

## Creating an Endowment for the Prince George Hospice Palliative Care Society

The challenges of the Pandemic bring us before City Council for this request for participation. The Prince George Community Foundation, PG Hospice Palliative Care Society, and Miracle Theatre request pandemic support from Council by the City of Prince George, being designated as the venue provider, for this combination Arts and Philanthropic Event through contributing the use of the Prince George Playhouse.

It is our intention to create a permanent endowment for the Prince George Hospice Palliative Care Society under the management and trusteeship of the Prince George Community Foundation for the benefit of the entire community and to support the Hospice Society's objective to work towards long term sustainability. The funds necessary for this endowment will be a donation, made by Miracle Theatre to the Foundation, from the earnings of its next production: On Golden Pond.

To date the Foundation has received donations of \$84,036 and \$106,265 from Miracle Theatre's two most recent productions.

### Challenges with COVID and Public Health

Books and Company has donated ArtSpace to the theatre rent-free for all five of its previous philanthropic productions, however, the venue cannot meet COVID Public Health safety measures and requirements in the form of social distancing and ventilation.

### Production Plans at the Prince George Playhouse

At a time when community moral and social confidence is important, the community would receive a minimum of **26 performances** of a highly regarded and inspiring play.

Based on Public Health restrictions of **50% capacity**, the production would run from **February 16 - March 13, 2022** with performances **six nights a week**, with both **matinee and evening performances on Sundays**.

In advance of public performances, 6 days will be needed to erect and finish the set as well as prepare all stage lighting and sound, plus 3 days of actor rehearsals in the venue.

### Tickets

To increase inclusion, care is always taken to make pricing accessible to people of ordinary, even modest, means with all tickets priced at \$35. This modest price also inspires a remarkable level of giving and purchasing at the event by those that can afford it.

When a play is donated, Miracle Theatre finances the production expenses and protects beneficiaries from financial risk. In that spirit the theatre is willing to assume costs associated with the use of the Playhouse such as washroom and cleaning supplies, janitorial work, costs of heat and electricity for the occupancy period.

### Other Support Received

Miracle Theatre is able to donate earning from their production of On Golden Pond through the support of many volunteers and donations in the areas of set, sound, and costume design, producer, carpentry, set painting and scenic art, load in/out labour, fit-up and take-down carpentry, front-of-house personnel, house manager, artist accommodations, and ticket printing,

### Request for the City of Prince George

With fulsome acknowledgement and recognition of the City's participation, we ask the City to participate and contribute with us in both supporting Hospice and in creating a wholesome and uplifting Arts event for the Community: an event where just by being present, people can take pride in the act of contributing to the financial welfare and sustainability of Hospice - a facility and organization that is both exceptional and essential to our City.

We request funding from the City of Prince George for the following costs:

Venue rental (non-profit rate):	\$15,851.00
Electrical Connection:	\$400.00
GST (Venue):	\$792.55
<b>TOTAL</b>	<b>\$17043.55</b>

## **THREE FINANCIAL SCENERIOS**

### **2020 SCENARIO: Production at usual venue, ArtSpace**

#### **ACTUALS**

Revenue: \$159,637.80

Cash Expenditures: \$ 53,372.76

**Donation:** **\$106, 265.04** to Community Foundation for Children of Prince George Endowment Fund.

### **2022 SCENARIO #1 – 50 People Max. under Current Health Restrictions at Playhouse**

#### **PROJECTED**

Revenue: \$64,460.00

Cash Expenditures: \$75,307.00 (excludes \$12,000 CAEA Bond)

**Deficit:** **(\$10,847.00)** No funds for Hospice Endowment

#### **With City contribution of Playhouse:**

**Donation:** **\$6,196.00** to PG Community Foundation to create Hospice Endowment

### **2022 Scenario #2 - 50% of Seating Capacity under Health Restrictions at Playhouse**

#### **PROJECTED**

Revenue: \$164,234.00

Cash Expenditures: \$81,148.55 (excludes \$12,000 CAEA Bond)

**Donation:** **\$83,085.45** to Community Foundation to create PG Hospice Endowment

#### **With City contribution of Playhouse:**

**Donation:** **\$100,129.00** to Community Foundation to create PG Hospice Endowment.

## **RESOURCES IN HAND OR CONFIRMED TO SUPPORT THE PROJECT**

### **CASH**

Pre-sales of Christmas Gift tickets	\$ 8,120.00
Client Night (Scotia Bank)	\$ 3,000.00
Individual Donations	\$17,540.00
Sponsors (Wood Wheaton, Canadian Tire)	\$ 8,000.00
Cash for Equity Bonding	\$12,000.00
<b>TOTAL CASH</b>	<b>\$48,660.00 In hand (See note 1 below)</b>

### **NON-CASH DONATIONS**

#### **IN KIND GOODS \$ 1,400.00 Confirmed**

Tickets, Set Materials

#### **PROFESSIONAL SERVICES**

Director (\$4,400), Set Design (\$3,900),  
Sound Design (\$1500), Playwright 4% of  
Royalties (\$4,134), Producer (\$6,000),  
Visual Artist/Graphic Designer (\$1,000),  
Photographer(\$400), House Mgr. (\$2,240),  
Box Office Manager (\$1,612) **\$24,786.50 Confirmed**

#### **PRINTING**

Play programs, Flyers, Letterhead, Scripts  
Sponsorship Packages etc. **\$ 3,044.00 Confirmed**

#### **LOCAL VOLUNTEERS**

4 Actors + Stage Mgr. accommodation 6 wks.  
Carpenters, Costume Design, Set Painters,  
Swampers, Sound technician, IT and  
Social Media, Front of House **\$ 30,175.00 Confirmed (See Note 2 below)**

**TOTAL SUPPORT TO DATE \$108,065.00**

**Note 1:** The release of performance tickets and the solicitation for Client Nights, Donations and Sponsors has had to be postponed until a venue can be determined.

**Note 2:** Values based on minimum hourly wage for except for accommodation, Costume Design and some IT services.

## ACTUALS FOR 2020 PRE-COVID PRODUCTION AT ARTSPACE

### ACTUAL REVENUE

Box Office	\$	86,388.02
Client Night	\$	12,000.00
Concession	\$	1,425.95
Donations	\$	29,551.52
Raffle	\$	8,438.75
Sponsors	\$	21,833.56

### TOTAL REVENUES

**\$ 159,637.80**

### ACTUAL EXPENSES

CAEA Bond	\$	8,955.20
Playwright Professional Royalties included small donation	\$	9,325.50
Director	Donated	
Actors fees	\$	20,576.61
Stage Management (non- Equity)	\$	5,208.50
Actor & SM travel	\$	3,423.12
Audition Hall Vancouver + Reader	\$	201.00
Artwork & Graphics & Layouts	\$	1,000.00
Production Assistance (procurement, seamstress, props builder)	\$	2,400.00
Liability Insurance	\$	875.00
Set Building Materials, hardware & paint	\$	994.40
Props, set dressing etc.	\$	314.77
Costumes	\$	332.23
Lighting	\$	756.00
Sound Equipment rental	\$	104.15
Paid Advertising (TV/Newspaper/radio/facebook)	\$	3,243.64
Targeted Marketing mail-out Postage	\$	1,622.74
MT supplies: envelopes/mail. labels/gen. deliveries etc.	\$	167.86
Concession	\$	489.24
SM, venue & backstage supplies	\$	38.18
Truck rental load in/out	\$	306.95
Volunteer Expense/PR	\$	540.87
Trust Fund Bank chgs. etc. Jan-Apr	\$	10.00
Donation Envelopes (envelopes)	\$	254.24
Program Layout	\$	126.00
raffle printing	\$	389.76
Signage	\$	672.00

### TOTAL EXPENSES

**\$ 62,327.96**

### Venue Charges- Donated by Books & Co.

donated

Equity Bond Repayment	\$	8,955.20
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### Funds Donated to Prince George Community Foundation

**\$ 106,265.04**

## COVID HEALTH RESTRICTIONS WITH CAPACITY OF 50 PATRONS

### PROJECTED REVENUE

Box Office 26 performances	\$	44,940.00	Note 1
Concession	\$	200.00	Note 2
Donations	\$	7,500.00	
Raffle sales	\$	2,000.00	
US Playwright's Donation % of Royalties	\$	1,820.00	
Cash Sponsors -	\$	8,000.00	

### TOTAL REVENUES

**\$ 64,460.00**

### PROJECTED EXPENSES

Professional Royalties	\$	4,494.00	
Director fees of \$4,400 are Donated back	-		Note 3
Actors fees	\$	21,680.00	Note 4
Stage Manager	\$	6,650.00	
Actor & SM travel	\$	5,000.00	Note 5
Artwork & Graphics & Layouts ( part donation)	\$	1,000.00	
Production Assistance (procurement, sewing, props builder)	\$	2,000.00	
Liability Insurance	\$	900.00	
Set Building Materials, hardware, paint etc.	\$	1,000.00	
Props, set dressing	\$	300.00	
Costumes	\$	600.00	
Rehearsal hall and COVID supplies	\$	100.00	
Sound	\$	100.00	
Paid Advertising	\$	3,800.00	
Targeted Marketing mail-out campaign	\$	1,600.00	
Office supplies & copies & Posters	\$	500.00	
Concession non alcohol drinks only	\$	125.00	
SM & backstage supplies	\$	50.00	
Truck rental load in/load out includes fuel etc.	\$	400.00	
Bank charges	\$	10.00	
Donation envelope printing	\$	275.00	
Program Layout	\$	130.00	
raffle printing	\$	400.00	
Signage - a sponsorship benefit	\$	650.00	
Contingency - (janitorial, COVID & venue supplies etc)	\$	1,500.00	
Lighting/Tech expenses needed for using Playhouse as venue	\$	5,000.00	
<b>PG Playhouse</b>	<b>\$</b>	<b>17,043.55</b>	quoted

### TOTAL EXPENSES

**\$ 75,307.55**

**Funds available for donating to Hospice Endowment** **\$ (10,847.55)**

**Additional COVID Risk of Bond forfeiture of up to \$12,000** **\$ (22,847.55)**

**With city participation the Deficit is reduced by \$17,043.55**

### NOTES:

1. Box office based on \$35 tickets & max allowable attendance at 50 people minus Sponsor, Media Comps
2. Most BC Theatres are currently only offering water.
3. CAEA requires Director to be contracted. These fees are then donated back.
4. Actor Fees based on Canadian Actors' Equity DOT Agreement
5. Travel adheres to CAEA contractual requirements
6. To cover additional expenses of using PG Playhouse

## COVID HEALTH RESTRICTIONS WITH CAPACITY OF 50 %

### PROJECTED REVENUE

Box Office (22 Perf no holdover included)	\$	91,350.00	Note 1
Box Office Client Nights (4 performances)	\$	12,000.00	
Concession	\$	750.00	Note2
Donations	\$	30,000.00	
Raffle sales at venue	\$	6,000.00	
US Playwright's <b>Confirmed</b> Donation of % of Royalties	\$	4,134.00	
Cash Sponsors	\$	20,000.00	

### TOTAL REVENUES

**\$ 164,234.00**

### PROJECTED EXPENSES

Professional Royalties 10%	\$	10,335.00	
Director fees of \$4400 are Donated back		-	Note 3
Actors fees	\$	21,680.00	Note 4
Stage Manager (Equity)	\$	6,650.00	
Actor & SM travel	\$	5,000.00	Note 5
Artwork & Graphics & Layouts	\$	1,000.00	
Production Assistance (procurement, sewing, props builder)	\$	2,000.00	
Liability Insurance	\$	900.00	
Set Building Materials, hardware, paint etc.	\$	1,000.00	
Props, set décor	\$	300.00	
Costumes	\$	600.00	
Rehearsal hall and COVID supplies	\$	100.00	
Sound	\$	100.00	
Paid Advertising	\$	3,800.00	
Targeted Marketing mail-out campaign	\$	1,600.00	
Office supplies	\$	500.00	
Concession non alcohol drinks only	\$	125.00	
SM & backstage supplies	\$	50.00	
Truck rental load in/load out include. Fuel etc.	\$	400.00	
Bank charges	\$	10.00	
Donation envelope printing	\$	275.00	
Program Layout	\$	130.00	
raffle printing	\$	400.00	
Signage- a sponsorship benefit	\$	650.00	
Contingency - (janitorial, COVID & venue supplies etc.)	\$	1,500.00	
Lighting/Tech expenses needed for using Playhouse as venue	\$	5,000.00	Note 6
PG Playhpuse	\$	17,043.55	Quoted

### TOTAL EXPENSES

**\$ 81,148.55**

**Funds Available for donating to Hospice Endowment**

**\$ 83,085.45**

**With city participation donation to Hospice inceases by \$17,043.55 - to \$100,129.00**

### NOTES:

1. Box office based on \$35 tickets - 85% Avg. perf. attendance minus Sponsor, Media Comps
2. Most BC Theatres are currently only offering water.
3. CAEA requires Director to be contracted. These fees are then donated back.
4. Actor Fees based on Canadian Actors' Equity DOT Agreement
5. Travel adheres to CAEA contractual requirements
6. To cover additional expenses of using PG Playhouse