

**Dance Festival Rental Application**

**Revised Jan 1/24**

Event Name (for website & tickets)	
Business/Organizational Name:	
Presenter-if different from above:	
Mailing Address:	
City, Province and Postal Code:	
Contact Person:	
Phone:	
E-Mail:	
Website:	
Event Type (i.e.: Dance/Theatre):	
Running Time of Performance:	
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 8

Date(s) of Booking	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 on their final invoice.**

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

<b>Tickets: It is a requirement for clients to use our Box Office if the event is ticketed. Ticket printing or wristbands cannot be purchased off site. With the exception of dance festivals, all ticketed events must use Reserved Seating.</b>					
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	
<b>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.</b>					
Adult:    \$					
Student:    \$		Age:            & under			
Senior:    \$		Age:            & over			
GL #		Mail List #		Contract #	

**Reserved Seating / Complimentary Tickets**

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

There is a charge of \$2.25 plus 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:

- Posters: 11 x 17 in
- Facebook Post: 1200 x 628 px
- Instagram: 1080 x 1080 px
- Instagram Story: 1080 x 1920 px
- Twitter: 1200 X 675px
- 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 upper and/or lower lobby?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, for what purpose and how many tables and chairs do you require?	
Upper Lobby: Purpose: _____ Tables: _____ Chairs: _____	
Lower Lobby: Purpose: _____ Tables: _____ Chairs: _____	
Do you require the Theatre to provide staff for a merchandise table(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be providing program handouts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please note that the Theatre requires program handouts no later than 1 hour prior to performance start time. Our Theatre staff will require <b>6 programs</b> at this time as well.	
Will you be allowing audience video recording or photographs of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Green Room**

Do you expect to use the Green Room? <b>Maximum 15 people capacity.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Masking / Drapery**

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 description of what you are planning:	

<b>Equipment: Will you require use of the following items? If yes, how many?</b>		<b>Qty</b>
VJCT Podium (1)	<input type="checkbox"/> Yes	
Upright Piano (\$50)	<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. Please indicate what spaces you require and we will book them for you. Please indicate number of people in each room and/or purpose (i.e.: warm-up room, dressing room). Please provide supervision of participants in the College areas, including hallways, cafeteria, and the College washrooms, and must ensure that rooms are returned to the original state that it was upon arrival. Please note these spaces are subject to availability.

**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

**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/photography cameras from the Audience Chamber?	<input type="checkbox"/> Yes

If yes, where are you planning on having them located?

**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.)

Emailed

Technical requirements attached? Technical requirements must be emailed to [rentals@vicjubatheatre.ca](mailto:rentals@vicjubatheatre.ca)

Will you be providing any technicians for this event?

Yes  No

Stage plot / diagram attached indicating location of stage equipment?

Yes  No

**Projection**

Will you be using the video projector? Applicable rates may apply if additional tech is required, contact Technical Director for details.

Yes  No

Will you be running a PowerPoint presentation?

Yes  No

- 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.

Does your PowerPoint presentation have audio?

Yes  No

**Insurance Coverage**

The Applicant shall keep in force and, at least four (4) days prior to the period of occupation and four (4) 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 via email at [rentals@vicjubatheatre.ca](mailto: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](mailto:rentals@vicjubatheatre.ca) as soon as possible.

\_\_\_\_\_  
(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 damages 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. We have now enabled Print at Home or E-Ticket options for patrons.

**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 all of the theatre's volunteer ushers prior to opening doors to the public.
- All stage setup 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 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 rental groups with young performers backstage have adult supervision. One adult per 20.
- 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.
- 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 items under \$5.00 in value.
- 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:

- After 11 hours, the rental rate is \$525/hr for Non-Profits & \$625/hr for Commercial rentals.

## 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 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: [rentals@vicjubatheatre.ca](mailto: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	\$1800	\$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). To qualify for our Non-Profit rate, renters must provide proof of legal non-profit status.

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 \$500 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.

### SPECIALIZED EQUIPMENT RENTALS

<b>YAMAHA 9' GRAND PIANO</b>	\$350.00 including tuning
<b>MERCHANDISING FEE</b>	10% of gross merchandise sales including distribution in-person or online during festival on items over \$5.00 value.
<b>CREDIT CARD FEES</b>	There is a 4% surcharge to the rental client on all credit card sales.
<b>TICKET SURCHARGE</b>	Your ticket price should include our surcharge of \$4.00 plus GST (\$4.20) per ticket.
<b>DANCE FESTIVALS FEES</b>	\$3.00 plus GST (\$3.15) per wristband and no charge for comps for instructors or dancers.
<b>TICKET SET-UP ADMIN FEES</b>	\$40.00/hr admin time applied to events that require coupon or presale access codes, event detail adjustments, or changing to pricing after ticket information signed.
<b>COMPLIMENTARY TICKETS</b>	There is a charge of \$2.25 plus GST (\$2.36) / complimentary ticket. Charges will be applied to the renter's final invoice.
<b>ENTANDEM FEE</b>	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.



**Address**  
2602 – 59 Avenue  
Lloydminster, AB  
T9V 3N7

**Phone** 780-872-7400  
**Email:** [rentals@vicjubatheatre.ca](mailto:rentals@vicjubatheatre.ca)  
**Hours:** Monday-Friday  
(11:00am-2:00pm)

**GST**  
**LOAD-IN/SET-UP**

GST will be added where applicable.  
\$450.00 for 3 hours (min.-max.) additional hours are \$200.00/hr (set up only onstage/ back stage/lobbies, no performance/rehearsals.

**BULK BOOKING DISCOUNT**

5% off subsequent rentals over two x 5 hr. bookings (per calendar year – January to December) Bookings do not have to be consecutive. This discount will be applied to the final reconciliation of the third event.

**VENDORS**  
**PHOTO/VIDEO SHOOT**

\$150.00/day/vendor  
3 hour min/max rate: \$225.00. Can only be booked two months in advance of shoot date.