



STUDIO RENTAL REQUEST FORM

Please fill out this form, save it, and return it by email to rentals@ccpacanada.com or by fax to **250 595 0779**. If you need more than the space provided, please include your additional information in another document or the body of your email.

For information on the spaces available, visit ccpacanada.com/rentals

CONTACT INFORMATION

Primary Contact Name*

Primary Contact Phone Number*

Primary Contact Email*

Secondary Contact Name

Secondary Contact Phone Number

Secondary Contact Email

Company Name

Mailing Address*

Website

GST / Business Number (if applicable)

Society / Charitable Registration Number
for non-profit rate

Anything else we should know?

*required field

RENTAL INFORMATION

Rental Purpose (performance or studio rental)

Requested Spaces

- Performance Hall
- Studio B
- Studio C
- Studio D
- Studio E
- Studio F

Dates

Times

Estimate how many people you expect to have in the building for your rental

a C.I.F.* of \$0.50 per person will be charged for groups of more than 15

Please include a brief description of your event / rental purpose

If you are hosting an event/production as part of your rental:

Type of Event

How would you like to use the dates and times you've requested?

Do you require lighting?

If yes, please provide a brief description of your needs.

Do you require sound?

If yes, please provide a brief description of your needs.

*Capital Improvement Fee

Is your event open to the public?	Yes	No
Are you charging an admission fee?	Yes	No
Do you require Box Office / Front of House personnel?	Yes	No
Will you require kitchen access for concession?	Yes	No
Will you require technical support personnel?	Yes	No
Is your event outside regular business hours, requiring a facility monitor?	Yes	No

regular business hours are 9:00AM - 5:00PM Monday through Friday