

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	\$45 per hour (minimum 4 hours)	Custodial Fee	\$40
Commercial	\$65 per hour (minimum 4 hours)	Piano Tuning	\$130

## LABOUR RATES

Event Host	\$22.50 per hour (minimum 4 hours)
Custodian	\$25 per hour
Technician	\$40 per hour (minimum 4 hours)

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

**Please submit completed form to: [bookings@pov.bc.ca](mailto: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