

Horizon Stage Rental Reminders and Front of House Information

Name/Organization: _____ Date of rental(s): _____

Important reminders regarding your rental:

- Seats H101 and H318 are reserved for Horizon Stage volunteers at all performances where the public is in attendance.
- Your rental time shall include: **load-in, set-up, performance and load-out (including removal of all items)** as stated on your contract.
- Access to the facility is permitted **ONLY** through the Theatre main entrance or backstage entrance – **NOT** through the School Lounge. If you gain access through the Lounge prior to your designated load in time you may be assessed additional charges.
- You will be charged for any time over and above the times indicated on your contract as well as for any damage to the facility by the lessee/associates/students/members.
- Seating capacity is 316
- Wheelchairs are placed in seats A103/104 and A107/108 with attendants in A105 and A106. **Please inform the house manager if you have wheelchair patrons. There is space for a maximum of 5 wheelchairs in the 100 section. If more wheelchair space is required please speak with the office before selling outside of the designated seats. Please inform the office 3 business days before your event if you have sold any wheelchair seats.**
- If there is more than one show during your rental, seats are not permitted to be held from one show to the other in order to ensure the evacuation and cleaning of the theatre in between shows.

Who is the front of house contact person for the House Manager? _____

This person must meet with the House Manager prior to the doors opening to the public.

TIMELINE:

- What time shall the School Lounge/Lobby open to the public? If selling through Ticketpro the Box Office requires access 1 1/2 hours prior to show time. _____
- What time shall the theatre doors open to seat the audience? _____
(Recommend 15 minutes prior to show time)
- What time are your show(s)? _____
- Length of 1 Act _____ Intermission _____ (15 min. suggested) 2nd Act _____

FRONT OF HOUSE SET UP DETAILS:

A limited number of tables and chairs are available for use in the Lobby/School Lounge. You are required to set up and tear down. Please note tablecloths are **NOT** provided.

Requested # of tables: _____ Requested # of chairs: _____

MERCHANDISE: *All items are subject to a 15% commission, based on actual gross sales made, payable to Horizon Stage, at the end of your show. Unless previously requested you must provide your own seller and float.*

Are you selling anything in the Lobby/School Lounge? Yes No

If yes, what are you selling? _____

On sale times for merchandise (please check all that apply): Pre-show Intermission Post-show

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OTHER:

Will there be programs available? Yes No

If yes, who will be handing out programs? _____

Please note that our volunteers will NOT hand out programs, if you do not have someone designated to do this they will be placed on a table for people to take.

Please list any planned pre/post show activities, such as receptions, meet and greet, silent auctions, 50-50 draws, raffles, etc. All applicable AGLC licensing must be given to the House Manager prior to selling tickets for 50-50 draws or raffles. If the appropriate licenses are not provided to the office **three (3) days in advance of your event** you will not be permitted to sell tickets. See www.aglc.ca for more information.

If you are hosting a reception will you be serving alcohol? Yes No

If yes, please provide a copy of your private special event liquor license at least three (3) days in advance of your event. Your liquor license must be given to the house manager upon her arrival to put on display – if it is not provided you will NOT be able to serve alcohol.

Are there any other details you would like to share? _____

BACKSTAGE ACCESS:

If you have guests in the backstage area prior to your performance and they will be sitting in the Theatre seats during your performance they **MUST** come out to the Lobby **ten (10) minutes** prior to show time to be included in our house count.