

APPLICATION FOR THEATRE USE

Please complete this form as thoroughly as possible. If you need more space, please provide detailed information on a separate piece of paper and return all documents to horizonstage@sprucegrove.org or fax to 587-461-1288, attention Sarah Long.

If you have any technical questions, please contact **Don Waddle at 780-887-6058**, or by e-mail at dwaddle@sprucegrove.org. A production meeting is required for all rentals and will be set up with you prior to your event.

EVENT INFORMATION

Organization Name:	Performance/Show Name/Title:	
Contact Person:	Phone Number (s):	E-Mail Address:
Mail Address including Postal Code:		
Production Contact: (Name, E-mail address, Day Phone)		
Who has signing authority? Name, Phone #:		

FACILITY SPACE REQUIRED

** Denotes items that may require an additional fee if used on Saturday/Sunday/Non-School Days

<input type="checkbox"/> Main Stage, Men's Dressing Room, Women's Dressing Room & Drama/Green Room <input type="checkbox"/> School Lounge ** Time(s): _____, if selling tickets through Ticketpro we require access to the school lounge 1 ½ hours prior to your show time.	All spaces are subject to availability & approval for use
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TIME REQUIRED: (Minimum four-hour booking – A half-hour meal break is required for rentals longer than 5 hours. See the Theatre Rules and Regulations for more information.)

Requested Rental Date(s) and Time(s): If more space is required use a separate sheet

Rental Date(s)	Rental Time (Minimum 4 hours) Includes Load In/Shows/Load Out	Indicate Rehearsal or Performance Times:
Example 1: Dec 22, 2018	12 pm – 4 pm & 6 pm – 10 pm	Rehearsal: 1 pm & Show: 7:30 pm
Example 2: Dec 23, 2018	12 – 6 pm	Shows: 2 pm & 4 pm

To provide time for the TECHNICIANS meal break will **everyone** involved in your show be leaving the **entire facility (Theatre, Dressing Rooms, Drama Room, Lobby, School Lounge), at the same time**, for a meal break?

YES - What Time: _____ NO - \$30 penalty/technician (max 3)

EQUIPMENT & TECHNICAL REQUIREMENTS:

<input type="checkbox"/> Grand Piano – price varies	<input type="checkbox"/> Keyboard - \$25/day	<input type="checkbox"/> Podium
<input type="checkbox"/> Music Stands - (max 8): _____	<input type="checkbox"/> Tables in theatre: _____	<input type="checkbox"/> Chairs in Theatre _____
<input type="checkbox"/> Choir Risers - \$100/day (max 5): _____	<input type="checkbox"/> Projector - \$40/day (renter must provide operator)	
<input type="checkbox"/> Fog Machine - \$40/day	<input type="checkbox"/> Riser Units - \$30/unit/day	
<input type="checkbox"/> 20" Mirror Ball - \$25/day	<input type="checkbox"/> Microphones: how many? _____	
<input type="checkbox"/> Wireless Mics (max 16): _____ - \$45/unit/day or \$90/unit/week (batteries will be provided)		

Please provide a brief description of what your show is about (Dance, Band, Play, Musical, etc): _____

Do you require any special lighting or effects (strobe lights, Gobos, lasers, etc): _____

Do you require any special audio (singing to karaoke, CD/iPod, play back, band)? _____

Do you plan on having a video recording made of your show? **YES** **NO**

If YES, please note Horizon Stage does not provide video equipment. Please provide us with the name of the person & contact information doing the recording: _____

*** Seats H215 & 216 will be held automatically for your videographer. If additional seats are required, please indicate that here:** _____

Do you require video projections for your show (pre-show, during show as a set change, post-show)? _____

Other Requests/Requirements: _____

Please provide a copy of your Technical Rider, if you have one, and a completed stage diagram with this application.

A production meeting is required for all rentals. Please indicate available times at least 3 weeks prior to rental event: _____

Lessee Information:

At least one person with knowledge of event requirements must be available from the start of the rental period to act as a liaison with the theatre technical staff and be present during all rehearsals and performances.

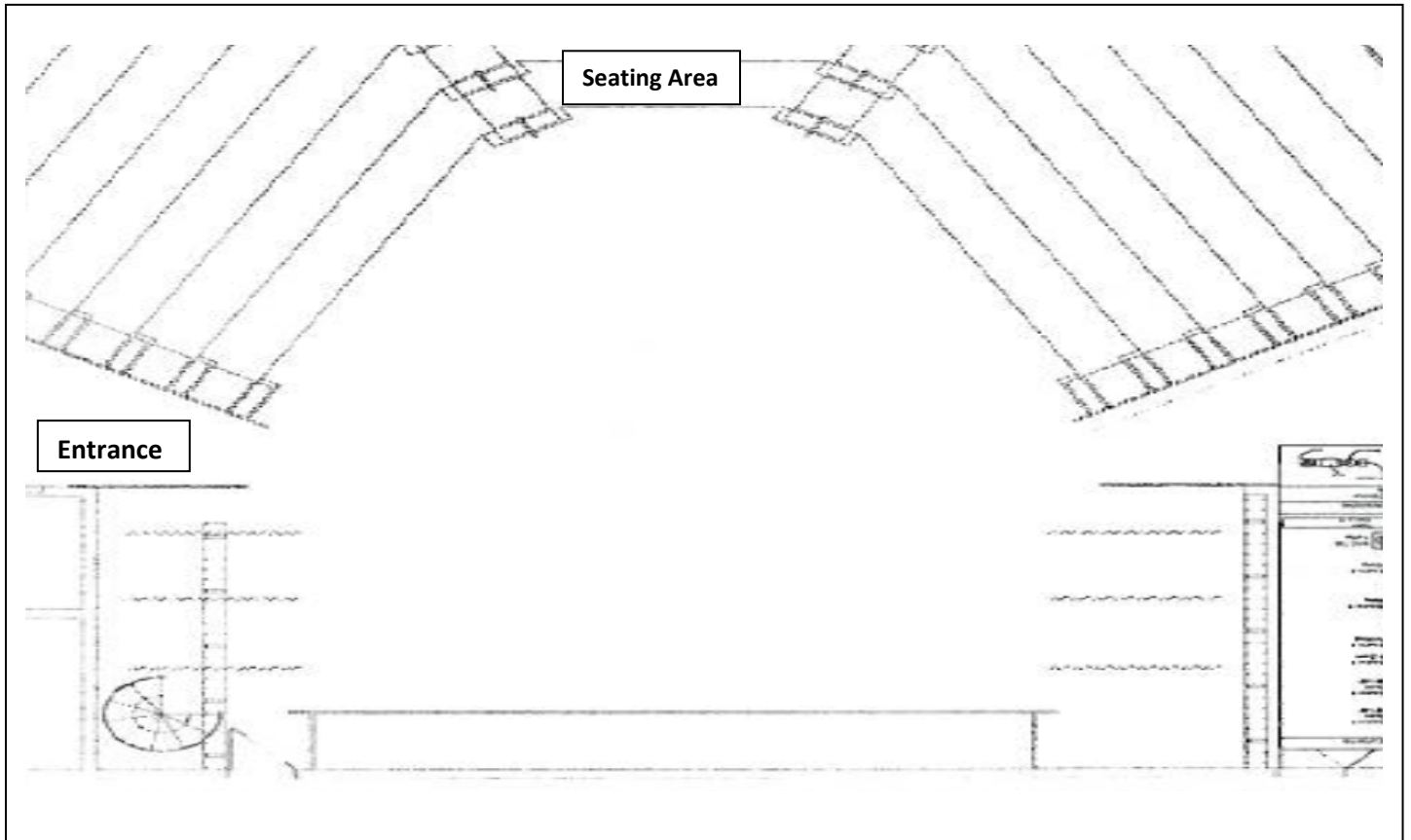
The Culture Facility Operations Supervisor has the final approval of all equipment brought into the theatre by the lessee, including all sets, props, and special effects.

For Office Use ONLY

of Technicians required: _____

Meal Penalty: **YES** **NO**

Please provide either a Stage Plot or a quick drawing of your layout below.
(If you require more space please attach separately)



Front of House Information

Who is the front of house contact person for the House Manager? This person must meet with the House Manager prior to the doors opening to the public.

Non-profit Society #: _____ **SOCAN Registration #:** _____

Liability Insurance Certificate: # _____

A copy of your General Liability Insurance, indicating the City of Spruce Grove and Parkland School Division as additionally insured, must be provided at least one month prior to your rental date.

of participants (students) and supervisors (approx.) _____/_____

EVENT/SHOW TIMELINE:

What time shall the theatre doors open to seat the audience? _____
(Recommend at least 15 minutes prior to show time)

What time is your show(s)? _____

Length (approx.): 1st Act _____ Intermission _____ **(suggest 15 – 20 minutes)** 2nd Act _____

FRONT OF HOUSE SERVICES: (Fee of \$5/hour/volunteer)

Do you require any of the following services for your event? (check all that are required):

- 1st Concession (2 people) Coat Check (1 person) Bar Service & Full Concession (4 people)
 Product/Merchandise Sales (2 people)

Horizon Stage reserves the right to operate a Bar and/or Concession at all rental events at our discretion – all proceeds remain with Horizon Stage.

NOTE: Youth/Dance Groups and Schools ONLY: If you are providing your own concession items to sell such as water, pop, snacks (**pre-packaged only**) please indicate those items here:

FRONT OF HOUSE SET UP DETAILS:

A limited number of tables and chairs are available for use in the School Lounge. You are required to set up and tear down. Please note tablecloths are **NOT** provided.

Requested # of tables: _____ Requested # of chairs: _____

Front of House Information

MERCHANDISE:

All items are subject to a 15% commission, based on actual gross sales made, payable to Horizon Stage, at the end of your show. Unless requested on this form you must provide your own seller and float.

Are you selling merchandise? Yes No

If yes, what are you selling? _____

Sale times for merchandise (please check all that apply):

Pre-show Intermission Post-show

PROGRAMS:

Will there be programs available? Yes No

If yes, who will be handing out programs? _____

Please note that our volunteers will NOT hand out programs, if you do not have someone designated to do this, they will be placed on a table for people to take.

OTHER:

Please list any planned pre/post show activities, such as receptions, meet and greet, silent auctions, 50-50 draws, raffles, etc. All applicable AGLC licensing must be given to the House Manager prior to selling tickets for 50-50 draws or raffles. If the appropriate licenses are not provided to the office **seven (7) days in advance of your event** you will not be permitted to sell tickets. See www.aglc.ca for more information.

If you are hosting a reception will you be serving alcohol? Yes No

If yes, please provide a copy of your private special event liquor license at least **seven (7) days in advance of your event**. Your liquor license must be given to the House Manager to put on display – if it is not provided you will NOT be able to serve alcohol.

Are there any other details you would like to share? _____

BACKSTAGE ACCESS: If you have guests in the backstage area prior to your performance and they will be sitting in the Theatre seats during your performance, they **MUST** come out to the Theatre Lobby **ten (10) minutes** prior to show time to be included in our house count. **INITIAL:** _____

Box Office Ticketing Information

Name/Organization: _____ Date of rental(s): _____

TICKETS: Is this a ticketed event? Yes No, proceed to seating
Approximately how much are you charging for tickets? \$ _____/ticket

ARE YOU SELLING YOUR OWN TICKETS:

- Yes, I am selling my own tickets
- It is your responsibility to NOT oversell the theatre.
 - Wheelchair seating: You should be asking every purchaser if they need wheelchair accessible seating, even for general admission shows.
 - Wheelchairs are placed in seats A103/104 and A107/108 with attendants in A105 and A106. There is space for a maximum of 5 wheelchairs in the 100 section. **If more wheelchair space is required please speak with the office before selling outside of the designated seats. Please inform the office 3 business days before your event if you have sold any wheelchair seats.**
 - Please note all patrons must be accounted for including babes in arms, under 2 years of age. Car seats are not permitted in the theatre unless a seat has been purchased for the car seat. They cannot be placed on the floor.
 - Free admissions must have complimentary tickets.

Is your event: _____ RESERVED seating _____ GENERAL ADMISSION seating

For General Admission seating events: If you require seats to be reserved for special guests, etc please indicate how many you require and where you wish to seat them:

Please inform the House Manager during your pre-show meeting so that our 'reserved' seating signs can be placed on the seats.

- No, I would like to sell through the Horizon Stage Box Office & Ticketpro (additional charges apply). Ticket Agreement will be sent as a separate attachment. **Tickets sold through Ticketpro will be Reserved Seating ONLY.****

Ticket Takers and Ushers for Ticketed Events:

Will you be providing your own ticket takers and ushers? Yes No N/A

Things to note:

Reserved Seating Ticketed Events - Two ticket takers (one hour charge at \$5/volunteer) and two ushers are required. The two ushers will also provide safety/evacuation duties during your event.

General Admission Ticketed Events - Two ticket takers are required and will also provide safety/evacuation duties during your event.

We cannot scan in other ticket providers' tickets.

2022 – 2023 RULES & REGULATIONS

Following are the rules and regulations governing rental agreements between the owners of the **Horizon Stage Performing Arts Centre** (referred to as the Theatre) and **renters** (referred to as the Lessee).

1. RENTAL CONDITIONS & USE OF PREMISES

1. Promotion and/or ticket sales for your event must NOT begin until a signed contract is received in our office.
2. A 25% deposit is required upon signing of your contract with the balance due 1 (one) month prior to your event rental date.
3. Your rental time shall include: **load-in, set-up, performance and load-out (including removal of all items)** as stated on your contract. Please do not arrive early and expect to have access to the Theatre. **Rental times will be strictly enforced.** An hourly rate will be levied against the lessee for using any part of an hour in excess of the time stated on the rental contract.
4. Access to the facility is permitted ONLY through the Theatre main entrance or backstage entrance – **NOT** through the school lounge. If you gain access through the school lounge prior to your designated load in time you may be assessed additional charges.
5. Renters are not permitted to park in the Horizon Stage loading zone to unload between the hours of 3 pm – 3:30 pm on school days and/or the renter/contractor must be prepared to clear the area between 3 pm – 3:30 pm on school days.
6. The Theatre, theatre lobby, drama room, dressing rooms, and school lounge must be kept clean and left clean, with all belongings and all garbage removed at the end of each day. **If any of these areas is not left in the same condition in which it was found, you may be invoiced for additional cleaning fees.**
7. **Adult supervision is required within the facility at all times during your event.** As a general rule, we recommend **one adult per 20 youth.** Youth must be supervised at all times in **all** areas. **If adequate supervision is not provided, access to those areas may be restricted.**
8. Food and drink (except bottled water) are not permitted in the Theatre or in the seating area. Additional cleaning fees may be levied in the event of excess mess.
9. Your rental includes:
 - Use of the entrance lobby and lobby washrooms
 - Use of the stage and seating areas
 - Available lighting and sound equipment
 - Basic lighting wash of the stage. Any alteration and subsequent re-setting of lights shall be performed during the Lessee's rental period.
10. The Theatre shall provide a House Manager and technical support at each event. As per your production meeting, if the Technical Services Coordinator deems it necessary to have additional technicians for your event, there will be additional costs.
11. The Theatre shall provide at no charge, for safety and evacuation purposes, two volunteers at all rentals where the general public is in attendance. These volunteers will also provide ushering services. **These volunteers will sit in seats H101 and H318, and therefore these seats are not available for sale.** This will not apply to school shows with teacher/parent chaperones.
12. Wheelchair/handicapped patrons are placed in seats A103/104 and A107/108 with attendants in A105 and A106. There is space for a maximum of 5 wheelchairs in the 100 section. If more wheelchair space is required contact the office before selling outside of the designated seats.

Initials _____

Horizon Stage Performing Arts Centre – Rules and Regulations
Page 2 of 4

12. For rentals 5 – 8 hours long, scheduling **must** include one half-hour (1/2) meal break for the technician(s). For rentals longer than 8 hours scheduling **must** include two half-hour (1/2) meal breaks. There is a charge of \$30/technician (max 3) for failure to provide a break. **During the meal break the Theatre, Drama Room, Dressing Rooms, Lobby and School Lounge must be completely vacated.**
13. The Theatre allows the sale of merchandise provided the Lessee has obtained approval by the Theatre at least forty-eight (48) hours prior to the commencement of the sale. **The Theatre will charge 15% commission on total product sales.**
14. **The Theatre reserves the right to charge the greater of the rental rate or 12.5% of gross box office sales.**

2. TICKETING SERVICES

1. Ticket service packages are available, upon request, through the City Hall Ticket Centre at an additional charge as per the Horizon Stage Ticketing Agreement, and are sold through Ticketpro. For more information please contact us at 780-962-8995.
2. If renter chooses a different ticket seller they must provide ticket takers and all necessary equipment for scanning tickets, if required.

3. ADVERTISING/PROMOTIONAL RIGHTS

1. The Theatre consents to the Lessee, for the purpose of promoting your event, the use of the name “Horizon Stage Performing Arts Centre”, as the site location for the event and “City Hall Ticket Centre” as the location for the sale of tickets, if using Box Office Services, referenced in item 2.
2. **The use of the Horizon Stage logo is strictly prohibited.**
3. Horizon Stage Performing Arts Centre reserves the right to display its own marketing material in the venue, at its discretion.

4. FRONT OF HOUSE SERVICES

The Horizon Stagelights can provide front of house services, upon request, at a fee of \$5 per hour per volunteer for bar service, coat check, concession, ticket taking, ushering, and product sales. If you require any of these services we must have at least three weeks’ notice. Some services are included as part of the ticket service packages – available upon request as per item 2.

5. TECHNICAL RULES AND REGULATIONS

1. Only authorized technical crew assigned to the current rental event are allowed up the stairs to the mezzanine and technical booth.
2. No one is permitted on the overhead catwalks except the theatre technicians and their delegates.
3. No one is permitted under the seats.
4. The Theatre does not permit set building or painting anywhere in the facility. Paint may not be brought onto the stage.
5. Props, set elements, and equipment shall not be affixed to any part of the stage, walls, ceilings or curtains without approval from the Theatre. No nails or screws may be used to fasten sets to the stage floor.
6. Set pieces must not block fire exits or walkways.
7. Please keep hairspray to a minimum in the facility.
8. For safety purposes if any large items are to be placed downstage at the renter’s request, the renter will be required to provide volunteers to stand near them while the audience enters and exits.

Initials _____

Horizon Stage Performing Arts Centre – Rules and Regulations
Page 3 of 4

9. The Theatre does not permit the use of pyrotechnic devices or open flames on the stage or anywhere within the facility unless prior authorization from the Theatre technicians is obtained.
10. The Theatre pianos are tuned as needed for the Horizon Stage professional season. Additional tunings requested by the Lessee will be provided by the Theatre's approved piano tuner only, at the Lessee's expense (approximate cost is \$125, plus GST), when available.
11. We are unable to provide sound assistance for dance organizations. It is your responsibility to provide an operator to run your sound from backstage.
12. Additional technical costs will apply based on your booking application.

Baldwin grand piano, per day	Cost varies, please inquire
Fog Machine, per day	\$40, plus GST
3-step choral risers, per day	\$100, plus GST
Portable stage, per day	\$100, plus GST for 4 pieces, additional pieces are extra
Video projector, per day	\$40 plus GST (Lessee must provide an operator)
Wireless microphones (max 16)	\$45/unit/day or \$90/unit/week
20" Mirror Ball, per day	\$25, plus GST
School Lounge Custodial Fee is applied if booked on Saturday/Sunday/Non-School Days	

6. TERMINATIONS/CANCELLATIONS

1. The Lessee may terminate this rental agreement upon written notice, provided such notice of cancellation is received by the Theatre no later than thirty (30) days prior to the initial rental. The Theatre shall retain a fee of \$50 per event to cover administration costs.
2. Should the Lessee fail to provide thirty (30) days written notice of cancellation, the Theatre shall retain the entire rental fee as liquidated damages.
3. The Theatre shall be at liberty to terminate this rental agreement if within 14 (fourteen) days of the rental date a signed contract has not been received from the Lessee and for any extenuating circumstances. Notice of cancellation in writing will be supplied to the Lessee.

7. INSURANCE & LIABILITY

1. The Lessee shall obtain and maintain in full force and effect General Liability Insurance in an amount of not less than Two Million (\$2,000,000.00) Dollars listing the City of Spruce Grove and Parkland School Division as additionally insured, during the term of this Agreement to carry out the Lessee's obligations to the Theatre under this Agreement. If requested by the Theatre, the Lessee shall provide the Theatre with a Certificate of Insurance, in a form acceptable to the Theatre, evidencing the coverage specified or requested by the Theatre, prior to the occupation or use of the facilities by the Lessee.
2. Each party to the Rental Agreement and Rules and Regulations shall indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees (collectively, "Claims"), arising out of or caused by the indemnifying party's gross negligence or willful misconduct in connection with the terms & services contemplated by the Rental Agreement and Rules and Regulations.

8. COVENANTS AND AGREEMENTS

The Lessee covenants and agrees to:

1. Abide by all existing federal, provincial or municipal laws, bylaws and regulations and any rules, regulations or directions of the Theatre regarding conduct of the rental.

Initials _____

Horizon Stage Performing Arts Centre – Rules and Regulations
Page 4 of 4

2. Obtain all necessary approvals, permits, sanctions or licenses required by law for the purpose of the rental, including but not limited to Lottery or Raffle License, Liquor License, Alberta Health Food Services permit and to adhere to the requirements of those permits and licenses, if applicable.
3. Ensure that the required Society of Composers, Authors and Music Publishers of Canada (SOCAN) and Re:Sound licensing fees are paid, in accordance with their Theatre booking. SOCAN requires that the user of any copyrighted live or recorded music, dramatic or other works obtain a SOCAN music license. Re:Sound requires that the user obtain a license to play recorded music or use any copyright material during the time of their booking. Please note that the use of copyright music in public without a valid SOCAN or Re:Sound license may lead to legal action for copyright infringement under the Copyright Act of Canada.

9. GENERAL CONDITIONS

1. The Theatre shall have the right at any time to eject or remove from the premises any person who is creating a disturbance, causing damage, or behaving in an objectionable, improper, or unsafe manner. The Lessee shall be responsible for the cost of repairing any and all alteration, loss or damage that may have been caused by the Lessee, its employees, agents, representatives, sub-contractors, exhibitors, participants, or spectators during the rental period.
2. The Lessee shall exercise good care in the use of the premises and all related facilities and equipment. The Lessee shall be responsible for any loss or damage to the facilities, howsoever caused, arising out of the use or rental of the facilities under this Agreement and will promptly reimburse the Theatre with respect to the same resulting from any act or omission of the Lessee, its agents, employees, patrons and/or invitees. The Lessee shall pay upon demand the required sum to restore the facility to the condition prior to damage. Failure to pay for repairs to the satisfaction of the Theatre may result in prevention of the Lessee from booking further usage of the Theatre and designated facilities and possible legal action if necessary.
3. No modification or amendment to this Agreement shall be binding unless made in writing and signed by the parties hereto.
4. This Agreement shall not become binding until duly executed by the Theatre and the Lessee respectively and until any required funds are received from the Lessee.
5. The Theatre reserves the right to allow technical, management or caretaking staff to enter the facility at any time.
6. The Lessee acknowledges that the Theatre has entered into this agreement relying upon information provided by the Lessee and represents and warrants that all such information is true, accurate and complete. The Theatre shall not have any duty to verify any information or documents provided by the Lessee.

The undersigned has read and on behalf of the Lessee agrees to be bound by the Rules and Regulations contained herein and attached hereto for the 2022 – 2023 rental season (August – June).

Name of Organization (Please print)

Signature

Representative (Please print)

Date

Initials _____