

KW Atrium Studio

Tech Sheet / Rental Agreement

Location: Woodward's Heritage Building
KW Atrium Studio
110-351 Abbott Street
Vancouver, British Columbia
V6B 1H4

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Section 1 – the Studio

Summary:

KW Studios are multipurpose *accessible* spaces located in the Woodward's Heritage Building in downtown Vancouver. KW Studios consists of three spaces, the KW Atrium Studio, the KW Production Studio and KW Room 225. The Woodward's Heritage Building is a designated heritage site and extra care must be taken when working in the building.

The KW Atrium Studio is located next to the Woodward's Atrium space situated between the entrances of London Drugs and Nesters Market. The Atrium Studio is a 22' X 30' studio with glass walls, tons of natural light, high ceilings, and an accessible public washroom. The Studio has a sprung dance floor covered by a seamless dark grey Harlequin Cascade vinyl floor. The KW Atrium Studio is best-suited as a teaching / rehearsal Studio, and a site-specific non-traditional performing space.

The KW Atrium Studio's maximum capacity is 70 people standing. Audience seating capacity is limited depending on the seating configuration chosen. There are 70 folding chairs available in the KW Production Studio downstairs that may be used for audience seating provided they are not already in use. The KW Atrium Studio currently does not have risers available for chairs. Risers may be rented at the renter's expense.

Public entrance to the KW Atrium Studio is available through the Atrium Studio doors during *open* Woodward's Atrium hours (**Monday to Friday: 8AM – 10PM, Saturday: 9AM – 10PM, Sunday: 9AM – 8PM, Stat Holidays: 9AM – 9PM**). There is no Public entrance to KW Atrium Studio during *closed* Atrium hours.

The Atrium Studio has glass walls on three sides. Currently, there are no perimeter curtains. Due to the location of the Atrium Studio, special consideration must be taken as to the overall sound volume loudness and visual content of activity within the Studio.

There is no onsite parking available. Deliveries and/or storage of any set pieces or equipment must be prearranged with the facility manager.

General Rental Policy Agreement:

The Renter agrees to the following:

1. No smoking.
2. No food, beverages, or gum.
3. No consuming of alcohol without appropriate license.
4. No nailing or screwing into any surfaces.
5. No sharp objects in direct contact with the dance floor.
6. No pointed heels, stilettos, metal shoes or any footwear that may damage the dance floor.
7. During performance bookings, members of the audience may wear stilettos and pointed heels provided they aren't dancing or doing anything that might increase the likelihood of damage to the floor.
8. If KW staff considers that damage may be incurred to the floor by the activities of the renter, KW staff may require the renter to cover the floor with an additional protective layer of dance floor provided by KW Studios. An additional fee of will be applied to the renter for the installation of the extra flooring.
9. No pinning, taping, or marking any of the drapes.
10. No marking or taping to any of the walls without prior approval by KW Staff.
11. No fire or pyrotechnics.
12. No water effects without prior approval of the KW Atrium Studio Facility Manager.
13. All liquids, gels and powders must be accompanied by their MSDS (Material Safety Data Sheet) and are not permitted in the KW Atrium Studio without prior approval.
14. No raw materials - leaves, branches, wood, rocks, gravel, sand, soil, mud, grass, sod etc. are permitted in the KW Atrium Studio unless they have been appropriately treated and sterilized to prevent the intrusion of molds, fungi, ants, beetles, spiders and other insects or pests.
15. The fire exits must be kept clear at all times.
16. KW Atrium Studio in-house technicians must supervise the installing of any additional rigging, curtain hanging or installing of any equipment.
17. The rental fees are those set out later in this agreement. The renter is responsible for designating staff as required for the purposes of their project.
18. Should KW Atrium Studio deem it necessary, a house manager will be designated to supervise the project and secure the building. The costs of the manager will be charged to the renter.
19. The renter is responsible for hiring additional experienced technical staff as required.

20. The renter is required to communicate technical requirements and project schedule to KW Atrium Studio no later than 3 weeks in advance of the rental date(s).
21. If the renter requires the Midas M32 mixing board, live reinforcement sound gear and/or a custom theatrical lighting hang, the renter must pay the technical rental cost provided in section 2 of this document. All costs associated with the rental or purchase of any additional technical equipment is the responsibility of the renter.
22. KW staff must approve public access to the KW Atrium Studio.
23. The renter must inform KW staff if they intend to play music through the sound system or if they plan to have live musicians.
24. The renter guarantees that no sound will be played at a SPL (Sound Pressure Level) higher than 90 dB (measured one meter from the sound source).
25. The KW Atrium Studio is an accessible space. Wheelchair access is available through the Atrium door entrances.
26. Public access to the Studio past Atrium hours is forbidden.
27. No one is allowed in the Atrium past Atrium hours unless prearranged by KW Staff with Westbank and Westguard Security.
28. Entering and exiting during non-Atrium hours requires key fob and key access through the KW production Studio and may be subject to an additional fee.
29. There are no risers available for audience seating or staging. Costs for any riser rentals are the responsibility of the renter.
30. Any incidentals and consumables (i.e.: gaffer tape, construction materials, coffee, etc.) required are the responsibility of the renter.
31. The renter is responsible for the cost of restoring the Studio to its pre-rental condition, including removal of all scenery, props and costumes; and the cost of repairing / repainting any damaged or altered surfaces.
32. The renter is responsible for all advertising, promotions and publicity associated with their event.
33. Use of the KW Atrium Studio is limited to the Studio and washroom; and does not include access to the KW Production Studio located in the basement.
34. There are no storage facilities available to the renter at the KW Atrium Studio.
35. KW Atrium Studio does not supply office supplies or office equipment.
36. The renter must respect the spaces adjacent to KW Atrium Studio within the Woodward's Building, including the Atrium and lobby areas. Noise levels while exiting the KW Atrium Studio must be reasonable. No smoking or loitering outside of all KW Atrium Studio entrances.
37. No Bicycles inside the KW Atrium Studio. Bicycles must be locked on designated bike racks outside of the Woodward's building.
38. No skateboards, scooters, transport vehicles/devices are allowed in KW Atrium Studio except for those used by persons with disabilities
39. The following tasks must be attended to at the end of each rental day:
 - a. The Studio and washroom must be tidied and left in the same state of cleanliness as its pre-rental condition.
 - b. Lights must be turned off.
 - c. Thermostat turned down.

40. KW Atrium Studios provides basic cleaning supplies such as a mop and bucket and brooms.
41. A janitorial cost may be charged by KW Atrium Studio for any extraordinary cleanup or maintenance at the discretion of KW Atrium Studio.
42. The daily rental time must include time for set up and tear down. The renter must include preparatory time in as part of the rental hours. If extra time is needed, the renter must plan and pay for additional time or be pay an overtime charge.
43. The renter cannot leave any set pieces, chairs or any other equipment set up without prior approval from KW staff.
44. If the renter has a custom lighting plot, the renter must secure consecutive rental periods to keep up the custom plot or they must reset the lights back to the house default plot. Failure to do so will result in extra charges.
45. All equipment and materials used by the renter must meet CSA (Canadian Standards Association) and Work Safe BC standards.
46. KW Staff reserves the right to deem any use of the KW Atrium Studio unsafe and the renter agrees to undertake corrective measures at its own expense to meet the approval of KW Staff.
47. KW Staff reserves the right to eject the renter for causing damage to the Studio or threatening the safety of its occupants.
48. It is agreed that any permits and/or licenses required for the rental project are the responsibility of the renter and will be obtained by and at the expense of the renter. The renter will provide a copy of applicable permits and/or licenses to KW Staff.
49. Adherence to city regulations and costs related to parking are the sole responsibility of the renter.
50. A loading bay is located in the basement of the Woodward's building. Access to the Loading bay should be arranged with KW Staff and requires 24 hours' notice.
51. KW Atrium Studio offers basic liability insurance as part of their User Group Policy. Additional rates will apply to rental and vary depending on use of space and length of booking. Please contact the facility manager for more information.
52. **The renter assumes all liability with respect to their use of the Studio.** If any portion of the building in which the Studio is situated or any property of KW Atrium Studio is damaged by the act, default or negligence of the renter or of the renter's agents, employees, patrons, guests or any other person admitted to the Studio by the renter, the renter shall pay KW Atrium Studio such sum as necessary to restore the Studio, building or property to the condition that existed prior to the damage. The renter assumes full responsibility for the character, acts and conduct of all persons admitted to the building or any persons who gain access to the building due to the negligence of the renter securing the building. The renter's failure to lock the Studio, after ensuring that all persons have left, shall be deemed to constitute the renter's assuming responsibility for the acts and conduct of any persons remaining in the Studio or obtaining access to the Studio.
53. If the renter belongs to an organization that has their own liability insurance, the renter will provide a certificate of insurance showing general liability and property damage insurance in respect of the Studio and the building in which the Studio is situated with a

- combined limit of not less than **\$5,000,000**. KW Staff and Kokoro Dance Theatre Society shall be listed as additionally insured for the duration of activities by the renter. KW Atrium Studio shall be provided with the certificate of insurance prior to the rental date.
54. The renter will be responsible for the key and security of the space.
 55. The entrances must remain locked at all times unless attended by a designated staff member provided by the renter.
 56. Non-patron/audience public access to the Atrium Studio washroom is strictly forbidden.
 57. One key for the upper Atrium entrance to the basement will be provided to the renter. **The key shall not be duplicated.** A fee of \$100 will be charged for the key if it is not returned.
 58. The renter must ensure that the primary or alternate rental contact is present at all times while the space is in use.
 59. The renter agrees that it is not and will not be an agent of KW Studios / Kokoro Dance Theatre Society, and will do nothing to cause or to permit the impression that it is acting in any way on behalf of KW Studio / Kokoro Dance Theatre Society in any of its contractual dealings with third parties. The renter will indemnify and save harmless the KW Studio and from any claims, demands or suits, including the cost of defending such, arising out of or connected in any way with claims that the renter had, by contract or otherwise, created a liability on the part of KW Studios / Kokoro Dance Theatre Society.
 60. Under no circumstances will the renter sub-rent to another party.
 61. This shall not be considered a binding agreement until KW Studios receives both a signed agreement and the amount specified as the payment due upon signing. KW Studios can cancel any agreement where the payment due has not been received within seven days of the signed agreement being received.
 62. A refundable damage deposit of \$500.00 is required and will be paid to KW Studios on confirmation of booking.
 63. An invoice for the full rental will be issued and 50% of the total cost of the rental is required on or before the first day of the rental.
 64. KW Studios accepts Visa, MasterCard, Interac or Cheques for payments.
 65. The renter will pay any remaining balance owing plus any additional costs incurred during the rental period (associated to damage, incidentals, janitorial and staffing as outlined in this agreement) not covered by the Damage Deposit. Final Payment will be due on the last day of the rental.
 66. The damage deposit will be returned within 30 days after the final rental day provided the space has been left in satisfactory condition as deemed by KW Atrium Studio staff and the key is returned.
 67. KW Atrium Studio has been viewed and deemed satisfactory for the intended use by the renter.
 68. This agreement is not transferable to any other group or person.

In signing this agreement, you agree to the terms listed above.

Date:

RENTER PRIMARY Printed Name:

Signature:

RENTER SECONDARY Printed Name:

Signature:

KW Studios Representative:

Live Sound Reinforcement Gear:

1 Mackie 802VLZ4 Mixer 8 Channel Mixer
32 channel Midas M32 digital mixing board
32 channel Midas DL32 stage box
4 Yorkville PSA1 Line Array Powered Speakers
2 Yorkville PSA1S Powered Subwoofers
4 Yorkville PS10P 1600W Speakers
4 Shure SM58 microphones
4 Shure SM57 microphones
1 AKG D112
1 DBX DriveRack PA2 Speaker Management System
2 ART Passive DI Boxes
2 Radial J48 Active DI Boxes
XLR Cables
Mic Stands
Additional effects processing and wireless equipment may be rented at the performer's expense.

Projector:

1 LG CF181D 1080p Projector with HDMI and USB Connections.
1 Projector Screen.

WIFI Internet:

There are free WIFI options available through the Vancouver Community Network or TD Bank

Loading Bay:

There is a loading bay available for loading in and out of the KW Atrium Studio. The loading bay consists of raised 45" (aprox 3.75 feet) platform with an attached 7 step staircase. For smaller load ins, there is a smaller entrance with a ramp and no stairs available just before the security office downstairs. Once loaded on the platform, there are no additional stairs before the KW Atrium Studio entrance.

Technical Crew:

1. KW Atrium Studio has in house technicians. If the renter requires use of any of the technical equipment beyond the basic Mackie 8 802VLZ4 Channel audio

board and basic Yorkville PA setup, an in-house technician must be hired at the expense of the renter.

2. The minimum call is 4 hours.
3. The first 8 hours are at the regular rate.
4. Up to 12 hours are at time and half (1.5) the regular rate.
5. After 12 hours, double time the regular rate.
6. A paid 15-minute break is required after 2 hours of work.
7. A meal break is required after a maximum of 5 hours of work.
8. During the tech breaks, the renters may stay in the KW Atrium Studio but will not have the access to technical equipment.
9. 8 hours of rest are needed between calls.
10. Weekly overtime rates come into effect after six straight days without a day off.
11. The Facility Manager will hire the necessary crew based off of the communicated
12. needs of the production. The Facility Manager will have final discretion regarding crew
13. booking decisions.
14. Only qualified technicians from the KW Atrium Studio roster can operate the lighting or audio consoles and use the lifts or ladders.
15. One house technical costs \$35.00 an hour.

Additional Staff:

1. Should the renter require additional staff for non-technical assistance (box office, security, general tasks), KW Atrium Studios can provide staffing for an additional cost of \$20.00 an hour.
2. Staff requires a minimum of 48-hour notice.
3. Staff is required for all FOB access to elevators.

Special Requests:

Please direct all special requests to the facility manager.

Miscellaneous:

There is a Yamaha U3 Upright Piano on piano dolly located in the Production Studio which can be moved to the Atrium for a \$50.00 per move. There will be a \$5.00 an hour charge for using the piano.

Section 2 - Rates

Commercial Rates:

Commercial rates are flexible and competitive and based on specifics of the proposed project, time frame and demands on the space. Please contact us directly and describe your project! jo@kokoro.ca

Non-Profit Rates:

General non-technical, rental of KW Atrium Studio is **\$25.00 an hour plus GST** for Rehearsals.

Rental for Classes / Workshops in which the renter is charging students to attend costs **\$30.00 per hour plus GST**.

Rental for special events which require the use of the basic sound set up is **\$35.00 per hour plus GST**.

Rental for performances requiring admission and/or is open to the public costs **\$35.00 per hour plus GST**.