

GLASGOW SQUARE RENTAL RATES SHEET

All rental packages include access to the specified room(s) as your event space, public washrooms, and use of the rotunda and hallway as public spaces. Each rental space is equipped with a projector and screen. Glasgow Square also has a presentation laptop available free of charge on a first come, first-serve basis; this must be requested in advance.

Renters will only have access to the facility during their specified rental time, and all activities including setup and teardown must take place during the rental period. Keep this in mind when scheduling your event; your event start time will likely not be the same as your rental start time.

Entire Facility

This rental package includes full access to the entire building as an event space, including the main theatre and stage, green room, dressing rooms, and lobby area. Rentals start at 8 hours. Please note that this does not include the use of the outdoor stage or the parking lot as an event space.

Rental Duration	Rental Fee	Per Hour
8 Hour Rental	800.00	100.00
3-Day Rental – 20 hours (see note)	1,800.00	90.00
Additional Hours	100.00	100.00

NOTE: The 3-Day Rental package, popular with weddings and other large-scale events, consists of 18 hours over three days, typically a weekend:

- 8 hours on Day 1
- 8 hours on Day 2
- 4 hours on Day 3

*** Additional hours may only be added to an existing base rental, and must be requested at least 24 hours in advance

Entire Facility with Outdoor Amphitheatre

This rental package includes full access to the entire building and parking lot as an event space, including the main theatre as an outdoor stage, green room, dressing rooms, and lobby area. Rentals start at 8 hours.

Rental Duration	Rental Fee	Per Hour
8 Hour Rental	1,600.00	200.00
Additional Hours	200.00	200.00

*** Additional hours may only be added to an existing base rental and must be requested at least 24 hours in advance.

Main Theatre Only

This rental package includes access to the main theatre and stage **only** as a meeting or event space. Rentals are available starting at 3 hours or 8 hours.

Rental Duration	Rental Fee	Per Hour
8 Hour Rental	700.00	87.50
3 Hour Rental	300.00	100.00
Additional Hours	80.00	80.00

*** Additional hours may only be added to an existing base rental and must be requested at least 24 hours in advance.

Green Room Only

This rental package includes access to the green room **only** as a meeting or event space. Rentals are available starting at 3 hours or 8 hours.

Rental Duration	Rental Fee	Per Hour
8 Hour Rental	300.00	37.50
3 Hour Rental	150.00	50.00
Additional Hours	30.00	30.00

Additional Services

- **Sound and Lighting with Technician** - \$250.00 – In order to maintain a high standard of production quality, this fee is mandatory for all events requiring the use of Glasgow Square’s sound system and/or stage lighting.
- **Setup & Custodial Fee** – \$125.00 – Charged per day on all rentals for assistance with room setup, teardown, cleaning and removal of refuse.
- **Bar Service Fee** – \$100.00 – flat rate for bar service with two bar staff.
- **Gratuities (Open Bar Only)** – 20% of bar sales.
- **Security** – Priced per event, approximately \$25/hour per guard. Generally, one guard is required per 100 attendees for all events at which alcohol is being served, but some exceptions may apply depending on the nature of the event.

Non-Profit Discount: Qualifying non-profit organizations and community groups can receive a 20% discount on their base rental rate. Weddings and other private rentals are not eligible for this discount.