Studio 180 Theatre Information & Staffing Breakdown

Thank you for your interest in our venue. Below you will find key information regarding the rental process and policies. Further information including tech specs, accessibility, parking, and seating maps can be found on our website.

Table of Contents

Last updated: Aug 12, 2026

UNIVERSITY OF WATERLOO | FACULTY OF ARTS SCHOOL OF CRITICAL AND CREATIVE HUMANITIES

Contracting Timeline

Once a booking hold has been placed, you will be contacted at the following times for these steps:

Timeline	Contracting Step	Notes
4 months	Event Confirmation	This may be required earlier if another client requests the same date. A deposit may be requested at this stage.
3 months	Rental Contract Questionnaire	Once your event is confirmed, you will be sent the link to the contract questionnaire. Your contract will be based on your specific event schedule and will include an estimated cost for the event.
6 weeks	Signed Contract Returned to Venue	A signed contract must be received for tickets to go on sale.
	Deposit Received	For non-ticketed events, a deposit of 100% of the estimated labour is required to be submitted with the signed contract.
	Certificate of Insurance	A COI which lists the University as an Additional Insured will be requested when your contact is issued. This must be received no later than 2 weeks prior to your event.
3 Business Days	Final Schedule Set	Changes cannot be made to the schedule after this date.
After the contract is signed you will be put in touch with and handed over to our Technical Coordinator and our Box Office and Front of House Manager for the rest of the process leading up to and during your event.		

Deposits

Deposits are required in the following situations:

- Confirmation Deposits
    - A $500 non-refundable confirmation deposit will be required at the discretion of the theatre.
    - In instances when a booking is requested for a date with a preexisting hold/unconfirmed booking, the hold 1 client will be contacted and given 1 week to confirm or release their booking. Should they wish to confirm, a $500 non-refundable deposit will be required. In the event the hold 1 client releases their booking, the hold 2 client will be offered the opportunity to confirm their booking with a $500 non-refundable deposit.
- Ticketed events requesting complimentary tickets in excess of 40% of the house will require a deposit of 100% of the estimated labour.

- Non-ticketed and free events will require a deposit of 100% of the estimated labour as outlined in the contract.
- Internal clients are exempt from deposits.

Note – all deposits will be put towards the final bill for the event.

Deposit Payments

Deposits must be paid to the Theatres at UWaterloo Box Office and can be paid by cheque, credit card, or debit.

To pay a deposit from July 1st - Labour Day, please see our website or call to confirm our reduced hours during this period.

Payments by cheque can be made out to the University of Waterloo and must be dropped off at the Box Office during box office hours.

Payments using credit card, Visa Debit, or Debit Mastercard can be made to our Box Office Manager in person or by calling (519) 888-4908 during box office hours.

Payments by Debit can only be accepted in person at the Box Office during box office hours.

Note: Deposit payments cannot be received by mail or be made to Central Finance

Box Office Information

Hours: Monday to Friday from 1pm to 5pm
(519) 888-4908
Located in Hagey Hall room 161.
The Box Office has reduced hours from July 1st - Labour Day, please see our website or call for hours during this period.

Cancellation

Once contracted, the booking may be cancelled by the client, with just cause, and subject to the cancellation fees outlined below. Fees are dependent on when notice is given.

- Six weeks or more prior to the first day of the booking
  - THEATRE retains the $500 non-refundable deposit if paid
  - If a deposit has not been paid, a $150 administration fee will be charged
  - In the event the 100% labour deposit has been paid, the deposit will be refunded less the $500 non-refundable portion.
  - For ticketed events the THEATRE will refund all purchased tickets for the full amount minus non-refundable convenience fees. The LESSEE must cover the cost of handling on those refunded tickets.
- Three to six weeks prior to the first day of the booking
  - 50% of the rental fee, all costs incurred by the theatre to date, or $500 non-refundable deposit, whichever is more
  - For ticketed events the THEATRE will refund all purchased tickets for the full amount minus non-refundable convenience fees. The LESSEE must cover the cost of handling on those refunded tickets.
- Less than three weeks prior to the first day of booking
  - 100% of the rental fee, all costs incurred by the theatre to date, and all minimum part-time labour expenses

- For ticketed events the THEATRE will refund all purchased tickets for the full amount minus non-refundable convenience fees. The LESSEE must cover the cost of handling on those refunded tickets.

The theatre may also cancel the booking if the client is unable to provide necessary information or documentation needed to support the event. In the event of such cancellation the client will pay 100% of the rental fee, all costs incurred by the theatre to date, and all minimum part-time labour expenses.

Billing and Settlements

Following the event, you will be billed for equipment used and hours worked by staff. A detailed event end report will be sent 4-6 weeks following the event, detailing the final actual costs. Event end invoices and settlements are issued through the University of Waterloo's Finance Department.

For events owing, Finance will send an invoice with payment instructions. Theatres at UWaterloo cannot accept event end payments.

For events receiving a settlement, clients must set up a WatProcure account. Prior to your event, you will receive instructions and an invitation to set up your WatProcure account. Payments will be issued by Finance via the details in the WatProcure account. Finance generally processes payments within 10 business days from when it was submitted. EFT payments are processed weekly on Tuesdays and Thursdays. Cheque payments are processed bi-weekly on Tuesdays.

Site Visits

Prospective and booked clients are eligible for up to two complimentary, 1hr site visits of the theatre spaces. Site visits can be booked with the Technical Coordinator via email at humanities.coordinator@uwaterloo.ca. Any additional site visits can be requested at a cost of 1hr at the Lead Technician rate found on the Fee Schedule.

Estimates

Prospective and booked clients are eligible to receive one event estimate prior to contracting. Following an estimate, changes made to the schedule and billable equipment will be reflected at the time of contracting. Estimates require a completed client questionnaire and are placed in a queue with ongoing contracting. Any further changes after contracting will be reflected at the time of billing. Additional estimates can be requested for an additional charge found on the Fee Schedule. All estimates are placed in queue with the ongoing contracting process; wait times vary.

Insurance

Insurance is required for any client not associated with the University. A copy of proof of insurance listing the University of Waterloo as an additional insured must be submitted to the Rentals Coordinator three weeks prior to the event. A comprehensive policy with coverage of **five million dollars** for public liability and property damage is required. Further coverage requirements can be found in R4. of the Rental Conditions of your contract and on our website.

Capital Improvement Fund – CIF

All events with an audience are subject to Capital Improvement Fund (CIF) fees. CIF is used for equipment improvement, infrastructure updates, and renovation projects to manage the wear and tear on our theatres. The amount billed is based on the number of audience members present or ticket sales, whichever is more. For ticketed events, the CIF fee is included in the ticket price breakdown to be paid by the patron.

- $100 minimum flat rate CIF – applies to all events with audiences, once attendance surpasses the flat rate, the follow applies:
  - $1.50 per audience member – applies to all Corporate/ For-Profit organizations
  - $1.00 per audience member – applies to Non-Profit/ Charitable organizations (Proof of status must be provided)

Box Office

Studio 180

All ticketed events held at Studio 180 must have ticket sales for their event managed by the Theatres at UWaterloo Box Office. The Studio has a maximum capacity of 60 people including performers, theatre staff, and audience. Seating plans can be found here.

Ticket Price Breakdown

Breakdown Overview

Base price + 10% handling on the base price + HST calculated on the base price and the handling + CIF = final price which is your advertised price.

- The base price goes to the client.
- As of May 1st, 2023, the HST is to be remitted to the government by the University on the client's behalf.
- CIF (Capital Improvement Fund) is $1.00 for Non-Profit*/ Charitable* organizations or $1.50 for all other organizations.
- *Proof of status must be provided

Two ways to approach:

- Choose the base price.
- Choose the final price.

Enter the Final Price				
Base Price	Handling	HST	CIF	Final Price
14.88	1.49	2.13	1.5	20.00
Enter the Base Price (monies for client)				
Base Price	Handling	HST	CIF	Final Price
20.00	2.00	2.86	1.5	26.36

Other fees – paid by the customer when tickets are purchased.

- Online convenience fee of $2.26 per ticket
- Telephone fee of $1.13 per ticket

Please note that the Ticketing Conditions of the Rental Agreement require that the advertised price be the final price with handling, HST, and CIF included.

Complimentary Tickets

- Complimentary tickets are subject to a $0.50+HST /ticket processing fee.
- Complimentary tickets exceeding 20 in total are subject to Capital Improvement Fund (CIF), $1.50/ticket.
- A deposit of 100% of the estimated labour is required if requesting more than 40% of the house as complimentary tickets.

Labour

Studio 180

Technical Staff

Set up/ tear down of audience risers requires a minimum of 2 technical staff.
Lighting hang and focus requires a minimum of 2 technical staff.
Technical rehearsals and performances require one Lead Technician.

Front of House Staff

Non-Ticketed & Ticketed Events

1 House Manager
1 Ushers
The Studio has a maximum capacity of 60 people including audience, performers, front of house and technical staff.

Scheduling

Minimum Calls

Technical staff have a minimum call of 4hrs.
Front of House staff have a minimum call of 3hrs.
Box Office staff have a minimum call of 3hrs. Two of the three hours will be billed to the client.
Once the minimum call is surpassed, billing will be based on hours worked.

Set up/ Power Down & Multi Show Turnaround

**Please note that the Studio's base state is a bare room. Risers and chairs need to be set up to transform the room into a performance space. This takes two technicians 4hrs to complete. A lighting hang and focus may also be required depending on the current state of the room and requirements of the event. This requires two technicians and takes 4hrs to complete. These activities are in addition to any event specific set up and technical rehearsal time. For multi-day rentals during classes, all show items that would impede the use of the full studio will need to be cleared and stored in the dressing room (HH168). Any items too large to be stored in the dressing room will need to be approved by Theatre Staff to stay in the studio in a designated space along one wall. Items left in the studio are done so at the risk of the client.

If you would like to schedule a 5-hour rental we must include set up/power down time therefore, there are 4 hours of workable time.

The minimum turnaround between shows is 90 mins to accommodate audience loading, cleaning, resetting, and parking congestion. The ideal turnaround is 2.5 hours.

Minimum Set Up – new bookings

All new theatre bookings will be estimated/contracted with a minimum 4-hour set-up time. Once the Technical Coordinator has received all technical details for the event, they will determine the set-up time required and adjust the schedule accordingly.

Meal Breaks

Meal breaks must be considered when planning your schedule. All employees are entitled to a 1-hour meal break after no more than 5 hours worked. There will be no stage access while our technical staff are on a meal break.

At the theatre's discretion the following alternatives may be available on a case-by-case basis:

1. Shorten the meal break to 30 mins during which there will be no stage access - it must still happen on or before 5 hours worked. Only one shortened meal break is permitted per day. The client is required to either:
    a. pay a $50 per staff member meal penalty or
    b. order and provide staff with **a meal of the staff member's choice**. Everyone checks in at the beginning of the day to choose something from Skip or Door Dash.
2. Adding an additional technician for a minimum 4-hour call to rotate 1hr breaks with the event technicians and continue working through. For safety and quality of the technical service provided, this option will only be available during rehearsals with the approval of the Technical Coordinator in two instances:
    a. When there is no technical support needed during the rotating breaks (i.e. lighting, sound, movement of set pieces)
    b. The event has a competent stage manager to call the show

Overtime

After 8 hours worked, staff will be billed at one and one-half (1½) times the contracted rate.

Staff working prior to 6am, past midnight, or on statutory holidays will be billed at two (2) times the contracted rate. This includes custodial fees.

For work prior to 6am and after midnight, the client will be responsible for the cost of transportation to/from the venue by taxi or ride share for all staff.

Overnight Rest Infringement

At least 11 hours of overnight rest is required from one day to the next. Infringing on this overnight rest period will result in a charge of $100 per staff member affected. There must be a minimum of 8 hours of overnight rest for all events.

Meet and Greets

With advanced notice, we can facilitate "meet and greets" in our lobby spaces. The placement and flow of the "meet and greet" must be determined in consultation with our Front of House staff in advance of the event.

Food and Beverage Options

The sale of food by our clients is **not** permitted by UW Food Services. UW Food Services manages food safety on campus and requires any food provided to be approved in advance to mitigate the risk of food borne illness.

Client Provided Food

Clients are permitted to supply food for **free** to their staff, performers, and patrons by following the approval processes below:

- Providing food from a licensed or unlicensed vendor,
    - Clients/ Vendors need to fill out the vendor application 30 days prior to the event. This includes providing commercially packaged food:
        - Event Food Vendor Application
        - Once approved, forward a copy of your approval email from Catering Services to the Rentals Coordinator (theatre.rentals@uwaterloo.ca). This will be included in your event file to ensure the theatre staff working at your event are aware.
        - For further questions about food service and vendor approval, clients can email Catering and Event Services (catering@uwaterloo.ca)

Liquor / Bar Rules

- Clients wishing to have alcohol available at their event must book bar service through UW Catering Services. As Catering Services holds the liquor license on campus, all alcohol must be provided and served by their team. No outside alcohol is permitted.
- Events serving alcohol must either be clearly promoted as 19+ event or will require additional security.
- Bar service must be booked with UW Catering Services at least four weeks prior to the event.
  - To book by email (catering@uwaterloo.ca)
  - To book by phone 519-888-4700
  - The cost of bar services is event specific, based on the number of guests, duration of service, what products will be served, and the amount consumed at an event.
  - For all bars there is a minimum bar sale amount outlined in the contract with Catering Services. This minimum bar sale amount will be charged to the client should the minimum not be achieved through sales.
  - The theatre’s Rentals Coordinator must be informed in advance if bar service is booked for an event.
- Food sold at our concessions will cover the food requirement for one hour of bar service. Longer bar services will require additional food to be available to patrons. The sale of outside food is not permitted.
- Events with Bar Service will require additional security if the event:
  - is hosted by students
  - is all-ages
  - has an open bar
  - has bar service for longer than 1hr.
- Security must be arranged four weeks prior to the event with Campus Security, and confirmation must be sent to the Rentals Coordinator. Please fill out the form found here: Request Security Form
- Any costs for Security will be the responsibility of the client.

Parking

The Theatres no longer have complimentary parking passes to provide to clients.

Short-term loading and unloading, for up to 15 minutes, is permitted within the loading dock. If you require the loading dock for more than 15 minutes, you must purchase a Commercial parking permit. The commercial permit allows for up to 1hr of parking at the loading dock and parking in any ungated lot on campus.

Non-compliance with these new parking regulations may result in fines, towing, or loss of parking privileges.

Commercial permit

- $14.00/day, $280/month, or $1120/term
- Entitles the user to access any of the “commercial” reserved spaces and the loading dock for a maximum of one hour. Commercial reserved space availability not guaranteed
- Entitles the user to access to any open (ungated) lot in the case desired location is full, excluding lot M
- Maximum two permits per contractor. Each permit will be assigned to one company-branded vehicle
- Account holder can add or remove vehicles assigned to the permit

Steps to set up a commercial permit

1. Contact Janelle (jrainville@uwaterloo.ca) at least 2 weeks prior to your event. Janelle will facilitate pre-approval with Sustainable Transportation
2. Once a permit has been approved, Sustainable Transportation will contact you to set up a Contractor Account
3. Once processed, contractors will receive access to the University of Waterloo e-Park platform. The e-Park account enables users to do the following:
    - View active parking permit(s)
    - See which vehicles are linked to your permits
    - Add or remove vehicles from your account
    - Pay or appeal parking tickets
    - Easily pay for visitor parking through the AMP mobile website

Please note: A maximum of two vehicles can be associated with a permit at any time. Ensure all vehicle information is up-to-date and accurate to avoid any parking issues.
Also, these parking spots are not reserved, only usable upon availability.

Commercial Parking locations

There are two (2) Commercial spots in the loading dock area of the Humanities, and one (1) Commercial spot behind EV3 which is across from Modern Languages loading dock. Once finished unloading, vehicles with commercial permits can park in Lot C without additional payment. Truck and trailers should be parked at the back of Lot C.

Find out more about the UWaterloo parking lots or access our interactive map which identifies where the commercial, fleet and 'mixed' spaces are located.

General Parking

Lots C & H are the closest to our theatres. Lot H is a gated lot closest to the theatres; payment can be made by Visa, Mastercard or Debit. Lot C is an open lot with payment accepted through the AMP mobile pay app.

If parking a truck and trailer, please park at the back of Lot C and pay as usual through the AMP app.

For additional parking information and rates, please visit our website.

If you are interested in pre-purchasing Parking Vouchers or Renting Lot H for VIPs or all audience members, please reach out to theatre@uwaterloo.ca for further information.

Smoke Free Campus Policy

Effective July 1, 2024, all smoking is prohibited at our university and campuses, including the use of electronic smoking devices, electronic nicotine delivery systems that create an aerosol or vapour. Groups and individuals are required to comply with all applicable federal, provincial and municipal legislation and the University of Waterloo policies, including but not limited to policies regarding smoking and cannabis. The University's Tobacco and Smoke-Free Policy prohibits smoking and vaping, including smoking or vaping cannabis, and the use of any tobacco products on the University of Waterloo Campus.