

**BRIEF DESCRIPTION**

The Jubilee Place Concert Hall is an acoustically excellent concert facility located on the campus of the Mennonite Brethren Collegiate Institute Inc. (MBCI). It was completed in 1987 for the purpose of providing the school, constituency and community with a medium-sized concert hall suitable for a large variety of events. Jubilee Place is ideal for band and choir concerts, recitals, stage productions, and group meetings.

**LOCATION & DIRECTIONS**

MBCI is located at 173 Talbot Avenue, Winnipeg, Manitoba, close to the corner of Henderson Highway and Talbot Avenue. To access Jubilee Place turn north at Brazier Street from Talbot Avenue and then west at Riverton Avenue. When you reach the "T" in the road, Jubilee Place is the grey, vinyl-clad building on the right at 181 Riverton Avenue.

**AUDITORIUM**

The hall dimensions are 64' wide by 114' deep, measured from the back of the hall to the back of the stage. The height of the ceiling is 18' at the back of the stage, 30' at the front of the stage and ranging from 20' to 30' above the seating area.

Jubilee Place seats 647 people. Total seating is comprised of 569 fixed auditorium-style seats, 26 chairs placed at selected row-ends, 16 chairs placed at stage front, 16 on the mezzanine level walkway, 16 chairs placed on the upper level walkway, and 4 empty spaces for wheelchairs at the mezzanine level. The lower section seats 382 and the upper section 265. All 19 rows of seats are tiered in design and allow for a premium sight line from every seat. Chairs on the mezzanine level can be moved to accommodate additional wheelchair seating.

**STAGE**

The stage is 49' wide by 37' 6" deep. Wing walls on each side measuring 5' 9" wide reduce the stage opening to 37' 6" (see Auditorium and Stage Layout on page 5). The stage is 39" above the height of the floor and is constructed of painted finished plywood on concrete slab. The stage is equipped with an adjustable black acoustical shell consisting of twelve 4' by 17.5' panels which can be moved forward by as much as 10', creating a smaller stage and a back-stage walkway. There is no curtain.

**SOUND/LIGHTING/VIDEO**

Jubilee Place is equipped with sound, video and lighting, available as part of the facility lease. Only MBCI technicians are permitted to operate the equipment. The control booth is situated at the back of the theatre, approximately 90' from the stage.

**Sound**

- Mixing board: Yamaha M7CL-48 V2 (48 channels); 24 inputs each, stage right and left
- Speakers: 4 – Mackie 408 main house speakers, 2 – QSC HPR181i Subwoofers
- Monitors (6 channels): 2 – Yorkville NX 300 monitors (amp: Peavey CS1000, 300W RMS per channel), 4 – Yamaha CM12V-CA passive stage wedges
- Microphones: 6 – Shure SM58, 4 – Shure SM57, 3 – Shure Beta 58 wireless, all with stands, clips, XLR cables, 2 – AKG omni-directional condenser microphones and 4 – Behringer B5 condenser microphones
- Direct Inputs: 4 Behringer Ultras

**Lighting**

- 12 – 500W parnells mounted directly over stage area controlled by ETC Smartfade 2496 Lighting Control Console
- 20 – 575W Source 4's mounted on catwalk 20' in front and 30' above the stage controlled by ETC Smartfade 2496 Lighting Control Console

**Video**

- 20' overhead screen
- Hitachi CP-X1250 LCD projector and pc computer
- VGA & HDMI ports in control booth and at stage level
- DVD/CD/VCR players

Groups that require additional sound and lighting support may supply and operate auxiliary systems and supply additional technical staff.

**OTHER EQUIPMENT**

The following equipment is available for use by rental groups.

- 8 – 2 1/2' \* 5' tables
- 8 risers
- 80 black chairs
- Up to 80 music stands (subject to availability by the MBCI Music Department)
- Percussion equipment (subject to availability by the MBCI Music Department)
- 9' Bosendorfer grand piano, model no. 275

**POWER**

- 15-amp outlets are available on stage.
- One 220-amp stove plug is available off the Green Room, approximately 50 feet from the stage.
- One additional 50-amp and one additional 40-amp plug are located in the control booth.

**BACKSTAGE**

The Green Room provides a staging area for performers off stage left, five steps to stage level.

Two additional rooms, the Band Room (restricted to use by school bands and choirs) and the Upper Band Room are available for changing or warm-up. The Band Room is at stage level, and the Upper Band Room is up one floor, at mezzanine level. An MBCI representative may supervise the Band Room; however, performers should be supervised by the licensee at all times. We request that the percussion instruments in the Band Room not be played, and that any garbage or bobby pins left on the floor be picked up at the end of the event.

**LOADING DOCK**

A loading dock is located around the North end of Jubilee Place and can be used for the unloading and loading of equipment and props. Located next to the loading dock is an elevator. From the elevator you can wheel your equipment or props down the hall and directly into the Green Room staging area. In some cases loading and unloading may be permitted through the Jubilee Place exits to the parking lots but licensees must ensure they adhere to any fire lane restrictions. In other cases, due to climate control and custodial issues loading and unloading will only be permitted through the loading dock.

**PARKING**

There are 160 parking spaces in total on the MBCI campus: 140 in the two parking lots to the east and south east of Jubilee Place, 10 in the Visitor parking lot to the south west of Jubilee Place and 10 next to the Blue Gym on the corner of Brazier and Riverton. There is additional parking along residential streets nearby.

**AVAILABILITY**

Jubilee Place is intended primarily to serve the students of MBCI. **Facility license agreements will only be accepted when they do not conflict with MBCI activities.**

In general, in the absence of a school function, the hall will be available weekdays between 4:00 pm and 11:00 pm, and weekends between 8:00 am and 11:00 pm.

**INSURANCE**

**All licensees must, prior to the date of rental, provide a certificate of insurance adding the Mennonite Brethren Collegiate Institute Inc. as an additional insured with a minimum general liability of not less than two million dollars.**

Groups or individuals that do not have an existing commercial insurance policy may contact Cory Friesen or Anthony Reimer at Lakeview Insurance (or another insurance broker of their choosing) at 453-0106 in order to apply for a Special Event Insurance Policy.

**SOCAN**

Authors and composers of music are entitled to profit from the performance of their music. As such, licensees that charge an admission for the performance of music or pay performers to perform music should pay the appropriate royalties. For more information licensees should contact SOCAN, the Society of Composers, Authors and Music Publishers of Canada at 866-944-6210 or visit their website [www.socan.ca](http://www.socan.ca).

**DAMAGE**

Costs for any damage caused as a result of the licensee's presence on campus will be submitted with documentation to the licensee for reimbursement.

**SMOKING AND ALCOHOL POLICY**

MBCI is a non-smoking campus, including parking lots. Alcohol is not permitted on campus.

**FOOD AND DRINK**

No food or drink is permitted inside the Jubilee Place Concert Hall auditorium, though, upon request, if approved, it may be served and consumed in the foyer.

**USHERS**

MBCI does not provide ushers, though you may arrange for your own.

**RENTAL RATES**

Please refer to the attached rate schedule to estimate the costs for your event. An invoice for the actual cost will be emailed the week following the event and is due upon receipt.

All rates are subject to change without notice. MBCI reserves the right to determine whether a booking qualifies as a professional or amateur rate.

**BOOKING PROCEDURE AND BILLING**

Complete the Jubilee Place Concert Hall Facility License Application and mail, fax or email along with your \$150 non-refundable deposit or credit card information (page 3 of the application) for same to:

MBCI  
173 Talbot Avenue  
Winnipeg, MB R2L 0P6  
Attn: Elwood Wiebe

**Or**    **email:**    [ewiebe@mbci.mb.ca](mailto:ewiebe@mbci.mb.ca)  
**fax:**            (204) 661-5091

| <b>Rate Schedule - Jubilee Place</b>  |            |
|---|------------|
| <b>Follow the steps below to estimate the total cost for your event</b>   |            |
| <u>1. Choose one of the following rate classifications:</u>   |            |
| Professional Rate (ticket price \$15.00 and over <u>or</u> for-profit events)   | \$1,200    |
| Amateur Rate (non-profit groups/charitable events <u>with</u> tickets less than \$15)   | \$800      |
| Recording and Filming Sessions (restricted to a minimum of 4 hours)   | \$100/hr   |
| <u>2. Add the following mandatory labour fees:</u>  |            |
| MBCI Custodian/Supervisor (minimum \$200 each day for weekday rentals and \$250 each day for weekend rentals)   | \$25/hr    |
| MBCI Sound/lighting Technician (rate dependent on qualifications needed)  | \$20-30/hr |
| MBCI reserves the right to control the stage work area. Licensees will cover the cost of a custodian/event supervisor, who will be available as needed, and a sound/lighting technician who will be present for the duration of the event.  |            |
| <u>3. Add any of the following fees that apply to your event</u>  |            |
| Rehearsal on a day additional to the performance day (per day)  | \$250      |
| Additional performance dates - professional rate (per day)  | \$800      |
| Additional performance dates - amateur rate (per day)   | \$500      |
| Use of the band room for changing or warm-up (per day)  | \$75       |
| Use of the upper band room or other rooms for changing or warm-up (per day)   | \$25       |
| Percussion equipment (if availability confirmed by the MBCI Music Department)   | \$150      |
| Use of the risers (up to 8) or Bosendorfer piano (per day)  | \$50       |
| Piano tuned for your event  | \$100      |
| MBCI reserves the right to control the movement of the piano on stage. The piano is tuned regularly, but incidental tuning for your event is available. If requested, MBCI will have the piano tuned by a contractor of our choice, and requires one month notice for scheduling. |            |
| Tables and chairs for use on stage and in the lobby   | N/C        |
| Music stands (if availability confirmed by the MBCI Music Department)   | N/C        |
| <u>4. Add GST</u>   | 5%         |

### Auditorium and Stage Layout

