

Application for Theatre Use	Revised Nov 8/21
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Event Name (for website & tickets)	
Business/Organizational Name:	
Mailing Address:	
City, Province and Postal Code:	
Contact Person of Organization:	
Phone:	
E-Mail:	
Website:	
Type of Event (i.e., Concert):	
Running Time of Performance:	
Number of Performers on Stage:	
Is there any opening act?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Who?
Rental Classification	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Commercial

Date(s) of Booking	Arrival Time or Load-In Time	Sound Check / Rehearsal Time	Supper Hour For Technicians (60 Min)	Performance Start Time to End Time	Time Load-Out Completed

Tickets will not go on sale until signed contract and deposit has been received.

NOTES:

- After 11 hours, the rental rate is \$512.50/hr for Non-Profits & \$612.50/hr for Commercial rentals.
- If event day starts prior to 12 Noon, a Lunch Hour must be scheduled for technicians.

Box Office: 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 admittance to your event is free or by donation, what is anticipated audience size?	<input type="checkbox"/> N/A
Will you be accepting donations at the door? (donation boxes provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will post-secondary students be offered student rates?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you want your event live streamed or recorded? An additional technician is required. The rate is \$200.00 for 8 hours or less. Over 8 hours - \$350.00	<input type="checkbox"/> Recorded <input type="checkbox"/> Live Stream <input type="checkbox"/> Both
Box Office Ticket Pricing (including GST if applicable). Your ticket price and live stream 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.	
Adults: \$	
Students: \$	Age: & under
Live Stream Ticket Price (per device / household):	

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

If you require seats to be held back for performers or speakers, 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 + GST (\$2.36) / 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:

Please provide any biographies or promotional information you would like us to use. Please email us a graphic for our website. Graphics required with the following dimensions:

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

Twitter: 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: 4000 x 1540 px

Front of House	
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 on the upper level?(Main Theatre Doors)	
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 <input type="checkbox"/> N/A
Are you planning any receptions or dinners 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 Front of House Supervisor requires program handouts no later than 45 minutes prior to performance start time. Our Theatre staff will require 9 programs at this time as well.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes When:
Are you planning an intermission? Performances that exceed 90 minutes and that do not allow for a 20-minute intermission will be charged \$500 on their final invoice.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes When:
Will you be allowing video cameras into the house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be allowing non-flash cameras into the house?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be expecting any media?	<input type="checkbox"/> Yes <input type="checkbox"/> No When:
Do you have any specific instructions with regard to media?	

Green Room	
Are you expecting deliveries to the Green Room (food, etc.)?	<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.	

Masking / Drapery	
Are you using the full stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require a white backdrop (e.g., 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?		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 (90)	<input type="checkbox"/> Yes	
Music Stands (75)	<input type="checkbox"/> Yes	
Music Lights (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 (\$75)	<input type="checkbox"/> Yes	
Upright Piano	<input type="checkbox"/> Yes	
Yamaha 9' Grand Piano (\$100/5 hours; \$150/day) Piano Tuning \$200	<input type="checkbox"/> Yes	
Internal Use: Tuning Booked	<input type="checkbox"/> Yes	

Lighting & Sound Technical Requirements	
What are your lighting and sound requirements? If Technical Rider is not attached will you require microphones? Please indicate how many and for what purpose. Your application cannot be approved and tickets will not be sold until we have received this information.	
Technical rider/requirements attached? Technical rider can be emailed to andy@vicjubatheatre.ca	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Emailed
Will you be providing your own sound system?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Stage Set-Up	
Stage plot / diagram attached indicating location of stage equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Recordings	
Do you require an audio recording of your event? \$50 (USB)	<input type="checkbox"/> Yes

Projection	
Will you be using the video projector? Additional technician required. The rate is \$200.00 for 8 hours or less. Over 8 hours - \$350.00	<input type="checkbox"/> Yes
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
Does your PowerPoint presentation have audio?	<input type="checkbox"/> Yes



Address
 2602 – 59 Avenue
 Lloydminster, AB/SK
 T9V 3N7

Phone 780.872.7400
Email: box.office@vicjubatheatre.ca
Hours: Monday-Friday
 (9:30am-4:30pm)

Insurance:
All renters are required to have adequate public liability and property damage insurance to cover their event and/or activities. Any client who does not provide an insurance policy number will automatically be charged \$75/day for insurance coverage for their event.
Name of Insurer:
Name of Broker:
Policy Number:
Expiry Date:
For Office Use Only: Add Insurance Coverage \$75/day to final invoice <input type="checkbox"/> Yes

After you have returned our Application for Theatre Use, please allow up to 7 days for the Theatre to determine the amount of your deposit and to prepare and forward a rental agreement to you. Please sign and return the rental agreement within 14 days to secure your booking. Upon receipt of a signed rental agreement from you and receipt of your booking deposit, a duly executed copy of the rental agreement will be sent to you. After the Theatre receives your booking deposit and your signed rental agreement, 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 us in the Box Office at 780.872.7400 or via email at box.office@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 us via email at box.office@vicjubatheatre.ca as soon as possible.

I have read and understood the 'Rental Guidelines & Information' document	<input type="checkbox"/> Yes
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 (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 Tickets for patrons.

LIQUOR:

- Alcoholic beverages are available for purchase by theatre patrons in the Upper 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 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 550 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 30 youth.
- If there will be 50 or more individuals backstage, College classrooms 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 if available.
- 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 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, extension 249.
- 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 pyrotechnician 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, & 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 in its Audience Chamber or 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 painter's 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.

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. Many clients forget the third word in the name of our facility. There are **4 words** in the name of our facility:

**Ulmer Chev Stage
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.

POSTERS

Poster printing \$50.00 (25 posters)

Poster distribution \$50.

QUESTIONS

To secure a rental date, or if you have any questions about this Application form, please contact Bridget in the Box Office at 780.872.7400 or email her at box.office@vicjubatheatre.ca.

Rental Rates

Effective January 1, 2020

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.

FACILITY FEES

Rental Rates	Minimum 5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours
Non-Profit	\$935	\$1,070	\$1,205	\$1,340	\$1,552.50	\$1,765	\$1,977.50	\$2,490
Commercial*	\$1,130	\$1,285	\$1,440	\$1,595	\$1,827.50	\$2,060	\$2,292.50	\$2,905

*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 \$512.50/hr (Non-Profit) or \$612.50/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

To qualify for our Non-Profit rate, renters must provide proof of legal non-profit status.

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 \$25 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 872-7400, extension 249.

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

SPECIALIZED EQUIPMENT RENTALS

Yamaha 9’ Grand Piano	\$100 / 5 hours or \$150/day
Piano Tuning	\$200 / tuning

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 and live stream price should include our surcharge of \$4.00 plus GST (\$4.20) per ticket. Only one live stream ticket required per device (household).

COMPLIMENTARY TICKETS:

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

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.

GST

GST will be added where applicable.