after receiving the License Agreement please activate your requests for Liquor Permits, AHS Food Handling, SOCAN etc...
5. An event plan including details regarding volunteers, safety, first aid, and security will be required. Your coordinator will send you an Event Checklist 60 days before your event. Please have this ready in advance or during your final site visit.

Also at this time all final permits will be required: Items such as Liquor License, Food Handling Permit, Entandem SOCAN License, Merchandise/Sales Approval. All items must be finalized no less than 30 days before your event.



Payment

Non-refundable, non-transferable deposit of 50% of the total booking fees are required when the event is confirmed. Deposit is due within 2 weeks of receiving the booking agreement. Remaining rental fees, and any additional services or equipment required invoiced to the licensee on the first day of the previous month (30 days in advance to the event).

For payment, the following options are available:

* Please have both your Booking Number & Invoice Number ready

- Credit Card : Call 311 (780-442-5311)
(City of Edmonton Recreation Facility Payment IVR)
- In Person : By visiting any of our [City of Edmonton Recreation Centres](#)
- By Cheque : Ensure you note your Invoice # is noted on the Cheque

Mailing Address:

Payable to the City of Edmonton
Edmonton Tower 2nd Floor
10111 104 Avenue NW
Edmonton, Alberta T5J 0J4

Cancellation Policy

To cancel a booking, please notify the Bookings Coordinator as soon as possible.
The rental deposit is non-refundable and non-transferrable.

Customers may cancel or reduce the term of their event by providing the City of Edmonton with written notice at least 14 days prior to the booking date. The customer shall receive a full or prorated refund of any rental fees paid to the City (not including the non-refundable deposit) for their event. There is a cancellation fee of 5% of the full rental fee.

If the customer fails to provide the City with written notice at least 14 days prior to the booking date, full rental fees will be charged.

Facility Rental Fees

All rental fees include GST and are based on a minimum of four (4) hour rental. The cost for booking the theatre shall not exceed ten (12) hour charge per day.



September 2020 the rental fee is \$120.00 per hour or \$1,200.00 per day will expire.

Rental Fees are under review for the 2020-2021 season

Rental fees are charged from the time the group is given access to the theatre to the time the group leaves the facility (including set-up, takedown, and/or clean up). Fees include the dates of set-up and strike at the standard hourly or daily rates as listed above.

Fee includes 1 In-House Technician & 1 Meeting

Services Included in Rental Fees

- Facility staff to provide support to event organizers in the areas of facility information, liaising with city services (as required), public safety on behalf of the facility and facility equipment.
- Green room, back of house, theatre, lobby, box office, and atrium above the lobby. Please refer to the theatre footprint. Additional spaces may also be rented.
- One pre-event site meeting is included in your facility rental fee. Should you require additional access to the facility before or after your event, please schedule with facility staff.
- 1 technician to assist with your event needs

Staffing

The current rental package includes a base level of (1) Technician, (1) Event host or maintenance staff member to draw upon as needed, (1) Roaming facility custodial and (1) Roaming facility security guard. Depending on the complexity of the event and the anticipated audience, additional staff may be required for an additional charge. The Orange Hub Coordinator will determine the number of staff and volunteers required to accommodate your event's needs to ensure that public safety and customer satisfaction are maintained.

On-site Tenants of The Orange Hub can be contacted for Rental Equipment

1. [Gateway Chorus](#): Chorus Stands [Sample Photo](#)



Services NOT Included in Rental Fees

- Any City of Edmonton Permits that may be required:
 - Festival (business & vending)
 - Sustainable Development (special structures on stage)
- Other City of Edmonton Civic Services
 - Fire inspections and event reviews
- Other services (not provided by the City of Edmonton)
 - Additional (2nd) Production Services (i.e. A/V technician, additional sound and lighting needs)
 - Event support such as ushers, cashiers, volunteers, parking attendants, security and policing, etc.
- Entandem - SOCAN/Resound Fees

Other Rental Information

Groups are responsible for any damages to the facility, including but not limited to stage, washrooms, curtains, green room, storage areas and/or other areas as a result of the set-up, delivery and strike of the event.

Custodial services are on-site to maintain the public washrooms and theatre cleanliness prior to your event. All users of The Orange Hub Theatre are required to complete a pre and post site inspection with facility staff at the beginning and end of their rental period. Additional custodial fees may apply if the site is not returned to its original state. Please schedule this specific task to a team member.

The facility reserves the right to deny a delivery if it has not been approved in advance. Any items left on site overnight are at the risk of the group. There is no overnight security provided. The Orange Hub offers limited storage space. Groups wishing to drop off equipment in advance of their event are subject to equipment storage fees.

Events must end on time. We cannot accommodate events past the scheduled event time as this will interfere with the next scheduled event or staff shift times. Events will be shut-down at the scheduled end time, no exceptions will be made.



FACILITY SPECIFICATIONS

Stage, Audience, and Structure

Stage

- Floor: flat type surface (sprung masonite) rough side up- painted black
- Floor imperfections.
Due to the age of the stage, there are some irregularities. For dance companies we recommend using a marley dance floor for your rental for the safety of your dancers. Marley floor rentals would need to be coordinated through a 3rd party. If you choose to proceed without a dance floor, the city assumes no risk for any personal injury.
- Cyc: hard plaster cyclorama (does not move)
- Dimensions:

Wall to wall: 95'	Proscenium opening: 45'8"	
Centre stage to SL wall: 38'	Cyc Width: 44'3"	Centre stage to SR wall: 57'
Cyc to apron front: 35'8"	Main curtain to apron front: 7'8"	Cyc to main curtain line: 28'
Cyc to upstage traveller line: 7'	Stage floor from house floor: +2'6"	Floor to under grid: 19'8"
Apron type: curved	Width: 45'8"	Depth: max 7'8"

Note: There is no fly gallery

Backstage

- Loading area (fee for early storage)
 - Access to the loading area is located from the East side of the facility, and can accommodate a semi-trailer. Please schedule the load-in and load-out times with the facility staff.
 - Loading area is for active loading and unloading only. No vehicles are permitted to be stationary in this location.
 - Dock height: 45" above driveway level, truck and trailer accessible
 - Shop Doors: 92" x 66" (H x W)
- Green Room
 - Located on the west side of backstage. Green Room includes furniture, accent lighting, one washroom with makeup mirror lights and an attached shower.
- Dressing Rooms (1 Men's; 1 Women's)
 - Located on the 2nd floor (benneth the stage), each dressing room is equipped with lit mirrors, wardrobe racks and cubbies, one washroom stall, and one shower. Each dressing room accommodates 10 individuals.
 - Note: wardrobe trunks cannot be accommodated in dressing rooms



Front of House booth:

- Distance from: 70'
- Features sound, lighting, and curtain controls

Audience Area

- Patron Seating
 - Fixed-seating for 350 patrons
 - 1 full row available for wheelchairs or low mobility patrons
- Theatre Washrooms
 - The Orange Hub Theatre has 2 washrooms located near the theatre entrance. These washrooms are not wheelchair accessible but there are four additional fully accessible washrooms on the 3rd floor.

Parking and Access

Parking

- The Orange Hub Parkade accommodates 180 vehicles. Additional parking is available on public roadways in the surrounding neighbourhood on a first come first serve basis.
- There are no reserved parking stalls for event organizers, staff, or volunteers.
- Parking rates in the parkade are:
 - Weekdays: 7AM - 5PM \$1 per hour; \$5 per day
 - 5PM - 11PM \$2 per evening
 - Weekends: \$1per hour; \$2 per day

Emergency Laneway Access

- Fire regulations state that all emergency and public access points must be clear at all times and cannot be blocked.

Transit

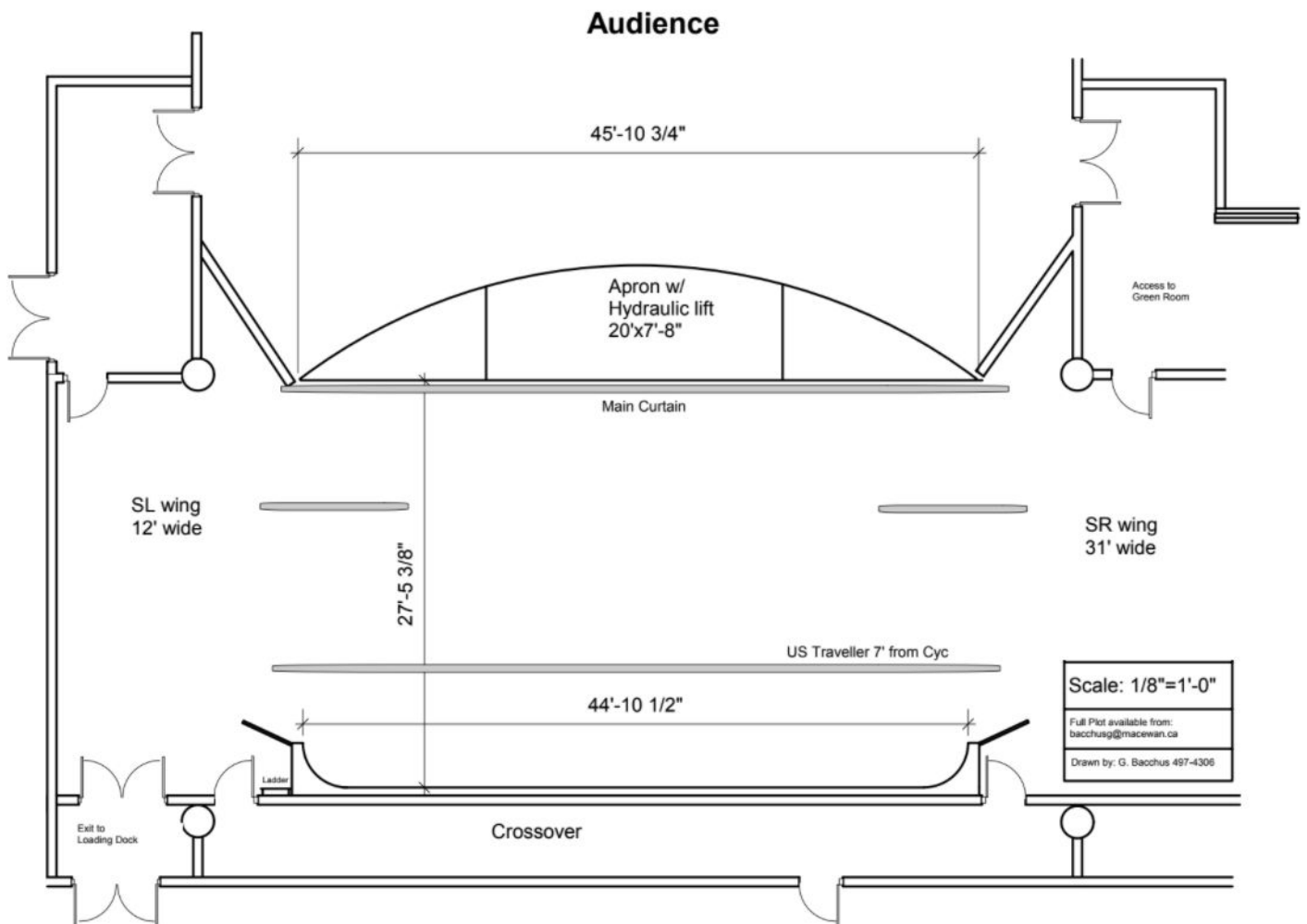
- A few bus routes run close to The Orange Hub, but the schedule of these routes cannot be increased for events. Please use the ETS Trip Planner at:
<http://etstripplaner.edmonton.ca/PlanYourTrip.aspx>

Theatre Boundaries

- Rental of The Orange Hub Theatre provides the licensee access within the theatre footprint as noted on the following pages.
- No other tents, temporary structures or infrastructure is permitted outside the set boundaries of The Orange Hub Theatre.

Theatre Maps

Stage Plot



Seating Chart:

Seating available for up to 350 people
4th Row is not Numbered

Atrium ↑		Seating Plan - not to scale																												↑ Atrium			
Stairs	Row	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Row	Stairs		
	M																													M			
	L	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	L			
	K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	K			
	J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	J			
	I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	I			
	H	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	H			
	G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	G			
	F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	F			
	E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	E	
	D	ROW D (17 non-fixed soft seating)																															
Limited mobility & wheelchair accessible. Accessed through the main floor lobby corridor																																	
	C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	C	
	B		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	B		
	A			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	A			
Stairs																														Stairs			

STAGE

LOBBY →

[Printable Seating Chart - click here](#)



Production

TOH Main Stage

The Orange Hub Theatre has an ETC Element 2 lighting console with the availability of 6,000 channels. All DMX is run wirelessly throughout the theatre using a City Theatrical Multiverse transmitter and receivers. All theatrical lights are LED, giving designers full control of colour to the front, side and top lighting of the stage. The overhead lights above the stage have the ability to zoom from 8 to 35 degrees and all have barn doors for even more control of the lighting design. In the front of the house we have 4 I-cue moving mirror attachments to be able to create specific specials on stage without physically having to refocus the lights.

In the Audio department we have an Allen & Heath SQ6 digital mixing console with Dante running to both stage left and right positions. The two digital snakes which also run on Dante allow the input/output of the console to be extended to the stage with ease and flexibility. The Orange Hub Theatre has a variety of mics from the industry standards Shure Beta 58 and Beta57 to a wireless Shure ULX-D2 Beta58. We only have the best when it comes to mic stands, which are K&M in tall and short varieties, as well as passive and active direct input boxes made by Radial. All this wonderful equipment is to be heard through the two Nexo GEO S line arrays permanently hung and tuned for the space powered by Lab Gruppen Amps. The Theatre also has a great wireless Clearcom system, as well as listening assist modules for those who may need them.

In our video department we have a Panasonic 10,000 Lume projector hung in the front of house with a Da-lite 110"X176 " projection screen. Inputs to the projector are conveniently located on both stage left and right with many input options including HDMI and VGA.

On stage, one can control all this equipment with the touch of a finger using the Crestron touch panel for audio and Trendnet AV control for lighting which are both conveniently located stage left.

[Main Stage - Equipment Overview](#)

Internet

The Orange Hub offers "Open City" wifi
Hardline internet is available within the box office, stage right and stage left.
Presentations/music should be downloaded and tested in advance.



GENERAL FACILITY INFORMATION

Lost and Found

The Orange Hub and staff are not responsible for the theft, loss or damage to any items left in the facility.

The Orange Hub Property

Property belonging to The Orange Hub may not be removed from the stage, green room, dressing room or offices. If re-arrangement of furniture is required, please confirm with facility staff. All furniture and equipment is required to be returned to its original position following the event.

Animals

Animals are not allowed within the venue except service animals that work with people with disabilities.

Balloons

If you require this for an event please seek permission from facility staff (approval is not guaranteed).

Site Inspections

A pre and post-event facility inspection, with detailed photos, will be completed with the licensee and facility staff. This will be signed off by both parties. The pre inspection must take place before the licensee moves any equipment/supplies into the space. The post-event site inspection will be completed only after all event equipment and structures have been removed from the space.

Load-In/Load-Out

- Move-in times are scheduled based on the user group's requested booking times and stated on the "**City of Edmonton License**". The group is responsible for setting up and cleaning up after their respective events.
- Vendors are required to wait at least 30 minutes after the event moves into the Theater or after the event finishes before loading out. Vendor parking is the responsibility of the event organizers.
- Vendors must be made aware of parking restrictions (i.e. cannot park by front doors for unloading/loading during event hours).
- City of Edmonton staff are not available to assist with loading or unloading event equipment or materials.
- Rental fees include the load in/out dates at the standard hourly or daily rates.



Waste Removal

A group can ensure minimal cleaning costs are charged by cleaning up after themselves before leaving the facility. Facility staff will remove full garbage and recycling bags during the event, as required.

Safety Requirements

First Aid and Emergency Medical Services

On-site emergency medical support is the responsibility of the licensee including proper staff to attendee ratios as determined by Alberta Health Services and other applicable emergency services (i.e. Fire and Police)

General Safety Requirements

- Passageways, halls, stairways, seating and exits may not be obstructed by any object or person. This applies to the passageways in the audience leading from the seating up to the stage.
- Safety and security management plans are required by the festival/event.

Fire Safety

- No open flames permitted unless written permission is granted by the City of Edmonton as well as Edmonton Fire Rescue Services. Please send any requests to facility staff for consideration.
- Loading areas are to be kept free of any debris.
- Fire lanes and emergency exits must remain accessible at all times.

PERMIT GUIDELINES

Bylaws and Permits

- Sales or distribution of food, services or goods require permission and approval from the City.
- Consumption of liquor in The Orange Hub is prohibited unless permission to obtain a permit is granted by the City. Refer to the Liquor Permits Guidelines in the following section.
- If your event plays or produces live or recorded music, a license is required from

[Entandem Licensing \(SOCAN & Re:Sound\).](#)

1.866.944.6223

license@entandemlicensing.com

- Placement of signage, decoration or directional aids in The Orange Hub must be approved prior to the event. All signage and directional aids must be removed following the event. We ask that glitter, confetti, open flames, candles and helium balloons are not be used in our facility. Please do not attach anything to the walls, windows or furniture without pre-approval. Any special setup requests must be approved by the facility in advance.

Media, Filming and Photography

Commercial Filming & Photography Requirements:

- Media is encouraged for your event. Media is required for permission to film/ photograph inside the Orange Hub Theater and/or Lobby. City of Edmonton Communications and Marketing may assist with knowledge of any potential conflicts resulting from this approval. Please notify your Booking Agent if you are in talks with the Media
- Filming & Photography - will require proof of insurance with at least \$2M in general liability with the City of Edmonton named as an additional insured on the certificate of insurance.
- Everyone who will be captured, should have a "release of consent" signed.
- If the request is from an external organization requesting to capture images of another organization, express permission is required of the captured organizations images.
- Permission from the City of Edmonton and will be written into the License Agreement.



CONCESSIONS & SALES : VENDING GUIDELINES

Food and beverages are not allowed within the Theatre (with the exception of bottled water).

Lobby & additional spaces are available for the sale or distribution of food and beverages. Please ensure you have booked your additional spaces in advance and notified your booking coordinator to your plans of holding Concessions.

If you sell or give-away the following food products, you will not require a permit from AHS:

- Pop, juice, milk in individual pre-packaged containers
- Bottled water, coffee, tea, hot chocolate, individual pre-packaged soup
- Doughnuts or pastry items that do not contain cream fillings (non-perishable)
- Individually pre-packaged cookies and snack items such as chips and/or candy
- Whole fruit – washed

Private Functions

Private Functions are events that are not open to the general public, and/or where food is not sold to patrons.

If providing food for attendees of a private function, at no cost, then there is no requirement to obtain an Alberta Health Services (AHS) permit. However, it is required that the event is registered with the Alberta Health Services. Contact AHS at 780-735-1800 for further information. Please update your Booking Coordinator for your records..

Public Functions

Groups may contract out their vending needs to external vendors (including restaurants and organizations). However, once contracted, event organizers are responsible for costs associated with obtaining the appropriate vending permit. Take note : all catering items must be removed from the facility at the end of the event unless other arrangements have been made and approved.(s).

* Additional room rental (Room 440) may be required based on type of concession and amount of attendees

Edmonton Public Health - Edmonton Zone Safe Food HSBC Building
700 - 10055 106 Street
Edmonton, AB T5J 2Y2

Phone 780.735.1802 Fax 780.435.1763
foodpermits.edmontonzone@ahs.ca



Merchandise Sales

Events are permitted to sell merchandise or to hold silent auctions during their schedule booking time. This must occur within one of the locations included in the booking agreement and must be approved in advance. The facility does not take a commission on any sales.

Raffles, 50/50, Auction, Lottery etc...

A raffle is a lottery scheme where someone is paying for the opportunity to win a prize. A raffle consists of 3 elements

1. Consideration (payment)
2. Chance
3. A prize

If all these elements are present, a group must obtain a license from the [AGLC : Gaming](#)

Liquor Regulations and Licensing

It is recommended that all servers have completed a ProServe Certification.

[Alberta Gaming & Liquor Commission](#) (AGLC) recommends contacting them as soon as your event coordinator has issued your agreement if there is the intent to sell liquor at the event. This is to ensure that the request for a liquor license is processed in a timely manner. Licensee's do not need to wait for the liquor permission letter from the City to make initial contact with the AGLC.

Rental groups wanting to serve liquor at their event must obtain a Special Events Liquor License, which restricts the sale and consumption of liquor to a designated area. This permit is the financial responsibility of the licensee. Any other materials that are needed such as barriers, coolers, tables, cash boxes and/or tents will be the responsibility of the rental group. It is not possible to license the *entire* venue; the theatre portion may not have any food or drink inside.

[How to obtain a Liquor License](#)