

School Division Rental Application Revised Jan 1/24

Event (i.e. Gr. 10 band concert)		
Date of Booking		
School Name		
Contact for Booking (Who's filling out this application?)	#:	@:
Contact for Event		
Contact for Equipment Delivery		
Phone		
E-Mail		
Event Type (i.e.: Band, Performance, Guest Speaker)		
Running Time of Event		
School Division	<input type="checkbox"/> LCSD <input type="checkbox"/> LPSD	
Number of Students On-stage Additional Space Required for 50+ Students		
Equipment Drop Off Date & Time		

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

***Performances that exceed 90 minutes and that do not allow for a 20-minute intermission will be charged \$250.00 on their final invoice.**

TICKETS

Clients must use our Box Office if the event is ticketed (reserved seating). Ticket printing cannot be completed off-site. To ensure that we do not have any school event at our facility where parents are unable to find seats, we will print tickets for your event at .50 cents per ticket. These tickets can then be distributed by the school to parents. We can then ensure that parents have a guaranteed seat.

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 admittance to your event is free or by donation, what is anticipated audience size?	
Will you be accepting donations at the door?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TICKET PRICING (including GST if applicable).

Your ticket price must include our \$4.20 surcharge (\$4 plus 5% GST = \$4.20).

Any changes or additions after tickets are set-up will result in a \$100.00 fee.

Adult: \$			
Student: \$	Age:	& under	
Senior: \$	Age:	& over	

GL #	Mail List #	Contract #
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Reserved Seating and/or Complimentary Tickets

If you wish specific individuals or businesses to receive complimentary tickets, please provide a list and the number required. If you require seats to be held back for **performers, students, speakers, photography or video recording/live stream**, please indicate how many and location.

There is a charge of **\$2.36** (\$2.25 plus 5% GST = \$2.36) per complimentary ticket. Charges will be applied to the renter's final invoice.

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 (when advertising performance):

- Posters: 11 x 17 in
- Facebook Post: 1200 x 628 px
- Facebook Event: 1920 x 1080 px
- Instagram: 1080 x 1080 px
- Instagram Story: 1080 x 1920 px
- Website Event Image (no text or logos): 4000 x 1540 px
- Website Ticket Site: 200 x 250 px
- Lobby SlideShow: 4000 x 1540 px

Supervision

Please provide 1/20 supervision of students in all areas, including hallways, cafeteria, and the College washrooms, and ensure that rooms are returned to the original state that it was upon arrival. Any damages will be charged back to the client. If sufficient supervision is not provided, the client will be charged \$15/hour in addition to their final invoice.

Instructions to be given to participants regarding where to enter the theatre upon arrival:

- Rehearsal: Outside Stage Door
- Performance: Outside Stage Door or Black Box if applicable

Instructions to be given to parents about where to pick up students following performance:

- Lower Lobby
- Black Box if applicable

Lobby Requirements

Do you require any tables/chairs in the lobby?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what will you be doing with them and how many tables and chairs do you require?	
_____ tables _____ chairs	
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?	<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 to use the Green Room? (Max. 15 people capacity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the purpose for the room use:	

Stage Requirements

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:		
Equipment: Will you require use of the following items? If yes, how many?		
Conductor's Music Stand (1)	<input type="checkbox"/> Yes	Qty
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 additional charge)	<input type="checkbox"/> Yes	
Upright Piano (\$50 additional charge)	<input type="checkbox"/> Yes	
Yamaha 9' Grand Piano (\$350.00 including tuning)	<input type="checkbox"/> Yes	

Lakeland College Classrooms

If there will be 50 or more individuals backstage at our facility, additional rooms should be rented. There is no additional charges for these spaces as per user agreements with the school division.

Please indicate what spaces you require and we will book them for you in the Lakeland College campus.

of students/teachers/chaperons:

What is the purpose of this additional space(s)? i.e.: holding spot for students about to perform or rehearsal

Please indicate number of people in each room and/or purpose (i.e.: warm-up room).

Audience Chamber

Do you require a table in the Audience Chamber? (i.e.: for adjudication)	<input type="checkbox"/> Yes
Will you be operating any video cameras from the Audience Chamber?	<input type="checkbox"/> Yes
If yes, where are you planning on having them located?	

Technical Requirements

Tech rider or requirements must be detailed. (i.e.: number & type of mics, projection, stage layout, lighting)	
Technical rider/requirements must be emailed to the Technical Director a minimum of (3) three months prior to the event date . Technical rider can be emailed to: rentals@vicjubatheatre.ca	<input type="checkbox"/> Emailed <input type="checkbox"/> Will email 3 months prior to event
Will you be providing any student or guest technicians for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you include a stage plot / diagram 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
Does your presentation have audio?	<input type="checkbox"/> Yes <input type="checkbox"/> No

After you have returned our Application for Theatre Rental, 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 our box office at 780-872-7400 or via 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 our box office via email at rentals@vicjubatheatre.ca as soon as possible.

(Sign name)

(Print name)

(Date)

Rental Guidelines & Information

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. We have now enabled Print at Home or E-Ticket options for patrons.

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 all of the theatre's volunteer ushers prior to opening doors to the public.
- All stage set up 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, and bar & concession 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

- School performers should enter through the outside stage door at the southwest corner of the building next to the loading dock overhead door or the Black Box (if applicable).
- 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 school rental groups with performers backstage have adult supervision. One adult per 20 students.
- If there will be 50 or more individuals backstage, additional rooms will be booked at no additional charge.
- At the conclusion of large production 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 to rentals@vicjubatheatre.ca a minimum of (3) three months prior to your event date to advance your event.
- Set up of all of the theatre's music or stage equipment will be completed during your booking time.

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 with regard to your technical requirements, please contact our Technical Director at 780-872-7400.
- 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.
- Theatre staff are provided a minimum of a 30 minute break within every 5 hours worked, as per Alberta Employment Standards.
- 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 flame 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, with the exception of water, are not permitted on our stage. Animals are not permitted on the premises with the exception of 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.
- 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.

NOTES:

- If event day starts prior to 12 Noon, a Lunch Hour must be scheduled for technicians.
- If all members of user groups have not left the theatre during the technicians’ supper break; technicians’ time will be charged.

MARKETING

- Please ensure that all marketing and advertising for your event includes the name of our stage (Ulmer Chev Stage) and full name of our facility: Vic Juba Community Theatre
- Please forward any digital photos or logos for inclusion on our upcoming events web page.
- 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 event is confirmed.

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 her at 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
TIP	\$965	\$1,100	\$1,240	\$1,380	\$1,600	\$1,820	\$2,040	\$2,565

Times are charged upward to the nearest hour.

Events longer than 12 hours will be charged an additional \$530/hr

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 – NO ADDITIONAL CHARGE FOR SCHOOL DIVISION USERS

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 with regard to your technical requirements, please contact our Technical Director at 780-872-7400.

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

ADDITIONAL FEES

MERCHANDISING FEE

20% of gross merchandise sales or 15% if renter provides merchandise staff

CREDIT CARD FEES

There is a 4% surcharge to the rental client on all credit card sales.

TICKET SURCHARGE

Your ticket price should include our surcharge of \$4.00 plus GST (\$4.20) per ticket.

COMPLIMENTARY TICKETS

There is a charge of \$2.25 + GST / complimentary ticket. Charges will be applied to the renter's final invoice.

ENTANDEM 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.

GST

GST will be added where applicable.

SUPERVISION

If there is not 1 adult to 20 students supervision provided we will charge \$15/hour for a theatre staff supervisor.