



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 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. 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)	Liability Insurance Certificate # or copy of insurance provided: _____	
	# of participants (students) and supervisors (approx.) _____ / _____	

FACILITY SPACE REQUIRED ** Denotes items that may require an additional fee if used on Saturday/Sunday/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): _____	All spaces are subject to availability & approval for use
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To provide time for the TECHNICIANS meal break will **everyone** involved in your show be leaving the **entire facility (Theatre, Dressing Rooms, Drama Room, Lobby, School Lounge), at the same time**, for a meal break?

YES - What Time: _____

NO - \$30 penalty/technician (max 3)

TIME REQUIRED (Minimum four hour booking – A half-hour meal break is required for rentals 5 – 8 hours long. See the Theatre Rules and Regulations for more information.)

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 1st Act: _____ 2nd Act: _____

Intermission: NO YES Length: _____ (15 min. suggested)

EQUIPMENT & TECHNICAL REQUIREMENTS:

<input type="checkbox"/> Grand Piano – price varies	<input type="checkbox"/> Keyboard - \$25/day	<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 operator)	
<input type="checkbox"/> Fog Machine - \$40/day	<input type="checkbox"/> 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/units/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

Do you plan on having a video recording made of 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.

A production meeting is required for all rentals. Please indicate available times at least 3 weeks prior to rental event: _____

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: _____