

CLELAND COMMUNITY THEATRE

RENTAL INFORMATION

1. The rental rate is \$175.22 per hour Plus GST for set up and take down and \$219.02 per hour plus GST for the performance/show time OR the Day Rate of \$1490 plus GST. The day rate covers an 8 hour rental. After 8 hours the Theatre Tech hourly rate will be charged (approx. \$37.01 per hour). The Theatre must be rented for a minimum of 4 hours. The first ½ hour and last ½ hour of rental is for staff to ensure safety requirements and is not available to the licensee. This will be charged at the Theatre Technician rate per hour.

Access to the theatre will be at the precise start time on the contract. If early access is permitted, appropriate fees will be charged. Appropriate fees will also be applied if the theatre is not vacated at the precise contract end time.

2. A RENTAL DEPOSIT of \$300.00 and a DAMAGE DEPOSIT of \$500.00 is required prior to a contract being executed. Damage deposit to be a separate cheque dated the day of the rental.

3. The Applicant shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the City. The City shall be included as an Additional Insured. Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$3,000,000.00 per occurrence, \$3,000,000 aggregate, including \$3,000,000.00 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits as the City may require from time to time. Insurance can be purchased through www.eventpolicy.ca. **All bookings are tentative until proof of insurance is provided, once received your booking will be confirmed.**

4. The rental includes the service of one House Technician who will be present to facilitate the safe and effective use of the theatre and its technical equipment (sound, lighting, stage equipment). The House Technician will not operate equipment during your production. If you require sound and lighting operators, our House Technician can provide contact information for a crew to assist you. Rental includes house lighting and basic sound equipment only. The Applicant is responsible for the cost of any extra lighting requests and/or extra operators.

Extra fees apply for additional equipment and services such as tables/linens over and above the 2 tables that are included with your rental or dance floor set up.

Our House Technician, John Clarke must be contacted no less than three weeks prior to your event to discuss all your technical/house requirements. He can be reach by telephone at 250-460-0784 or by email to john.clarke@penticton.ca.

5. Extra fees for security will be charged as required, please enquire at time of booking.
6. Concession or merchandise sales must be pre-approved two weeks prior to the rental date. A Concession & Merchandise Sales Request Form must be completed. Please request the form from the booking clerk.
7. Ticket Sales – this is a service that we offer. A service charge of \$2.72 + GST per ticket (\$2.86) will be charged. ***You, the Applicant, are responsible for the supply and delivery of tickets to our office. The Applicant is responsible for the service charge. The Applicant must include all services charges and taxes on the ticket price as this office will charge the customer the price printed on the tickets.*** We do not collect service charges/taxes as an additional fee to the customer.

A seating grid of the theatre will be supplied upon request.

Ticket Settlement is not night/day of. You will receive a cheque 7 to 10 business days after performance.

8. Four (4) tickets will be reserved by the House for each event. Tickets are to be sent to the Booking Clerk prior to going on sale.
9. SOCAN Fees will apply. You will pay all fees, license, taxes and tariffs of SOCAN unless you can provide us with your SOCAN License Number.
10. Signed contracts must be received prior to confirming rental.