

***Rental will not be confirmed until completed application, deposit and signed contract is received.**

Application for Theatre Rental

Revised Sep 1/24

Event Name (for website & tickets)	
Business/Organization Name:	
Presenter - if different from above:	
Mailing Address:	
City, Province and Postal Code:	
Contact Person:	
Phone:	
E-Mail:	
Website:	
Event Type (i.e.: Concert):	
Running Time of Performance:	
Is there any opening act?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Who?
Rental Classification:	<input type="checkbox"/> Commercial <input type="checkbox"/> Non-Profit # _____
Black Box Required?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Rental rates apply, see page 7

Date(s) of Booking	Arrival Time	Sound Check / Rehearsal Time	Performance Start Time to End Time	Intermission Time	Time Out End Time

Tickets: It is a requirement for clients to use our Box Office if the event is ticketed. Ticket printing cannot be completed off site. All ticketed events must use Reserved Seating.

Is this a public event or function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is admittance to your event free?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, what is the anticipated audience size?	
Will you be accepting donations at the door?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the event seating: <input type="checkbox"/> Reserved/Assigned OR <input type="checkbox"/> Festival/Not Assigned	
Box Office Ticket Pricing (including GST if applicable). Your ticket price must include our \$4.00 (plus GST = \$4.20) surcharge. Any changes or additions after tickets are set-up will result in a \$100.00 fee.	
Adult: \$	
Student: \$	Age: & under
Senior: \$	Age: & over

Reserved Seating / Complimentary Tickets

If you require seats to be held back, please indicate how many and location. *See Rental Guidelines & Information.

Upcoming Event Listing

Please give a brief description of your event to be used for our upcoming events list and website.
Be sure to include any biographies, promotional information, graphics or videos you would like us to use.

Graphics required with the following dimensions:

- Posters: 11 x 17 in
- Facebook Post: 1200 x 630 px
- Facebook Event Banner Image: 851 x 315 px
- Instagram: 1080 x 1080 px
- Instagram Story: 1080 x 1920 px
- X: 1200 X 675 px
- Website Event Image (no text or logos): 4000 x 1540 px
- Website Ticket Site: 200 x 250 px
- Eblast image: 1200 x 628 px
- Lobby Slideshow: 1920 x 1080 px

Lobby Requirements

Do you require any tables/chairs in the lobby for merchandise or autographs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many tables and chairs do you require?	
Merchandise: _____ tables _____ chairs	
Autographs: _____ tables _____ chairs	
Do you require the Theatre to provide staff for your merchandise table?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you planning any receptions for your audience in association with your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give a brief description of what you are planning and when and where it will take place.	

Will you be providing program handouts? Please note that the Theatre requires program handouts no later than 1 hour prior to performance start time. Our Theatre staff will require 6 programs at this time as well.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you planning an intermission? *See Rental Guidelines & Information	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes When:
Will you be allowing audience video recording or photographs of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be expecting any media?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes When:
Do you have any specific instructions with regard to media?	

Green Room

Are you expecting deliveries to the Green Room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the name and phone number of the person responsible for the deliveries. Also indicate the delivery time.	

Stage Set Up

Are you using the full stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a white backdrop (i.e.: for PowerPoint) or black backdrop?	<input type="checkbox"/> White <input type="checkbox"/> Black
Are you intending to hang any signs or banners above the stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give a brief description of what you are planning:	
Will you be recording and/or live streaming your performance? If theatre staff is facilitating this, there will be additional charges. Please speak with the Technical Director for more information.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Equipment: Will you require use of the following items? If yes, how many?		Qty
Conductor's Music Stand (1)	<input type="checkbox"/> Yes	
VJCT Podium (1)	<input type="checkbox"/> Yes	
Conductor's Podium (1) Large or (1) Small	<input type="checkbox"/> Yes	
Orchestra Chairs (max 90)	<input type="checkbox"/> Yes	
Music Stands (max 75)	<input type="checkbox"/> Yes	
Music Lights (max 24)	<input type="checkbox"/> Yes	
3 Step Choral Risers w/ rails, 6' length (3)	<input type="checkbox"/> Yes	
3 Step Choral Risers w/ rails, 4' length (3)	<input type="checkbox"/> Yes	
Band Shell (\$150)	<input type="checkbox"/> Yes	
Upright Piano (\$50.00 including tuning)	<input type="checkbox"/> Yes	
Yamaha 9' Grand Piano (\$350.00 including tuning)	<input type="checkbox"/> Yes	

Technical Requirements

Your application cannot be approved and tickets will not be sold until we have received this information. Tech rider or requirements must be detailed. (i.e.: number and type of mics, projection, stage layout, lighting, etc.) Technical rider/requirements attached? Email rider to: andrew@vicjubatheatre.ca	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Emailed
Will you be providing any technicians for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stage plot / diagram attached indicating location of stage equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Projection

Will you be using the video projector? Applicable rates may apply if additional tech is required, contact Technical Director for details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be running a PowerPoint presentation? <ul style="list-style-type: none"> If "yes", please ensure the final version of the PowerPoint is sent or delivered to theatre at least one day prior (minimum) to your event. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your PowerPoint presentation have audio?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Insurance Coverage

The Applicant shall keep in force and, at least two (2) days prior to the period of occupation and two (2) days following, shall provide Vic Juba Community Theatre with evidence of Commercial General Liability insurance policy (inclusive of host liquor liability) regarding its use of the Premises and those they authorize to use and attend upon the Premises for the event. The insurance shall be for an amount not less than five million dollars (**\$5,000,000.00**) per occurrence and the Vic Juba Community Theatre shall be an Additional Insured thereunder. The insurance coverage shall contain a provision that it shall not be cancelled or materially altered without thirty (30) days' notice to the Vic Juba Community Theatre. Proof of coverage must be provided to the theatre along with signed rental contract. We ask that you ensure alcohol services are noted in your coverage.

You can purchase insurance coverage via this option if you so choose:

<https://abmunis.instantriskcoverage.com/login>

Disclaimer: We have provided this option as a matter of convenience and should not be considered your only option or legal advice. Insurance coverage or legal advice should be sought from a licensed provider.

If you already have insurance coverage please provide us with a copy that includes the following info: Name of Insurer, Name of Broker, Policy Number and Expiry Date.

After you have returned our Application for Theatre Rental, please allow up to 7 days for the Theatre to determine the amount of your deposit and to prepare and forward a rental contract to you. Please sign and return the rental contract with deposit within 2 weeks to secure your booking. Upon receipt of a signed rental contract from you and receipt of your booking deposit, a duly executed copy of the rental contract will be sent to you. After the Theatre receives your booking deposit and your signed rental contract, please allow up to 7 days for the box office to set up your event. Advertising of your event must not begin until the box office has confirmed that your tickets are ready to sell.

Questions:

To secure a rental date, or if you have any questions about this application form, please contact the Box Office at 780-872-7400 or email at rentals@vicjubatheatre.ca.

Changes to Application Information:

If a detail for your event outlined by you in this application should change for whatever reason, please notify the Box Office via email at rentals@vicjubatheatre.ca as soon as possible. Changes will result in a \$35/hr admin fee.

 (Sign name)

 (Print name)

 (Date)

Rental Guidelines & Information

BOOKING DEPOSIT:

- A deposit of 50% of the total estimated rental costs is due at the time of booking the event. If the event is cancelled within 120 days, this deposit will be forfeited. However, arrangements may be made to have a portion of the deposit (that which remains after Theatre’s expenses) credited toward a future booking. A damage deposit of \$500 is also required at the time of booking to secure the event date(s). The Damage Deposit is in addition to the Booking Deposit and may be retained in whole or in part by the Theatre for any damage or clean up exceeding normal wear and tear incurred during the term of rental.

TICKETS:

*It is a requirement for clients to use our Box Office for ticket services if their event is ticketed. Ticket printing cannot be completed off site.

TICKET SURCHARGE:	Your ticket price must include our surcharge of \$4.00 plus GST (\$4.20) per ticket.
CREDIT CARD FEES:	There is a 4% surcharge to the rental client on all credit card sales.
COMPLIMENTARY TICKETS:	There is a charge of \$2.25 + GST / complimentary ticket. Charges will be applied to the renter’s final invoice.

LIQUOR:

- Alcoholic beverages are available for purchase by theatre patrons in the lobby. Our staff is trained in the provincial ProServe Training program for responsible alcohol service.
- Rental clients are **not permitted** to bring in alcoholic beverages from outside for an open bar service; however, Vic Juba Community Theatre can provide open bar service and charges will be applied to your final invoice.

FRONT OF HOUSE

- Doors to the Audience Chamber open to the public 30 minutes prior to performance time unless otherwise arranged in advance. Any change will affect staff and volunteer schedules and must be made in advance.
- The Theatre’s Front of House (FOH) Supervisor must review the emergency evacuation procedure with the theatre’s volunteer ushers prior to opening doors to the public.
- All stage setups must be completed before the FOH Supervisor will be permitted to open the doors of the Audience Chamber to the public.
- There are 548 seats in the Vic Juba Community Theatre.
- Vic Juba Community Theatre arranges for all ushers, ticket-takers, bar & concession and coat check personnel. The number of personnel required will be determined by the Theatre to ensure appropriate Theatre service levels are maintained.
- If you choose to set up video cameras or adjudicators in the Audience Chamber, this will affect the number of seats available for the event.
- If your booking is for a convention, conference, presentation, graduation ceremony, multi-event booking and/or if we are one facility out of many facilities for your event, please attach a complete schedule or program of events.

BACKSTAGE

- All performers are asked to enter through the stage door at the southwest corner of the building next to the loading dock overhead door.
- Once the Theatre’s doors are open to the public it is recommended that there be no individuals on stage if the curtain is open.
- Vic Juba Community Theatre requires that all rental groups with young performers backstage have adult supervision. One adult per 20 youth.
- If there will be 50 or more individuals backstage, additional rooms should be rented.
- At the conclusion of large dance or community productions involving students, we would like to ensure that the theatre does not exceed our capacity or fire regulations. We would appreciate an announcement that parents wait for their children in the lobby areas rather than going backstage.

STAGE SET-UP

- Please forward a stage plot / diagram indicating the location of stage equipment.
- Please take into consideration that your rental time will account for all time spent in the Theatre, including any necessary technical set-up (sound and lights) prior to your arrival, load-in, equipment setup, sound check, performance, load-out, and cleanup.

TECHNICAL

- The number of personnel required will be determined by the Technical Director to ensure your event's technical needs are met. Unless otherwise arranged, we will use up to 3 technicians for your event. If you require follow-spot operators or load-in and/or load-out crew, the Technical Director will hire additional personnel at an additional charge. If you have any questions regarding your technical requirements, please contact our Technical Director at andrew@vicjubatheatre.ca.
- Note that all pyrotechnics require a licensed pyro-technician who must be approved by and work under the supervision of the Technical Director.
- Vic Juba Community Theatre does not allow open flames, confetti or streamers anywhere on the premises.

END OF EVENT

- Please remove all sets, costumes, instruments and lobby displays from the Theatre at the end of your booking.

MISCELLANEOUS

- When you arrive at the Theatre, please press the intercom button at the stage door next to the theatre's loading dock overhead door.
- Vic Juba Community Theatre does not allow any food onstage. Beverages, except for water, are not permitted on our stage. Animals are not permitted on the premises except for guide dogs. Exceptions must be prearranged with management.
- Any signs backstage should be put up with removable adhesive tape or placed on our bulletin boards backstage. All lobby signage must be placed on our portable signage boards or easels. **Any signage on the theatre walls or pillars is not permitted.** All signage must be removed during your booking time.
- GST will be added where applicable.
- When the renter provides personnel to staff its merchandise table, Vic Juba Community Theatre retains a 15% commission on merchandise sales (before GST). If Vic Juba Community Theatre provides staff for merchandise sales, a 20% commission fee is retained (before GST).
- Our merchandise commission will be assessed on all items that are sold. Includes programs, flowers, CDs and t-shirts. There is no merchandise fee on programs that are distributed at no charge.
- If you are planning any raffles or contests during your event, please contact the Alberta Gaming and Liquor Commission to obtain the necessary application forms.
- Janitorial services and damages beyond normal wear and tear will be charged back to the rental group.
- Entandem/Socan Fee: 3% of ticket sales for concerts (or \$39.27 per comedy show or 1.56% of ticket sales for classical music performance) + fee for use of recorded music (ranges \$15 - \$50). Fees may vary for other types of performances.

NOTES:

- After 12 hours, the rental rate is \$525/hr for Non-Profits & \$625/hr for Commercial rentals.
- If all members of user groups have not left the theatre during the technicians' break; technicians' time will be charged.

MARKETING

- Please ensure that all marketing and advertising includes the full name of our facility: **Vic Juba Community Theatre**.
- If posters are being printed for your event, please provide the theatre with 2 posters so that we may assist you in marketing your event.
- Advertising of your event should not begin until the Box Office has confirmed with you that your tickets are ready to sell.
- Please email: jason@vicjubatheatre.ca for copies of VJCT logos.

QUESTIONS

- To secure a rental date, or if you have any questions about this application form, please contact the Box Office at 780-872-7400 or email rentals@vicjubatheatre.ca.

FACILITY FEES – Effective January 1, 2024

Rental Rates	Minimum 5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours
Non-Profit	\$955	\$1,090	\$1,230	\$1,370	\$1,585	\$1,800	\$2,020	\$2,540
Commercial*	\$1,150	\$1,310	\$1,470	\$1,630	\$1,865	\$2,100	\$2,340	\$2,965

*OR 10% of gross ticket sales, whichever is greater. (Commercial Renters Only)

- Times are charged upward to the nearest hour.
- Events longer than 12 hours will be charged an additional \$525/hr (Non-Profit) or \$625/hr (Commercial)

Basic Facility Fee Includes:

- Maximum 3 technicians (Our Technical Director will determine the number of technicians needed.)
- Front of House Supervisor and volunteer ushers

BLACK BOX FEES – Effective July 1, 2023

Rental Rates	Minimum 3 Hours	4 Hours	5 Hours	6 – 12 Hours
Black Box	\$300	\$350	\$400	\$500.00

Times are charged upward to the nearest hour.

Events longer than 12 hours will be charged an additional \$150.00/hr

CONCESSION

Vic Juba Community Theatre reserves the right to operate a bar and/or concession at your event.

INTERMISSION

Performances that exceed 90 minutes and that do not allow for a 20-minute intermission will be charged \$250 on their final invoice.

ADDITIONAL TECHNICIANS \$35 per person per hour*

If you require additional stage crew, follow-spot operators or load-in and/or load-out crew, the Technical Director will hire additional personnel. If you have any questions regarding your technical requirements, please contact our Technical Director at andrew@vicjubatheatre.ca.

*After 8 hours, staffing rates will be charged at 1.5 times the standard rate.

ADDITIONAL FEES	
YAMAHA 9' GRAND PIANO	\$350.00 includes tuning.
UPRIGHT PIANO	\$50.00 includes tuning.
MERCHANDISING FEE	20% of gross merchandise sales or 15% if renter provides merchandise staff.
LOAD-IN/SET-UP	\$450.00 for 3 hours (min.-max.) additional hours are \$200.00/hr (set up only onstage/backstage/lobbies; no performances/rehearsals.)
VENDORS RATES	\$150.00/day/vendor
PHOTO/VIDEO SHOOT	3-hour min/max rate: \$225.00. Can only be booked 2 months in advance.