

Hosting your event at Ottawa Little Theatre





Main stage

The main stage and main attraction of Ottawa Little Theatre is the beautiful 462-seat auditorium. Fully equipped with modern production equipment, including movie screens, Public Address system, soundboard, lighting console, and more. Virtually anything you can dream up for your event is possible at OLT. The stage is regularly available for daytime rentals. Evening availability is subject to the performance and rehearsal schedule of Ottawa Little Theatre's regular season shows. Please note: a set is usually on stage.



Lobby

The Lobby provides a bright, sociable, vibrant, and exciting atmosphere for your function. The open space, chandeliers, and other decorative pieces add a theatrical element to your event. Equipped with a full-service bar and the ability to accommodate a raised stage, the lobby is an ideal space for company functions, press conferences, parties, or standing receptions.



Janigan Studio

An intimate 47-seat space that provides the perfect atmosphere for staged play readings, lectures, book launches, or small-cast shows. Closer to the audience and closer to the performers, the Janigan Studio provides the connection with your audience that only a modest-sized space can provide. In the Janigan Theatre, every seat is a VIP pass to your presentation.

Rental Rates for the Ottawa Little Theatre

All Inclusive Rental Rate	Capacity	Type	Rate	Rate/ hour for extra hours	Cost per seat or person	Included Services
Full Day Theatre Rental (8-12 Hours)	462	Regular	\$2,000.00	\$ 250.00	\$ 4.33	One Technician Three Front of House Staff (includes a certified bartender) Stage-as-is* with a standard four colour wash Digital projector & screen Access and use of Upper Lobby and Dressing Rooms Access and use of four dressed and skirted 6' tables, three undressed 6' tables, and 60 folding chairs
	462	Non Profit	\$1,700.00	\$ 200.00	\$ 3.68	Complimentary Marketing Services **
Hourly Theatre Rental (minimum 4 hour booking required)	462	Regular	\$ 250.00 per hour	\$250.00	\$ 0.54 per hour	One Technician Three Front of House Staff (includes a certified bartender) Stage-as-is* with a standard four colour wash Digital projector & Screen Access and use of Upper Lobby and Dressing Rooms Access and use of four dressed and skirted 6'tables, three undressed 6' tables, and 60 folding chairs
	462	Non Profit	\$ 200.00 per hour	\$200.00	\$ 0.43 per hour	Complimentary Marketing Services **
Upper Lobby Rental (4 Hours)	150	Regular	\$ 600.00	\$ 150.00	\$ 4.00	One Technician Two Front of House Staff (includes a certified bartender) one Podium with Microphone and Amplification Access and use of four dressed and skirted 6'tables, three undressed 6' tables, and 60 folding chairs
	150	Non Profit	\$ 450.00	\$ 115.00	\$ 3.00	
Janigan Studio Rental (6 Hours)	47	Regular	\$ 600.00	\$ 75.00	\$ 12.77	One Technician Two Front of House Staff Complimentary Marketing Services ** Access and use of Upper Lobby, Dressing Rooms Access and use of four dressed and skirted 6' tables, three undressed 6' tables, and 60 folding chairs
	47	Non Profit	\$ 500.00	\$ 65.00	\$ 10.64	

** Complimentary Marketing Services

Renters are responsible for marketing their own shows/events, however the OLT offers the following services to assist you:

1. a link to your online promotion of the show/event on the OLT website
2. an opportunity to place posters and flyers in the OLT foyer
3. your show/event name on the theatre's marquis on the day of the event
4. a list of local media contacts

All prices and conditions subject to change without notification

OLT Tech Specs

The Big Stage Auditorium

Auditorium: 462 seat Proscenium Style Theatre
Proscenium Opening: 33' 8" x 16'0" (masking fully open 32' x 15')
Visible Stage Space: 32' wide x 28' deep
Clear-Com: Head Set and Intercom throughout including: Stage Right and Left/ Booth/ Fly Gallery/ Lobby
Hearing Assist: 24 units available at coat check

Please note: For daytime rentals the stage is usually preset for OLT's shows which means a set is on stage, the curtains and lighting have to be used as is with the possible addition of lighting specials.

Optional Services

- 1. Box Office Services** - 6% of Gross Sales
- 2. Additional Front of House Staff and Bartenders** - \$15 per person/hr (min. 4 hr. call/person)
- 3. Additional Backstage Technician** - \$30 per technician/hr (min. 4 hr call/person)
- 4. Specialized Technical Requirements and Requests** - Please see the Technical.pdf for more details
- 5. Second digital projector and screen** - \$75/day
- 6. Black Pipe and Drape** - at market price
- 7. Additional tables and Chairs** - at market price

Projection

Content	Quantity/Description
Eiki EIP-HDT30 8000 ANSI Lumens -HD 1080P 1920 x1080 DLP Projector	(x1)
Long Throw Power Zoom & Focus Lens: AH-43007-T Eiki	Lens FL: 2.33" ~ 4.20" F: 2.0~2.9,
Standard Power Zoom& Focus Lens	Lens: AH-43006S - FL: 1.52" ~ 2.36" (38.5 ~ 60.0mm), F: 2.4~2.7,
20' x 15' white muslin screen	(at proscenium opening - can be masked to suit most aspect ratios)
Blu-ray/ DVD player	(x1)
Macbook Pro with QLab Video Pro	(x1)
VGA input	from booth or stage
HDMI input	from booth or stage

Lighting

Content	Quantity/Description
Lighting Desk	ETC Element 40 -250 channel http://www.etcconnect.com/product/overview.aspx?id=22010
ETC Rack Mounted Sensors Dimmers	(x96)
FOH Lighting Position	(circuits 1 -24)
FOH Lighting Booms	(x2 - Stage Right and Left)
Counterweighted Electrics	above the stage (x3)
Fog Machine	(x1)

Lighting Instruments

Content	Quantity/Description
Strand # 2230	30 " 1000 FEL FOH Wash - 2 colour (x12)
Strand # 2230	30 " 1000 FEL FOH Specials (x5)
Strand Optique	15/42 "1200 T29 FOH Specials (x4)
Strand Pattern # 23 *	long lens + shutter assembly 1 500 BTL FOH - OLT sign (x10)
Century patt # 2332	6x9 750 EGG Stage Works/House Pit/Curtain Wash (x5)
Colortran 20 " 1000 FEL	(x1)
Colortran 20 " with fixed iris 1000 FEL	(x3)
Colortran 30 " 1000 FEL	(x4)
Colortran 40 " 1000 FEL	(x7)
Strand patt # 2209 6x9 1000 FEL	(x13)
Strand patt # 2212 6x12 1000 FEL	(x11)
ETC Source4 25/50 Zoom 575 HPL	(x7)
Strand Pattern # 23 - 20 " 500 BTL with shutters	(x2)
LEKOS	Spare Lenses
Colortran 10 "	(x2)
Strand patt # 2216	6x16 lens (x1)

Rigging

Content	Quantity/Description
Double Purchase Counterweight Fly System	24 Lines Operated from gallery stage right (x1)
Red Velour Drop	(x1)
Red Velour Draw	Operated from deck stage left (x1)
White Muslin Screen 20' x 15'	(x1)
Rear Projection Screen	(x1)
Electronics	(x3)
Sets of Legs	(x3)
Borders	(x4)
Travellers (mid-stage and upstage)	(x2)
Black Scrim	(x1)
White Scrim	(x1)
Backdrops	(x2)
Free Counterweight Lines	(x5)

Tech Specs continued

Stage Speakers Flexible Placement

Content	Quantity/Description
Myer MM	4XP Miniature Wide Range Loudspeakers (on stage use only) (x2)
Electro-Voice	ZLX-12P and ZLX-15P Two-Way Powered Loudspeaker (can be used on stage or in Foyer) (x2)

Microphones

Content	Quantity/Description
Sure RF Microphone receivers	(x6)
Sure Handheld	(x4)
Sure Lav Microphones	(x2)
SM 58 wired microphones	(x2)

House Speaker System Fixed Placement

Content	Quantity/Description
Myer UPJ-1XP : 48 V DC Compact VariO™ Loudspeakers	Stage Right / Stage Left and Centre Speakers (x3)
Myer MP	4XP Miniature Wide Range Loudspeakers Rear of House in each corner (x4)
Myer USW-1P : Compact Subwoofer	(x1)

Stage Left – Stage Management Station with

Content	Quantity/Description
Cue Lights	(x6)
Wireless ClearCom Unit	(x1)
Video Full Colour Feeds	One house side of the Reds and one stage side (x2)
Dressing Room/ Green Room announcement system	(x2)

Sound

Content	Quantity/Description
Digico SD 11 http://www.digico.biz/docs/products/SD11.shtml	(x1)
CD Players	(x4)
PC with SFX Sound Cueing Program	(x1)
On-stage XLR microphone inputs	8 inputs at each corner of the stage (x32)

Backstage Facilities

Content	Quantity/Description
Greenroom with kitchen facilities with stage video feed	(x1)
Men's Dressing room	(x1)
Women's Dressing room	(x1)
Makeup room / Overflow dressing room	(x1)

For availability and more information on renting Ottawa Little theatre for your event, contact Jennifer Barkley.

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