

SUNSET THEATRE

RENTAL AGREEMENT

2357 POOLEY STREET

PO BOX 22 WELLS BC V0K 2R0

Artistic Producer: Karen Jeffery (250) 994-2320 Wells

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-or-

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Technical Director: Dave Jeffery (250) 994-2320

INFORMATION, RULES & RENTAL POLICY

Renter must comply with all rules outlined below:

RENTAL FEES AND THEATRE RESERVATIONS

DAILY BASE RENT

<u>CATEGORIES</u>	<u>DAILY</u>	<u>4 DAY</u>	<u>WEEKLY</u>
Non-profit or Individual	\$ 150	\$ 500	\$ 875
Commercial	\$ 175	\$ 600	\$ 1000

***Please note: Rentals are a 10 hr period including set up, strike and performance time.**

The base rent includes use of the Theatre, lobby, Box Office, Dressing and Greenroom (once operational), and lighting and sound equipment. A house lighting plot will be available and ready for use by the house technician or by a pre-approved qualified technician. Any changes to the house plot must be by prior arrangement. Fees also include a front of house attendant for performances and/or a Theatre Technician. Rental fees are charged from the time access to the building is "requested" until renter exits building. If renter exceeds originally contracted rental period, the unscheduled time will be added to the original rental agreement. Theatre staff must approve all unscheduled time.

Concession

The Sunset Theatre reserves the right to operate its concession during all performances and rentals. This may or may not include liquor sales depending on the event. The Sunset Theatre will be responsible for obtaining liquor licenses for each event.

Technician

A Sunset Theatre technician will be present at all times. If extra hours are needed by request of the rentee, a theatre technician will be available for an additional \$20.00 per hour.

The theatre maintains a house lighting plot. Any variation from this plot will incur additional hourly charges to be calculated at time of rental agreement.

Rental of extra lighting and sound equipment- Per case basis**

****Arrangements for tuning and rental of a piano are the responsibility of rentee.**

Deposit and Payment

Phone inquires regarding the availability of the Theatre are invited but a reservation will be confirmed only upon receipt of required deposits. Once a reservation is made and deposits received, no dates or hours may be added without prior approval.

A 10% non-refundable deposit are due upon approval of reservation. A refundable damage and cleaning deposit of \$50.00 is due upon confirmation for reservation and will be returned completely or partially based on final inspection of the Theatre by Theatre staff.

Box Office

All groups are required to utilize the box office for ticket sales. **EXCEPTION: If only one performance is held, the user group has the option not to utilize Sunset Theatre or box office services.**

Other Fees

Extra Theatre Attendants \$ 15 per hour

Insurance

Special event liability insurance is required of all theatre users for rehearsals and performances covering both participants and audience. A copy of the renter's Certificate must be presented upon signing of this contract. Details of required coverage are:

- \$500,000 general aggregate.
- \$1,000,000 aggregate (liquor liability included).
- \$1,000,000 personal and advertising injury.
- \$50,000 fire damage

Cancellations

Cancellations for facilities previously reserved with less than 30 days notice but more than 10 days will forfeit 50% of rental fees. Cancellations with less than 10 days may be subject to full forfeit of their rental fees, excluding the cleaning/security deposit.

THEATRE PRODUCTION SCHEDULE AND RULES

Pre-Event Meeting

A pre-event meeting must be scheduled with the Technical Director prior to load-in but where possible as soon as details are known. At that time, all set designs, special requests, floor plans, and light plots must be submitted. Copies of the lighting grid, circuit layout, lighting inventory, and stage floor plan will be made available prior to that meeting upon request. Additionally, the meeting will review the scheduled

use of the theatre to determine that dates and times are correct and adequate time is set aside for set-up and clean-up for each use.

SUNSET THEATRE GENERAL RULES

- Due to limited parking, it would be appreciated if cast & crew could park in the lot next to the theatre. Please do not park in front of the theatre doors.
- When arriving at the Theatre, all performers and production staff should enter through the back stage doors. The front doors remain locked until the audience arrives.
- No performers or production staff are allowed in lobby during rehearsals or classes, except for stage entrances or use of rest rooms.
- The mezzanine is off limits except to Sunset Theatre personnel or authorized staff of the renter. Do not sit, lean, hang or put your feet up on the railings or the Balcony railings.
- Do not touch other group sets/ props when there is another event in the Theatre.
- It is the responsibility of the rentee to make sure that anyone associated with their production and working on sets, lights, etc. work in a safe manner. Proper protective clothing and devices should be worn when warranted.
- Guests are not permitted in the back stage areas or dressing rooms unless approved by Theatre staff.
- All accidents, incidents, damage or breakage in the building must be reported to Theatre Staff. If damage or breakage of Theatre equipment is users' fault, cost of repairs or replacement will be deducted from damage and cleaning deposit.
- No set pieces, props, or decorations may conceal or otherwise obstruct any building exit, exit light, fire alarm, fire extinguishing or fire protection device.
- Users of the building are responsible for leaving the building in the same condition as it was prior to their arrival, including the removal of **ALL** sets, props, costumes and large garbage.
- The Sunset Theatre assumes NO responsibility for any property, equipment, or other items left in the Sunset Theatre at any time.

Theatre staff are here to help where they can, please do not hesitate to ask for assistance!

SUNSET THEATRE HOUSE RULES

- The house attendant is responsible for opening & closing the building, and providing a presence in the front of the house area. At times, they may assist renters ushers & or House Manager, (however this is not their main responsibility.)
- Front Doors of the lobby are to remain locked until the front of the house is open for business.
- **Posters, photos, merchandise, etc.** are allowed in the lobby for sale with prior approval. Posters are to be posted on designated areas only. Please do not tape or pin posters etc. on Lobby walls.
- You are required to provide your own Box Office/Front of House Manager/Usher. The House Manager must be present during pre-show seating, intermission(s) and post event.
- **The Sunset Theatre cannot exceed occupancy.** Additional seating or standing room is not allowed without consent of Sunset Theatre Management. Seating is limited to 98. The Mezzanine Loge boxes are for staff or special guests only and the use of them must be pre-approved by management. Occupancy limits are set by **Provincial Fire Code.**
- Only the Theatre box office area is designated for ticket sales.

AMMENDMENTS:

For Sunset Theatre

For Rental Group

Date: