

Rental Coordinator:
Key Holder:
CONTRACT#:

Name of Organization: _____

Is this Organization a Registered Non-profit? Yes No

Registered non-profit #: _____

GST/Business#: _____

Are you an alumni, or current student/faculty/staff? Yes No

Contact Person: _____

Mailing Address: _____

City: _____

Postal Code: _____

Daytime Phone: _____

Email: _____

On-Site Contact Person: _____

Daytime Phone: _____

Event Information

Public Events

- Theatre Performance
- Dance Performance
- Music Performance
- Fashion Show
- Film Location
- Festival
- Speaker Series

Private Groups

- Small Group Rehearsal (1-3 people)
- Med. Group Rehearsal (4–14 people)
- Large Group Rehearsal (15+ people)
- Classroom/Meeting
- Conference
- Workshop
- Celebration

Other: _____

Description of Rental:

Requested Studio

Large Spaces

- Performance Hall: Performance
- Performance Hall: Rehearsal
- Studio A
- Studio D

Medium Spaces

- Studio B
- Studio C
- Studio E
- Studio F

Requested Starting Date and Time: _____

Requested Ending Date and Time: _____

Please Note: If your rental falls outside of regular business hours (M-F 8am – 6pm) a key holder will be assigned to you, subject to a key holder fee of \$25 per open and close. Established renters can request key holder training for a one-time fee.

Available Studio Tools

- Audio Playback (from auxiliary cord)
- Acoustic Piano (tuning fee may apply)
- Electric Piano/Keyboard
- Laptop
- Kitchen Access
- Tables & Chairs

Payment & Refund Policy: A deposit of 50% of the rental rate is due within 24 hours of the signed contract. The Renter will be invoiced for the remainder. If the rental is cancelled 2 weeks before the booking date, 25% of the rental fee will be charged. If the rental is cancelled 1 week before the booking date, 50% of the rental fee will be charged.

Insurance

Required: Proof of valid \$2,000,000 (two million) third party liability insurance coverage must be provided showing CHAS the owner of CCPA St. Mary's Church and Anglican Church of Canada as named insured.

Self-Insured – Provide a Certificate of Insurance with the addition of the above as insured

Require Insurance

I accept responsibility for damage and/or injuries to any person(s) and to any property and/or equipment arising from the use of CCPA facilities.

Futhermore, I accept responsibility for all costs incurred.

If you are renting our Performance Hall or hosting a public event, please complete the following pages:

Load-In/Set-Up Starting Time: _____
Rehearsal/Sound Check Time: _____
House Open Time: _____
Performance Starting Time: _____ Ending Time: _____
Total Run Time (Approx): _____
Expected Departure Time (last person in the group): _____

Technical Needs

Who from your group is responsible for Coordinating backstage/technical needs of the event?: _____
Daytime Phone: _____
Email: _____

Available Add-On's (Additional fees apply)

- | | |
|--|---|
| <input type="checkbox"/> Live Stream | <input type="checkbox"/> Audio Playback (through Qlab or sound console) |
| <input type="checkbox"/> Archival Recording | <input type="checkbox"/> Lighting – basic wash |
| <input type="checkbox"/> Marketing Support | <input type="checkbox"/> Lighting – cues & design support |
| <input type="checkbox"/> Box Office & Front of House | <input type="checkbox"/> Projector Use |
| <input type="checkbox"/> Hand-held Microphones | <input type="checkbox"/> Projection Design/Mapping |
| <input type="checkbox"/> Wireless Microphones | |
| <input type="checkbox"/> Baby Grand Piano 6' | |

Additional Information:

Total number of all project participants: _____
Anticipated number of attendees/audience: _____
Will you need to use a dressing room/green room (Studio B): Yes No
Will you be recording, photographing or broadcasting your event? Yes No
Is the media invited to this event? Yes No
Does your event require a layout different from theatre seats? Yes No

Box Office and Front of House:

Is this a ticketed event? Yes No
If **Yes**, will they be: General Admission Reserved Seating

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If **No**, how will you confirm the attendance numbers?

Do you require CCPA Box Office and Front of House staff? Yes No

If **Yes**, please answer the following four questions. If **No**, please skip to Intermission & Concession.

Would you like tickets to be sold in advance through CCPA? Yes No

Will tickets be sold at the door? Yes No

Do you require any complimentary tickets held aside: Yes No

How many Front of House staff are required for your event? _____

Intermission & Concession

Will there be an intermission: Yes No

If Yes, how long? _____

Will you be providing any Food or Beverage service? Yes No

If yes, will alcohol be served? Yes No

Would you like to opt to use the CCPA Concession (no alcohol). Yes No

Please Note:

Front of House Staff have an hourly fee of \$25. Hours begin up to 2 hours prior to the start of your event and up to one hour after. All public events will require a CCPA FOH Staff member be present & paid at the hourly fee.

Ticketing & Box Office Services have a flat fee of \$250 or \$400 to waive a per ticket fee. Ticket sales will have a service fee of 2% per ticket. A box office report of attendance, if applicable, must be submitted within 48 hours of the rental for final reconciliation. The renter will be invoiced for the remainder.

The College cannot provide equipment it does not have. Please confirm the availability of critical items in advance of your rental.

Contact the Production Manager for guidelines regarding: animals, flame, food, and liquids, incense and smoke effects, strobe lights, fog, etc. Non-disclosure of your use of these items can result in the cancellation of your event.

Theatre Technicians have an hourly fee of \$35. Fee applies to full length of technician's duties surrounding your event, including clean-up.

Interior and exterior fire lanes may not be obstructed at any time.

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Smoking, alcoholic beverages and controlled substances are prohibited on CHAS property unless a special event permit has been obtained.