

# Request to Appear as a Delegation

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**All information provided on this page, as well as any additional pages submitted, may be included in the agenda package, which is published in print and forms part of the permanent public record.**

Name of Delegation: loco Players Theatre

Name of Primary Contact Person: Mike Arseneault (Port Moody, B.C.)

Name(s) of Delegation Member(s) in Attendance:

loco Players Theatre Port Moody, Mike Arseneault (Founder & Artistic Director)

## Purpose of Delegation:

The purpose of the delegation is to: Request City Council to vote on a request for a straight \$3,000 fee reduction on the planned **loco Players Theatre Inlet Theatre usage and extras fee** and use of the Inlet Theater concession (with no charge) for two planned 2023 loco Players productions in the Inlet Theatre.

Lullaby of Broadway (musical concert, cast of 15) - 4 Performances Aug 31-Sept 2, 2023  
Love Letters By A.R. Gurney (2 person play) - 2 Performances Oct 1, 2023

## Details of Request:

loco Players Theatre is a volunteer Port Moody-based theatre arts group dedicated to elevating all arts in this community and supporting all arts-related business. We would like to keep all of our productions in Port Moody if they are viable as we believe the community wants this and we believe it strengthens the City's positioning as "The City of The Arts". We are not a registered non-profit and rely on funding our productions through ticket sales, program advertising with community partner support, and concession sales. We promote a diverse range of Arts in Port Moody through advocacy and our social media groups: loco Players Theatre and Port Moody Starts With Arts.

Port Moody has limited performance/rehearsal venues available for local performing arts group. It is our belief that the Inlet Theatre should be a home for volunteer community theatre groups that live, create, rehearse, support local businesses, and who want to create productions exclusively in The City of the Arts.

In 2022, we hosted 3 community productions raising \$6K for the Legion 119 through a dinner theatre performance, and contributed close to \$6,000 in rent only fees to the Inlet Theatre and the Inlet United Church at The Springs.

In 2022, our total production expenses were \$17,694 of which our Summer production at the Inlet Theatre was 61% of our total expenses. The total Inlet Theatre expenses for loco Players (rent, liability insurance, and external rental equipment - piano delivery, tuning, mics) was \$9,655.00. The total 2022 contracted Inlet Theatre fee was \$5666.00 (see page 3). loco Players was provided with a \$3,000 rent waiver from the COPM of which only \$1,939 was eligible towards the waiver. Our final fee payment to the City was \$3477.60 (excluding venue insurance and external equipment rental fees for equipment not available in the Inlet Theatre).

In 2023, our Rent and Extra Fees for the Inlet is \$6810.00 (vs \$5,666 in 2022). We paid the Inlet theatre \$3,477 in 2022 and with a \$3,000 rent reduction would be paying \$3,810 in 2023. This excludes venue insurance, external equipment rentals (see Comparison on Pg 4).

All loco Players performers, crew and volunteers are unpaid. We pay musicians and skilled technicians an honorarium only, or we would have no productions. loco Players provides the stage manager, ASM and backstage crew.

I'm an advocate of all arts in Port (Moody and 2023 COPM Civic Arts Recipient) with deep experience building stronger more connected communities. We have 3 full productions planned for 2023 as well as a 6-week Musical Theatre Workshop at PoMoArts. Workshop registration fees pay the pianist (\$600) and space use at PoMoArts. loco Player generates no revenue from this event. We applied for a 2023 COPM Community Grant to cover partial costs to host another class and a free concert series but sadly no arts organizations were awarded COPM Community Grants in 2023. Through our events, we have engaged/impacted hundreds and supported and promoted over 30 local business and non-profits. We hope City Council will support this delegation request and be open to future discussions to make the Inlet Theatre more accessible to theatre arts created in Port Moody by residents who live in Port Moody.

## Additional Information in Support of Request:

**loco Players Theatre** is a volunteer community-based group dedicate to bringing quality theatre productions to Port Moody. loco Players was created in Port Moody for the people of Port Moody. In addition to the visibility and \$\$ support we provided to The Legion, Inlet United Church, the COPM Inlet Theatre, and numerous art-related small businesses, we engaged a great number of volunteers and entertained hundreds in and beyond Port Moody. Our Summer production of STAGES: Sondheim & Schwartz at the Inlet Theater also received a nomination from **Applause! Ovation Series** which adjudicates all professional and community theatre production in Greater Vancouver. loco Players Theatre was nominated as a "2023 Community Builder Award" by the Tri-Cities Chamber of Commerce. We give back to the community in many way and hope to continue to do this in the future with COPM City Council support.

Received at the April 25, 2023, Regular Council meeting

## Appendix: 2022 loco Players<sup>11</sup> Inlet Theatre 2022 Contract



**PORT MOODY**  
CITY OF THE ARTS

City of Port Moody  
Inlet Theatre Rental Contract/Invoice

### Extra Fee(s) Detail

Theatre & Galleria (02 Aug 2022) 2022 Additional Technician	Qty	Rate	Usage	Subtotal	Tax	Total
	2	\$48.00/hr	7.5 hrs	\$720.00	\$36.00	\$756.00
				<b>\$720.00</b>	<b>\$36.00</b>	<b>\$756.00</b>
Theatre & Galleria (02 Aug 2022) Administration Charge (no tax)	Qty	Rate	Usage	Subtotal	Tax	Total
	1	\$335.00	1 session	\$335.00	\$0.00	\$335.00
				<b>\$335.00</b>	<b>\$0.00</b>	<b>\$335.00</b>
Theatre & Galleria (03 Aug 2022) 2022 Additional Technician	Qty	Rate	Usage	Subtotal	Tax	Total
	2	\$48.00/hr	5 hrs	\$480.00	\$24.00	\$504.00
Administration Charge (no tax)	1	\$255.00	1 session	\$255.00	\$0.00	\$255.00
				<b>\$735.00</b>	<b>\$24.00</b>	<b>\$759.00</b>
Theatre & Galleria (04 Aug 2022) 2022 Additional Technician	Qty	Rate	Usage	Subtotal	Tax	Total
	2	\$48.00/hr	4 hrs	\$384.00	\$19.20	\$403.20
Administration Charge (no tax)	1	\$323.00	1 session	\$323.00	\$0.00	\$323.00
2022 Front of House	1	\$30.00/hr	4 hrs	\$120.00	\$6.00	\$126.00
				<b>\$827.00</b>	<b>\$25.20</b>	<b>\$852.20</b>
Theatre & Galleria (05 Aug 2022) 2022 Front of House	Qty	Rate	Usage	Subtotal	Tax	Total
	1	\$30.00/hr	4 hrs	\$120.00	\$6.00	\$126.00
2022 Additional Technician	2	\$48.00/hr	4 hrs	\$384.00	\$19.20	\$403.20
Administration Charge (no tax)	1	\$323.00	1 session	\$323.00	\$0.00	\$323.00
				<b>\$827.00</b>	<b>\$25.20</b>	<b>\$852.20</b>
Theatre & Galleria (06 Aug 2022) 2022 Front of House	Qty	Rate	Usage	Subtotal	Tax	Total
	1	\$30.00/hr	4 hrs	\$120.00	\$6.00	\$126.00
Administration Charge (no tax)	1	\$323.00	1 session	\$323.00	\$0.00	\$323.00
2022 Additional Technician	2	\$48.00/hr	4 hrs	\$384.00	\$19.20	\$403.20
				<b>\$827.00</b>	<b>\$25.20</b>	<b>\$852.20</b>
Theatre & Galleria (07 Aug 2022) 2022 Additional Technician	Qty	Rate	Usage	Subtotal	Tax	Total
	2	\$48.00/hr	5 hrs	\$480.00	\$24.00	\$504.00
2022 Front of House	1	\$30.00/hr	4 hrs	\$120.00	\$6.00	\$126.00
Administration Charge (no tax)	1	\$380.00	1 session	\$380.00	\$0.00	\$380.00
				<b>\$980.00</b>	<b>\$30.00</b>	<b>\$1,010.00</b>

### Fee Summary and Payments

Facility Rental	\$0.00	Due Date	Amount	Paid	Balance
Extra Fees	\$5,251.00	25 Aug 2022	\$5,666.60	\$5,666.60	\$0.00
Taxes	\$165.60				
Security Deposit	\$250.00				
<b>Total</b>	<b>\$5,666.60</b>				

Payments for rental can be made by: cash, personal cheque, Visa, MasterCard or American Express

### Terms and Conditions of Use

#### COVID-19 Related

Renters are responsible for ensuring that all Provincial Health Orders related to COVID-19, in place at the time of the rental, are followed. This may include, but is not limited to, conducting Vaccination Passport checks and ensuring that masks are worn as directed.

#### General

- Deposit and signature are due immediately.
- By signing this contract the Licensee agrees to our Rental Terms and Conditions.
- Rental payment and insurance due one month prior to booking start date.
- All cancellations must be done 90 days prior to function; failure to do so will result in loss of deposit.
- Deposit will be returned within 30 days after completion of the rental. The full amount is refunded, unless there are unanticipated charges during the rental such as: use of additional equipment; areas are left unclear; there are damages to the facility; or if the rental group is on site outside of stated contract times.

loco Players Port Moody 2022: FA-4382

loco Players Payment for Technicians

Fee covered by City within \$3000 Rent Waiver

INITIAL PAYMENT \$5,666.60

NET REFUND AMOUNT \$250.00

CREDIT TEND - \$250.00  
STATUS Success  
Payment# PYMT-262143  
Payment Date

25-Aug-2022 11:04:16

CHECK TEND \$3,477.60  
STATUS Success  
Payment# PYMT-262147  
Payment Date

25-Aug-2022 11:04:14

CREDIT TEND \$250.00  
STATUS Success  
Payment# PYMT-262145  
Payment Date

25-Aug-2022 11:04:14

CREDIT TEND \$1,939.00  
STATUS Success  
Payment# PYMT-262146  
Payment Date

25-Aug-2022 11:04:14

CHECK TEND \$250.00  
STATUS REFUND  
Payment# PYMT-216106  
Payment Date

20-Apr-2022 11:21:43

Type Sale  
Transaction# 180177  
Transaction Date 08-Mar-2022 13:31:23

Clerk SRonald

# ITEMS SOLD 17



180177

## Appendix: 2023 Ioco Players\_ Inlet Theatre Contract

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**PORT MOODY**  
CITY OF THE ARTS  
Inlet Theatre Rental Contract/Invoice

Rental bookings are not confirmed until we receive payment and a signed copy of this Facility Rental Contract/Invoice.  
Please note that the City may cancel a facility rental at any time in response to a new or revised public health directive from the provincial government.

City of Port Moody, hereby grants Ioco Players Port Moody (hereinafter called the "Licensee") represented by Mike Arseneault, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

Rental Name: IOCO Players - Lullaby of Broadway  
Date: 02 Sep 2022  
Contract #: FA-5145  
Status: Firmed

**Facility Rental Detail**

Facility	Start Date	Rental Time	End Date	Rental Fee	Extra Fees	Tax	Total
Theatre - Galleria Library End	Saturday, 22 Apr 2022	04:55 PM - 05:55 PM	22 Apr 2022	\$0.00	\$0.00	\$0.00	\$0.00
Theatre & Galleria	Tuesday, 29 Aug 2022	05:50 PM - 09:00 PM	29 Aug 2022	\$338.00	\$291.00	\$30.95	\$649.95
Theatre & Galleria	Wednesday, 30 Aug 2022	05:00 PM - 10:00 PM	30 Aug 2022	\$338.00	\$291.00	\$30.95	\$649.95
Theatre & Galleria	Thursday, 01 Sep 2022	05:00 PM - 10:00 PM	01 Sep 2022	\$338.00	\$291.00	\$30.95	\$649.95
Theatre & Galleria	Friday, 02 Sep 2022	05:00 PM - 10:00 PM	02 Sep 2022	\$338.00	\$291.00	\$30.95	\$649.95
Theatre & Galleria	Saturday, 03 Sep 2022	05:00 PM - 10:00 PM	03 Sep 2022	\$338.00	\$291.00	\$30.95	\$649.95
<b>Facility Rental Totals</b>				<b>\$2,528.50</b>	<b>\$1,724.50</b>	<b>\$213.86</b>	<b>\$4,466.86</b>

IOCO Players - Lullaby of Broadway; FA-5145

**Extra Fee(s) Detail**

Qty	Rate	Usage	Subtotal	Tax	Total
2	\$10.00/hr	1 session	\$20.00	\$1.00	\$21.00
1	\$49.00/hr	4 hrs	\$196.00	\$9.80	\$205.80
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$291.00</b>	<b>\$14.55</b>	<b>\$305.55</b>

**Theatre & Galleria (29 Aug 2022)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$49.00/hr	4 hrs	\$196.00	\$9.80	\$205.80
2	\$10.00	1 session	\$20.00	\$1.00	\$21.00
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$291.00</b>	<b>\$14.55</b>	<b>\$305.55</b>

**Theatre & Galleria (30 Aug 2022)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$49.00/hr	4 hrs	\$196.00	\$9.80	\$205.80
2	\$10.00	1 session	\$20.00	\$1.00	\$21.00
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$291.00</b>	<b>\$14.55</b>	<b>\$305.55</b>

**Theatre & Galleria (01 Sep 2022)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$49.00/hr	4 hrs	\$196.00	\$9.80	\$205.80
2	\$10.00	1 session	\$20.00	\$1.00	\$21.00
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$291.00</b>	<b>\$14.55</b>	<b>\$305.55</b>

**Theatre & Galleria (02 Sep 2022)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$49.00/hr	4 hrs	\$196.00	\$9.80	\$205.80
2	\$10.00	1 session	\$20.00	\$1.00	\$21.00
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$291.00</b>	<b>\$14.55</b>	<b>\$305.55</b>

**Theatre & Galleria (03 Sep 2022)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$49.00/hr	4 hrs	\$196.00	\$9.80	\$205.80
2	\$10.00	1 session	\$20.00	\$1.00	\$21.00
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$291.00</b>	<b>\$14.55</b>	<b>\$305.55</b>

**Fee Summary and Deposits**

Facility Rental	Amount	Due Date	Amount	Paid	Balance
Facility Rental	\$2,528.50	21 Feb 2023	\$750.00	\$750.00	\$0.00
Extra Fees	\$1,724.50	23 Mar 2023	\$4,466.66	\$0.00	\$4,466.66
Taxes	\$213.86				
Security Deposit	\$750.00				
<b>Total</b>	<b>\$5,215.66</b>				

Payments for rentals can be made by cash, personal cheque, Visa, MasterCard or American Express.

**Terms and Conditions of Use**

**COVID-19 Related**

Renters are responsible for ensuring that all Provincial Health Orders related to COVID-19, in place at the time of the rental, are followed. This may include, but is not limited to, conducting Vaccination Passport checks and ensuring that masks are worn as directed.

**General**

- Deposit and signature are due immediately.
- By signing this contract the Licensee agrees to our Rental Terms and Conditions.
- Rental payment and insurance due one month prior to booking start date.
- All cancellations must be done 90 days prior to function; failure to do so will result in loss of deposit.
- Deposit will be returned within 30 days after completion of the rental. The full amount is refunded, unless there are unanticipated charges during the rental such as: use of additional equipment; areas are left unclear; there are damages to the facility, or if the rental group is on site outside of stated contract times.

**Public Event with no Liquor**

IOCO Players - Lullaby of Broadway; FA-5145

**PORT MOODY**  
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Inlet Theatre Rental Contract/Invoice

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Please note that the City may cancel a facility rental at any time in response to a new or revised public health directive from the provincial government.

City of Port Moody, hereby grants Ioco Players Port Moody (hereinafter called the "Licensee") represented by Mike Arseneault, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

Rental Name: Ioco Players Port Moody - Love Letters  
Date: 21 Feb 2023  
Contract #: FA-5821  
Status: Tentative

**Facility Rental Detail**

Facility	Start Date	Rental Time	End Date	Rental Fee	Extra Fees	Tax	Total
Theatre - Galleria Library End	Wednesday, 27 Sep 2023	04:55 PM - 05:55 PM	27 Sep 2023	\$0.00	\$0.00	\$0.00	\$0.00
Theatre & Galleria	Wednesday, 27 Sep 2023	05:00 PM - 09:00 PM	27 Sep 2023	\$128.00	\$75.00	\$25.18	\$228.18
Theatre & Galleria	Sunday, 01 Oct 2023	01:00 PM - 04:30 PM	01 Oct 2023	\$662.50	\$75.00	\$43.88	\$911.38
<b>Facility Rental Totals</b>				<b>\$1,130.50</b>	<b>\$150.00</b>	<b>\$64.03</b>	<b>\$1,344.53</b>

**Extra Fee(s) Detail**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$75.00</b>	<b>\$3.75</b>	<b>\$78.75</b>

**Theatre & Galleria (27 Sep 2023)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$75.00</b>	<b>\$3.75</b>	<b>\$78.75</b>

**Theatre & Galleria (01 Oct 2023)**

Qty	Rate	Usage	Subtotal	Tax	Total
1	\$75.00	1 session	\$75.00	\$3.75	\$78.75
			<b>\$75.00</b>	<b>\$3.75</b>	<b>\$78.75</b>

**Fee Summary**

Facility Rental	Amount
Facility Rental	\$1,130.50
Extra Fees	\$150.00
Taxes	\$64.03
Security Deposit	\$250.00
<b>Total</b>	<b>\$1,594.53</b>

Payments for rentals can be made by cash, personal cheque, Visa, MasterCard or American Express.

Ioco Players Port Moody - Love Letters; FA-5821

**2022 Inlet Theatre Expenses: \$ 9,655.00**

Rent, piano, sound equipment, insurance

**Rent Only:**

**Contracted Inlet Fees \$ 5,666.60 (59%)**

**Inlet Theatre Fees Paid (less \$1,939.00) \$ 3,477.60 (36%)**

## 2023 vs 2022 Comparison

**2023 Inlet Theatre Expenses: \$ 9,300.00**

Rent, piano, sound equipment, insurance

**Rent Only:**

**Contracted Inlet Fees \$ 6,810.00 (73%)**

**Less Requested Fee Reduction \$ 3,000.00**

**Proposed payment to Inlet Theatre \$3,810.00. (40%)**