

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.

ONE PAGE: WHAT'S NEW

The Grindstone Theatre Society has taken over the management of the Orange Hub Performance Theatre and Black Box Theatre. We are excited to bring in our knowledge of the performing arts to offer all renters a valuable and inclusive service. As such, please note that there are some changes in pricing and services.

- A new breakdown of prices is available on page 5.
 - A standard show rental includes 4 hours of theatre space, access to 2 dressing rooms, access to green room, access to lobby, 5 hours of lead technician, 3 hours of FOH supervisor, 2 ushers, ticketing services including set up for general seating and reporting at a projected cost of \$1020 + GST
 - A discounted rate can be offered to nonprofits.
- Our skilled roster of technicians can be called on to support your event based on your technical needs, programming your cues and running your show.
- All ticketing must be done through our services, supported by our Front of House staff to welcome, check in and seat your guests.
- Grindstone offers complimentary concession/bar services at no cost for events that meet a minimum projected capacity.
- The Orange Hub Parkade remains under construction with a projected end date of June 2024. Please take the limited parking into consideration when you plan your visit.

Additional rooms within the City of Edmonton Orange Hub Facility are available to rent in addition to support your event, more information found [here](#).

Our services are scalable depending on your needs and budget, and we are interested in working with you to determine a plan that works for all parties.

We are looking forward to working with you,

Grindstone Theatre Society Team

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ACCESSIBILITY & PARKING OPTIONS

Accessibility

The auditorium 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.

Entrance Options

- Theatre Entrance (155 Street) (Drop Off / DATS)
- 156 Street Entrance
- **CLOSED** 2 Level Parkade

Parking Options

Dedicated parking lot options are available at the Epark lot on the corner of 155 Street and Stony Plain Road. 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.

For event success please share the following to your group members & attendees

- Early arrival
- Car-Pooling/ RideShare
- Cycling racks are available
- Drop Off & Pick Up
- [ETS Transit Service](#) (Jasper Place Transit Centre)
- [Studio 19 Services](#) (Streaming & Recording Live Performances)

Parking on the west side of 155 Street has been set up to accommodate accessible parking, a fire lane, and 30-minute drop off zones for DATS and other facility users.

FOR BOOKINGS & INFORMATION CONTACT:

Brittney Rand
Bookings & Operations Manager
The Grindstone Theatre Society

EMAIL: bookings@grindstonetheatre.ca

NOTIFICATION : Accepting date requests now through to May, 2025. Please fill out [this Orange Hub Theatres Date Request form](#) to advise us of 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. Fill out the [Event Date Request Form](#) to identify the preferred dates and scope of the event.

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, vending/concession, liquor, etc.

2. Upon receiving your response from the Event Date Request Form our staff will review your request and contact you with more information about your booking. If accepted a hold will be placed on the day(s) & time(s) 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 "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 [Grindstone Theatre Society](#) listed as an additional insured.
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 Booking Agreement, please activate your requests for any required permits.
5. An Event Checklist will be sent 60 days before your event to ensure all details have been covered to ensure a smooth run of your event.

Also at this time all final permits will be required: Items such as Entandem SOCAN Licence, Merchandise/Sales Approval. All items must be finalised 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 Invoice Number ready

- Credit Card : via Quickbooks invoice
- By E-transfer : Ensure you note your Invoice #
- Cheque : to GRINDSTONE THEATRE SOCIETY

CANCELLATION POLICY

To cancel a booking, please notify the Bookings & Operations Manager 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 Bookings & Operations Manager with written notice at least 30 days prior to the booking date. The customer shall receive a full or prorated refund of any rental fees paid to the Grindstone Theatre Society (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 Grindstone Theatre Society with written notice at least 30 days prior to the booking date, full rental fees will be charged.

Grindstone Society reserves the right to cancel an event up to 30 prior to the booking date for any reason and the deposit and all other paid rental fees will be returned.

FACILITY RENTAL FEES

CURRENT SPRING PRICING RATES CAN BE FOUND HERE >> [Pricing Guide](#)

NOTES:

- All rental fees exclude GST and are based on a minimum of four (4) hour rental.
- Labour fees are not included in the rental fee and will be quoted on top. Any further staffing costs will be quoted based on the needs of your event or can be requested
- 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).
- All rentals will include at minimum 1 Head Technician at all times, 1 Front of House Manager and 2 ushers for performance times, ticketing services and access to the greenroom, lobby and dressing rooms. Additional spaces may also be rented.
- Additional staffing may be required for large events, the Grindstone reserves the right to determine minimum staff requirements.
- Any further staffing costs will be quoted based on the needs of your event or can be requested (opt in).
- Any differences in actuality from the quoted amount will be charged on the final settlement.
- Bookings staff provide support to event organisers in the areas of facility information, event planning, venue walkthroughs, ticketing set up, liaising with city services (as required), public safety on behalf of the facility and facility equipment. Should you require additional access to the facility before or after your event, please schedule with Grindstone staff.
- Concession/bar services will be provided at no cost based on minimum projected attendance at the discretion of Grindstone.

TICKETING INFO

Grindstone Theatre Society provides convenient and professional Box Office services for ticketed events held at the Orange Hub Theatres.

All details relating to your ticket sales are handled by Grindstone Theatre Society.

Tickets are managed and sold by Grindstone Theatre Society either in person at our Box Office (open 1 hour before showtimes), or online.

Ticketed events will be featured on the Calendar section of grindstonetheatre.ca

Grindstone Theatre Society provides a detailed event settlement outlining expenses and revenues.

Ticket Price Worksheet

Base Price	Facility Fee	Online Service fee
You choose the base price for your ticket, and this will be the amount you take home. The total cost to customers will add fees to this base price.	\$3.00 per ticket on all tickets in the Performance Theatre, excluding comps. \$2.00 per ticket on all tickets in the Black Box Theatre, excluding comps.	As determined by the ticketing website, only applied to online ticket sales.

GST will be additionally charged on all tickets sold in person and online.

STAFFING

The current rental package requires a base level of (1) Technician at all times when in the venue, and (1) FOH & Concession Supervisor and a minimum of 2 Ushers for performance times. These labour fees will be quoted on top of the hourly rental cost.

The Black Box may be booked without staffing support for events with no ticketing or technical needs, such as rehearsals.

Depending on the complexity of the event and the anticipated audience, additional staff may be required for an additional charge, including additional (2nd) Production Services (i.e. A/V technician, additional sound and lighting needs), and event support such as ushers, cashiers, volunteers, parking attendants, security and policing, etc. The Bookings & Operations Manager 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.

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
- 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 for 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.

ACCESS

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://etstripplanner.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.



3RD PARTY RENTAL EQUIPMENT - ONSITE TENANTS OF THE ORANGE HUB

[FAVA Live Streaming Packages](#)
[Gateway Chorus](#) : Chorus Stands

FACILITY SPECIFICATIONS

Stage

- Floor: flat type surface (sprung masonite) rough side up- painted black
- Floor
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 Grindstone Theatre Society assumes no risk for any personal injury.
- Cyc: hard plaster cyclorama (does not move)

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 a lounge area with a mini fridge, single washroom and small change room space.

- Dressing Rooms (1 Men's; 1 Women's)
 - Located on the 2nd floor (beneath 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

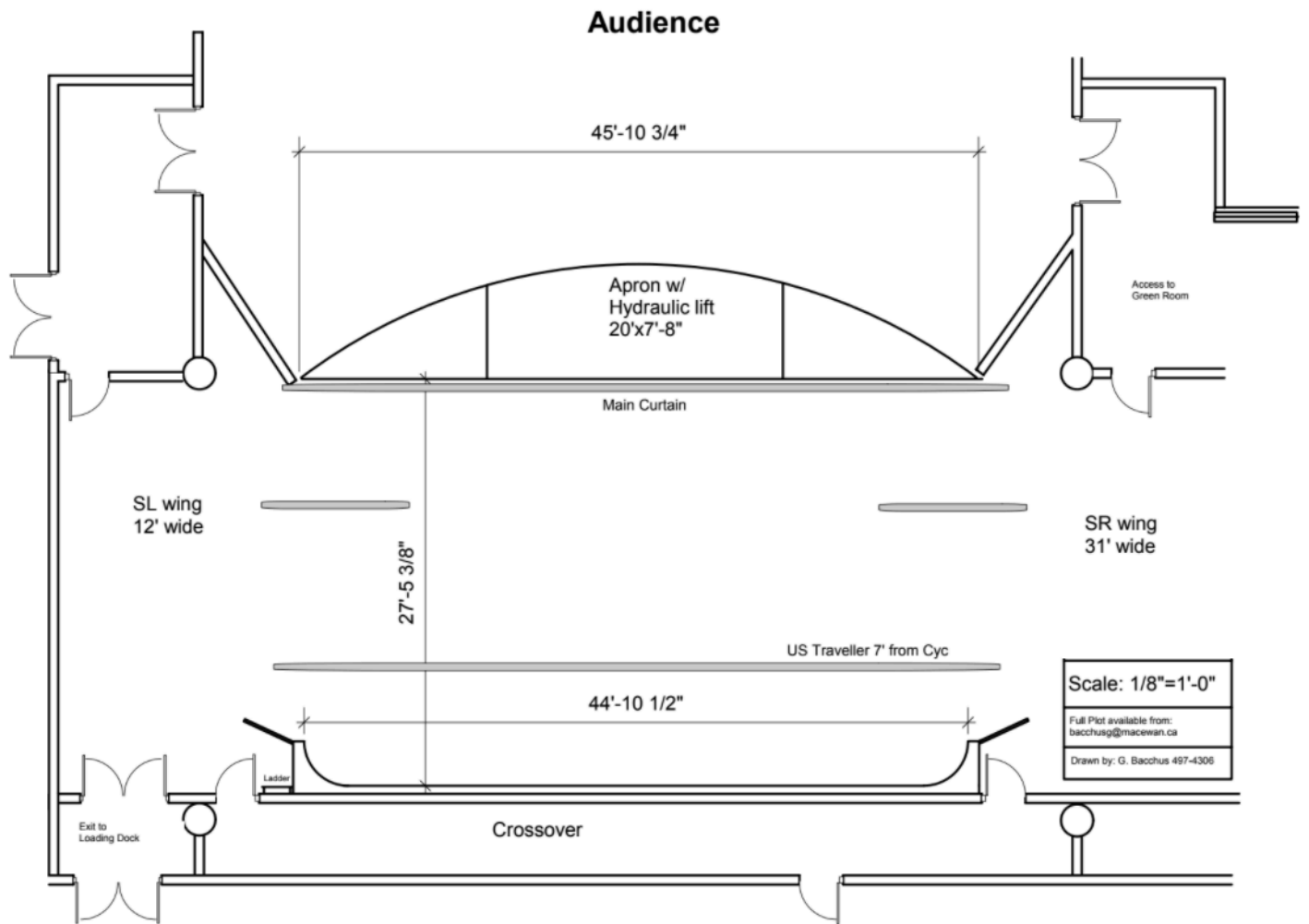
Front of House booth:

- 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
 - 4 seats will be held for usher seating

- Theatre Washrooms
 - The Orange Hub Theatre has 2 washrooms located near the theatre entrance. These washrooms are not wheelchair accessible. 4 additional fully accessible washrooms on the 3rd floor (Main Floor).



[Lighting Plot \(click here\)](#)

[Printable Seating Chart - click here](#)

📄 Performance Theatre - Map.JPG

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 Lumen projector hung in the front of house with a Da-lite 110"X176'' retractable projection screen. Inputs to the projector are conveniently located on both stage left and right with many input options including HDMI and VGA, as well as in the booth.

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

Wi-fi and hardline internet is available with intended use for the cast and crew, but can be shared with the audience if required.

Presentations/music should be downloaded and tested in advance.

GENERAL FACILITY INFORMATION

Not available or approved

- We do not have separate space from rehearsal. The Black Box may be rented as a rehearsal space.
- Shop Space not available onsite.
- Toxic material to be used in our building. Stage sets must be painted off site.
- Pyro
- Blank ammo

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 "**Rental Agreement**". 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 Theatre or after the event finishes before loading out. Vendor parking is the responsibility of the event organisers.
- Vendors must be made aware of parking restrictions (i.e. cannot park by front doors for unloading/loading during event hours).

- Technician staff must be booked in advance at the "Stand Hand" rate 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. Auditorium paper/garbage sweep, stage sweeping and ensuring all items are placed in the appropriate receptacles. 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 Grindstone Theatre Society 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.

Lost and Found

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

We ask that a sweep of the auditorium is completed by your staff, volunteers etc...

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).

PERMIT GUIDELINES :

Bylaws and Permits

- Sales or distribution of food, services or goods require permission and approval from the Grindstone Theatre Society.

- GRINDSTONE THEATRE SOCIETY has the exclusive right and AGLC License to operate all bar services in the lobby of the Orange Hub Theatre. Food and beverages may not be sold except by GRINDSTONE THEATRE SOCIETY.
- If your event plays or produces live or recorded music, a licence 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! Depending on the nature, Media may be required additional permission to film/photograph inside the Orange Hub Theatre and/or Lobby. Please notify your Booking Coordinator if the media may be expected to attend your event.
- Filming & Photography - will require proof of insurance with at least \$2M in general liability with the Grindstone Theatre Society 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 organisation requesting to capture images of another organisation, express permission is required of the captured organisations images.
- Permission from the Grindstone Theatre Society will be written into the Licence Agreement.

Recording & Live Streaming Services

- [FAVA Live Streaming Packages - Click Here](#)

CONCESSIONS & SALES: VENDING GUIDELINES

Lobby & additional spaces may be required for the 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.

Food and beverages may not be sold except by GRINDSTONE THEATRE SOCIETY.

If you 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

Registered catering companies can be considered to support your event should you choose to serve items.

Take note: The Orange Hub does not offer a dedicated handwashing sink/dishwasher or kitchen for food preparation. Wash stations would need to be provided by the company hired at the cost of the event if required by Alberta Health Services.

Performance Theatre specific to the online application

Public Washrooms (9 Female & Male)

Sinks

Hand sanitizer onsite (#)

Venue does not offer potable water

Venue can offer use of electricity (outlets)

Garbage will be removed by our onsite custodial

*Site Map please see this user guide

Merchandise Sales

Events are permitted to sell merchandise or to hold silent auctions during their scheduled 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 licence from the [AGLC: Gaming](#)

Liquor Regulations and Licensing

GRINDSTONE THEATRE SOCIETY has the exclusive right and AGLC License to operate all bar services in the lobby of the Orange Hub Theatre. Only Pro Serve Certified GRINDSTONE THEATRE SOCIETY Staff may serve liquor at the Event.

All necessary items and staff required to provide these services are supplied at no cost by GRINDSTONE THEATRE SOCIETY but only if deemed appropriate by GRINDSTONE THEATRE SOCIETY' Front of House Manager for events based on projected attendance. All profits from the sale of such items remain the property of GRINDSTONE THEATRE SOCIETY. If services are not deemed necessary by GRINDSTONE THEATRE SOCIETY' Front of House Manager, but are still requested by the Licensee, then all associated labour costs for such services must be incurred by the licensee.

Operation of the liquor service area(s) is to be in accordance with the requirements of the Alberta Gaming and Liquor Commission. It is not possible to licence the *entire* venue.

Upon The Orange Hub approval your Booking Coordinator will provide you with an endorsement letter. It will then be recommended that you connect with [Alberta Gaming & Liquor Commission](#) (AGLC) as soon as your event coordinator has issued your agreement and endorsement letter. This is to ensure that the request for a liquor licence is processed in a timely manner.

EVENT PLANNING TIMELINE

Once the agreement has been given to your pending application/receiving confirmation

Due within 2 weeks of receiving the contract

1. Signature
2. Insurance
3. 50% Deposit

30-60 days before the event date

1. Event Planning
2. Overview/Itinerary
3. Tech Meeting 4 - 6 Weeks
4. Permits (AGLC, AHS, Entandem, Vending etc...)
5. Staff Selection and Scheduling

CANCELLATION POLICY

To cancel a booking, please notify the Bookings & Operations Manager 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 Grindstone Theatre Society 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 Grindstone (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 Grindstone with written notice at least 14 days prior to the booking date, full rental fees will be charged.