

# APPLICATION FOR THEATRE USE

Please complete this form as thoroughly as possible. If you need more space please provide detailed information on a separate piece of paper and return all documents to [ksmutt@sprucegrove.org](mailto:ksmutt@sprucegrove.org) or fax to: 780-962-2526, attention Karen Smutt.

If you have any technical questions, please contact **Don Waddle at 780-887-6058**, or by e-mail at [dwaddle@sprucegrove.org](mailto:dwaddle@sprucegrove.org). A production meeting is required for all rentals and will be set up with you prior to your event.

**EVENT INFORMATION**

Organization Name:	Contact Person:	Application Date:
Performance Name:	Phone Number (s):	E-Mail Address:
Mail Address including Postal Code:	Non-profit Society #: _____	
	SOCAN Registration #: _____	
Technical Contact: (Name, E-mail address, Day Phone)	<b>Liability Insurance Certificate # or copy of insurance provided:</b> _____	
	# of participants (students) and supervisors (approx.) _____/_____	

**SPACE REQUIRED** \*\* Denotes items that may require an additional fee if used on Non-School Days – minimum 4 hour charge plus 1 hour clean up charge.

<input type="checkbox"/> Main Stage <input type="checkbox"/> Men's Dressing Room <input type="checkbox"/> Women's Dressing Room <input type="checkbox"/> Drama Room <input type="checkbox"/> School Lounge** Time(s): _____	<b>All spaces are subject to availability &amp; approval for use</b>
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**TIME REQUIRED (Minimum four hour booking – A one hour meal break is required after every 5 hours)**

Rental Date(s) and Time(s): If more space is required use a separate sheet:

Rental Date(s)	Rental Time (Minimum 4 hours) Includes Load In/Shows/Load Out	Indicate Rehearsal or Performance Times:
Example 1: Dec 22, 2018	12 pm – 4 pm & 6 pm – 10 pm	Rehearsal: 1 pm & Show: 7:30 pm
Example 2: Dec 23, 2018	12 – 6 pm	Shows: 2 pm & 4 pm

Length of entire performance(s): \_\_\_\_\_      Length of 1<sup>st</sup> Act: \_\_\_\_\_ 2<sup>nd</sup> Act: \_\_\_\_\_  
 Intermission:  NO       YES      Length: \_\_\_\_\_ (15 min. suggested)

To provide time for the TECHNICIANS meal break will **everyone** involved in your show be leaving the **entire facility including the school lounge, at the same time**, for a meal break?

YES - What Time: \_\_\_\_\_      NO - \$30 penalty/technician (max 3)

**EQUIPMENT & TECHNICAL REQUIREMENTS:**

<input type="checkbox"/> Grand Piano – price varies	<input type="checkbox"/> Upright Piano	<input type="checkbox"/> Podium
<input type="checkbox"/> Music Stands - (max 8): _____	<input type="checkbox"/> Tables in Theatre: _____	<input type="checkbox"/> Chairs in Theatre: _____
<input type="checkbox"/> Choir Risers - \$100/day (max 5): _____	<input type="checkbox"/> Projector - \$40/day (renter must provide laptop & operator)	
<input type="checkbox"/> Fog Machine - \$40/day	<input type="checkbox"/> Portable Stage - \$100/day for 4 units, \$30/day for additional units	
<input type="checkbox"/> 20" Mirror Ball - \$25/day	<input type="checkbox"/> Microphones: how many? _____	
<input type="checkbox"/> Wireless Mics (max 16): _____ - \$45/unit/day or \$80/unit/week (batteries will be provided)		

Please provide a brief description of what your show is about (Dance, Band, Play, Musical, etc): \_\_\_\_\_

\_\_\_\_\_

Do you require any special lighting or effects (strobe lights, Gobos, lasers, etc): \_\_\_\_\_

\_\_\_\_\_

Do you require any special audio (singing to karaoke, CD/iPod, play back, band): \_\_\_\_\_

\_\_\_\_\_

If you are bringing sound effects/music, please indicate its format:            CD(s)            MP3/IPOD

Will you be video recording your show? **YES**                      **NO**

**If YES**, please note Horizon Stage does not provide video equipment. Please provide us with the name of the person or organization doing the recording: \_\_\_\_\_

Do you require video projections for your show (pre-show, during show as a set change, post-show)? \_\_\_\_\_

\_\_\_\_\_

Other Requests/Requirements: \_\_\_\_\_

\_\_\_\_\_

Please provide a copy of your Technical Rider, if you have one, and a completed stage diagram with this application.

Lessee Information:

At least one person with knowledge of event requirements must be available from the start of the rental period to act as a liaison with the theatre technical staff and be present during all rehearsals and performances.

The Technical Supervisor has the final approval of all equipment brought into the theatre by the lessee, including all sets, props, and special effects.

**For Office Use ONLY**

**# of Technicians required:** \_\_\_\_\_

**Meal Penalty:**    **YES**    **NO**

Performance Details received: \_\_\_\_\_

Date reviewed/approved: \_\_\_\_\_

Pre-production Contract sent: \_\_\_\_\_

Volunteers Scheduled: \_\_\_\_\_

Signed Contract received: \_\_\_\_\_

FOH Form sent/received: \_\_\_\_\_