

**Sacred Heart**  
**Performing Arts Theatre**  
 280 Gladstone Avenue North  
 Christ the Teacher, SK S3N 2A8



**Office Phone** (306) 783-3128  
**Office Fax** (306) 783-8406

***Theatre Rental Application***

<b>Name of Organization:</b>				
Address of Organization:	Street:			
	City, Province:			
	Postal Code:			
Contact Number of Organization:	Phone:			
	Fax	Email:		
Contact Representative:				
Contact Number of Representative	Phone:			
	Fax:	Email:		
Dates Requested	Circle day(s) of the week: Mon Tue Wed Thur Fri Sat Sun			
	Month:		Dates:	
	Start Time:		End Time:	
Type of Event				
Rental Classification				
Please give a brief description of your event.				

<b>Rental Fees</b>				
Booking & Cleaning Deposit – due within 7 days booking				\$100.00
Theatre Rental – refer to rental schedule				
Lighting Technician (minimum of 3 hours)		hours @	\$20.00 per hour	
Sound Technician (minimum of 3 hours)		hours @	\$20.00 per hour	
Caretaking/Cleaning/Security During Non-School Hours (minimum of 3 hours)		hours @	\$30.00 per hour	
Caretaking/Cleaning/Security During School Hours		hours @	\$20.00 per hour	
<b>TOTAL FEES</b>				

**Note:**

- For less complex performances 1 technician may be able to handle the lighting and sound responsibilities.
- Users will receive a 20% reduction in fees for theatre rentals of 4 or more consecutive days.
- Please make **cheque payable** to the Christ the Teacher Catholic School Division and submit to the Sacred Heart Administration Office.

## • *Technical Specifications Performing Arts Theatre*

### Commons Area

All rental groups are responsible for supervision of the commons area.

	Yes	No
Will you be operating a merchandise table?		
Will you require any chairs and tables to be set up?		
If yes, how many tables and chairs do you need and where do you need them set up?		
What is the performance / event start time?		
What is the running time of your performance / event?		
At what time would you like the following doors opened for your event?		

### Supervision

The Performing Arts Theatre requires that rental groups of young performers (under the age of 16) have at least one responsible adult supervisor in each area being used. Please remember that you are responsible for anyone that is in the school during your booking and facility users must comply with facility use guidelines and regulations including any government health orders in effect during the date of use.

Groups with young performers please fill out this table:

Space to Be Supervised	Adult Supervisor
Commons Area (compulsory)	
Theatre (compulsory)	
Backstage	
Lower Level Change Rooms	

### Change Rooms

	Yes	No
Will you require use of the lower level change rooms?		

### Masking

Rental groups are welcome to rearrange black masking / drapery as they need; however any alterations to the house hang will need to be made within the group's booking time. The masking must be returned to the house hang before the group's departure. Failure to do so will result in additional charges to the rental group.

	Yes	No
Will the house hang meet the requirements of your event?		
Will you close the black traveler at its mid-track? <b>OR</b>		
Will you close the black traveler on its back track in front of the cyclorama?		
Will you use the cyclorama (light blue cloth at back of stage)?		

## Music Equipment

The rental group is responsible for all set up of non-rental items (e.g: chairs). The rental group is also required to return all non-rental items to their storage location at the conclusion of their event. Failure to do so will result in additional charges.

Will you require use of the following items? If yes how many?	Yes	No
Conductor's Music Stand		
Conductor's Podium		
Orchestra Chairs		
Music Stands		
Band Shell (rental)		

## Stage Equipment & Dressing

The rental group is responsible for all setup of these items. The rental group is also required to return all items to their storage location at the conclusion of their event. Failure to do so will result in additional charges.

Will you require use of the following items?	Yes	No
Podium (1)		
Risers 48" 4'x8' (2)		

## Control Booths / Audience Chamber

Please remember if the rental group chooses to set up lights, sound, cameras or adjudicators in the audience chamber, this will affect the number of seats available for the event. The administration office should be notified of any recording setup that the rental group intends to operate.

	Yes	No
Will you be operating lights or sound from the audience chamber?		
Will you be operating any video cameras from the audience chamber?		
Will you have adjudicators in the audience chamber?		
Would you like the adjudicators / house table set up?		

## Lighting

The Performing Arts Theatre will provide all rental groups with a general stage wash, which is part of the house lighting hang. Any lighting cues, specials or changes to the lighting house hang will require use of a lighting technician.

Any alterations to the lighting house hang must be restored to their original state, and all changes must be made within the group's booking time. The booking time needs to account for refocusing any lights, installation and removal of any specials, programming all necessary lighting cues or patches for the show, and cleanup of technical work areas. Failure to do so will result in additional charges to the rental group at the specified technician rate.

Please be advised that pyrotechnic shows are not permitted in school facilities. The Performing Arts Theatre allows no open flame on stage.

	Yes	No
Would you like the Theatre to contract a lighting technician for your event?		
Will you be using the lighting house hang?		
Will you be using any lighting specials ?		
Will you be using the cyclorama / skycloth?		
Will you be using follow spots?		

## Sound Equipment:

Use of the Theatre's primary sound system requires a sound technician. All technical personnel must be pre-approved by the school administration

The Performing Arts Theatre offers an alternate system for groups with basic sound requirements who wish to operate their own sound from the side of the stage.

Events requiring stage monitor speakers, multiple microphones or any effects or delays require the use the theatre sound system.

	Yes	No
Will you be using the small portable sound system?		
Will you be using the main / primary sound system?		
Will you be providing your own sound system?		
Would you like the Theatre to contract a sound technician for your event?		
Will you be using tapes?		
Will you be using CDs?		
Will you require effects / reverbs & delays?		
Will you require microphones?		
If yes, what are they being used for, how many mics do you need and where do you need them set up?		
Will you require speaker monitors onstage?		
Will you be using the video projector? (rental)		

## **Booking & Cleaning Deposit**

The Theatre requires a \$100.00 deposit that is payable within 7 days of booking the event. Any cancellations within 30 days of the event booking will be refunded. The deposit will be retained for cancellations that occur after 30 days of the booking. At the conclusion of the event the deposit will be refunded or applied to cleaning services if the facility was not left in a satisfactory condition.

## **Key Usage**

- Regular renters may sign out a key from the school administration office. The key is to be returned to the office on the next school day after the rental period has expired.
- Single renter users may sign out a key from the school administration office and return the key on the next school day.

## **Rental Availability**

- No user shall be in a school building prior to 7:00 AM or past 10:30 PM unless prior arrangements have been made.
- Use during summer vacation, holidays, or other vacation periods shall not conflict with building, cleaning, and renovating programs and will depend on the availability of caretaking/cleaning personnel.

## **Tobacco Free Environment**

The use of tobacco products is prohibited in all board owned and/or operated facilities and on school grounds.

## **Promotion of Healthy Lifestyles**

Illegal drugs, alcohol and/or gambling are not permitted in all Division owned and/or operated facilities or on school property. The use of tobacco products is prohibited in all Division owned and/or operated facilities and on school grounds.

## **Liability Insurance**

Liability insurance of the school division applies only to the students and staff for Board approved activities and to Home & School activities. As the Division's liability insurance is not extended to cover non-school groups, it is recommended that the renter maintain a minimum of \$2,000,000 in comprehensive generally liability insurance during the term of the rental agreement and for which school division property is utilized. If the school division incurs any loss or damage for which the renter is responsible, the school division or its insurers may claim reimbursement from the renter. Additionally, school division liability insurance does not extend to cover the negligence of non-school users of the property. Therefore, it is advised that the renters arrange liability insurance to cover such negligence.

## Miscellaneous

- The Performing Arts Theatre does not allow any food or drink in its audience chamber. It also does not permit any animals on the premises with the exception of guide dogs. Exceptions must be prearranged with the school administration.
- Any signs inside or outside the Theatre should be put up with either sticky tack or removable painter's tape. All signs must be removed within the booking time.
- Take into consideration that your booking time applies to all time spent in the theatre, including load-in, setup, rehearsal, performance, load-out, and cleanup. If you anticipate requiring extra time for any of these things, please let us know so we can change your booking time accordingly.
- Please feel free to contact us if you have further questions or concerns.

### AGREEMENT

The signatory hereby makes application to the Christ the Teacher Catholic School Division, for the use of school division facilities described in this application form and certifies that the information provided is correct. The signatory further states that he/she has the authority to make this application and agrees to the regulations as stated in division policy and rental application forms. The undersigned, who is to be in charge of the activities, is 21 years of age or over. The applicant agrees to exercise the utmost care in the use of school premises and property. The applicant further agrees to finalize all arrangements with the school administration office, including payment of fees, one week prior to the specified rental date.

Except for the school division's sole negligence, the facility user shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages and to hold harmless the school division, its offers, employees, agents, and trustees from any and all claims, liabilities or suits arising directly or indirectly out of the use of the division's facilities.

The facility user agrees to advise the principal, as soon as possible, of any injury to participants and/or damage to the equipment and the facility itself.

The applicant further agrees to reimburse the school division for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period. It is also understood that the Christ the Teacher Catholic School Division and its employees are not responsible for lost or stolen articles.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

### Office Use Only

Your Application Has been:  Approved  Denied

Total Charges:  Amount Paid:  Date Paid:

Payment Method: Cheque #  Cash

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date