

THE ORANGEVILLE TOWN HALL OPERA HOUSE

BOOKING AN EVENT

1. **CALL JOY BELL AT THE THEATRE ORANGEVILLE BOX OFFICE 519-942-9321 TO ARRANGE A BOOKING DATE AND RECEIVE INFORMATION ON PROCEDURES.**
2. **READ AND PRINT TWO COMPLETE CONTRACTS FOUND ON THE THEATRE ORANGEVILLE WEBSITE www.theatreorangeville.ca. UNDER *OTHER OPERA EVENTS*. KEEP ONE CONTRACT FOR YOUR REFERENCE. (9 pages)**
3. **RETURN THE FOLLOWING FORMS AND PAYMENT TO THE OPERA HOUSE MANAGEMENT GROUP (OHMG) TO THE ATTENTION OF JOY BELL**
 - (a) **the signed contract**
 - (b) **the \$1,000,000 (one million) Liability Insurance Form**
 - (c) **the completed Box Office Questionnaire**
 - (d) **the NON-REFUNDABLE DEPOSIT (one-half the rental fee), payable to "THEATRE ORANGEVILLE"**
4. **LOOK UNDER *TECHNICAL THEATRE INVENTORY* for a list of EQUIPMENT BEFORE YOU COMPLETE THE TECHNICAL RIDER.**
5. **COMPLETE THE TECHNICAL RIDER, (2 pages) FOUND ON THE WEBSITE, AND RETURN TO THE OHMG AT LEAST THREE WEEKS PRIOR TO YOUR EVENT.**

ORANGEVILLE TOWN HALL OPERA HOUSE RENTAL CONTRACT

This agreement is between the Town of Orangeville and the Opera House Management Group, hereinafter known as the **OHMG**, and

CONTACT NAME: _____

ADDRESS: _____ CITY _____ P.C. _____

PHONE: (work) _____ (home) _____ (fax) _____

GROUP NAME: _____

REGISTERED CHARITY NUMBER: _____

E-mail: _____

INSURANCE

The Applicant agrees

- (a) to provide the OHMG with a current **Liability Insurance Certificate showing a minimum of One Million Dollars (\$1,000,000) coverage. This Proof of Insurance Form must be presented to the OHMG before ticket sales can begin or before the booking is CONFIRMED.**

**INSURANCE MAY BE PURCHASED THROUGH YOUR OWN INSURING AGENT.
(The cost of this insurance should be around \$150 per event)**

- (b) to indemnify and save harmless the Town of Orangeville/Opera House Management Group from all claims as a result of bodily injury or death to any person or persons or for damage to property of others arising out of the applicant's use of the facility, however caused.
- (c) to reimburse the OHMG for any loss or damage to property arising out of their occupancy, however caused.
- (d) to acknowledge that the OHMG cannot guarantee an uninterrupted supply of electricity, water, heat, air conditioning or other utility and that the Applicant will save harmless the OHMG from any claim of damage arising from a loss of a utility. The OHMG will be diligent in restoring any interrupted utility where it is in their power to do so.

ROYALTIES, COPYRIGHT AND SOCIETY OF COMPOSERS, AUTHORS AND MUSIC PUBLISHERS OF CANADA (SOCAN)

The Applicant agrees

- (a) to secure and pay for all licences required by law regarding:
- * the use of copyright material for public performance (music and plays)
 - * the audio recording of any copyright material
 - * the video recording of any copyright material
- (b) to submit fees (as applicable) directly to SOCAN.
- (c) that the OHMG shall not be held liable for any infringement of copyright laws
- (d) the OHMG has the right to require the Applicant to provide proof that the above licences have been obtained in advance.

LOG ON TO www.socan.ca/jsp/en/resources/tariffs.jsp TO CALCULATE THE FEE THAT APPLIES TO YOUR EVENT.

CANCELLATION OR DATE CHANGES

- The OHMG reserves the right to terminate this agreement without prior notice and without refund of the booking deposit if the Applicant has provided false or misleading information in the rental contract, or the Applicant has defaulted in providing **ANYTHING** required by the rental contract, or the Applicant is in breach of any term or condition of this agreement.
- This contract may be cancelled by the Applicant upon giving written notice to the OHMG at least 60 days prior to the event, and in such case the OHMG will refund all monies less the non-refundable deposit and any expenses incurred on behalf of the Applicant. If the event is cancelled after the 60 day period, there will be an additional charge of \$100 + GST and you will forfeit the non-refundable deposit.
- If a date change is requested after the confirmed booking there will be a charge of \$100 + GST if using the Box Office for ticket sales.

ADVERTISING

The Applicant understands that

- (a) the name **THEATRE ORANGEVILLE MUST NOT BE USED** in any advertising or promotion
- (b) the performance location is to be listed as

**THE ORANGEVILLE TOWN HALL OPERA HOUSE
87 BROADWAY
ORANGEVILLE, ON L9W 1K1**

- (c) the OHMG is not responsible for the Applicant's advertising. However, we will list the title of your event, along with a brief description, date, time(s) and ticket prices on the Theatre Orangeville website. www.theatreorangeville.ca. and be glad to display your posters on our Upcoming Events board.
- (d) it is the Applicant's responsibility to provide the Box Office with detailed information about the event . Please see the Box Office Questionnaire and Technical Rider to insert this information. Another local website to use for advertising is www.whatson.on.ca

TECHNICAL POLICIES

The Applicant agrees

- that **all technical aspects** of the setup, lighting, sound, special effects, etc. are subject to the supervision and approval of the **Technical Supervisor**.
- that during a performance there will be technical personnel in the sound booth or backstage at all times in order to communicate with Front of House staff and to deal with emergencies
- to provide an adequate number of people to set up, run and strike a performance or rehearsal

BOX OFFICE SALES AND TICKET POLICIES

Tickets to your event may be sold through the Theatre Orangeville Box Office. If you choose to use this service the Applicant understands that

- there is a \$3 handling charge for **EACH** ticket printed through the Box Office (Complimentary tickets included)
- patrons may use Visa, Mastercard, Debit, cash or cheque to pay for tickets
- all tickets are reserved seating
- a refund policy must be established before ticket information is entered into the system

THEATRE RENTAL RATES

CATEGORY	DAILY RATE
Registered Charity * See note	\$400 + GST (2 hours of tech prep + 6 hours in the theatre)
Registered Not-for-Profit Group	\$400 + GST (2 hours of tech prep + 6 hours in the theatre)
All Other Organizations	\$700 + GST (2 hours of tech prep + 6 hours in the theatre)
Additional Performance in the same day	Registered Groups \$200 + GST Other Organizations \$350 + GST
Additional Hours	Technical Supervisor \$30 hour House Manager \$30 hour
Piano Tuning	\$90 + GST

- * NOTE: To qualify for the charity rate you must have a registered charity number.**
- **A non-refundable deposit in the amount of 50% of the total rental rate required to reserve the date(s) requested.**
 - **The theatre booking includes a Technical Supervisor for a total of eight (8) hours (including prep time) and a House Manager for four hours (4) hours. Ushers will be provided at no extra cost. If you exceed these hours there will be an additional charge of \$30 an hour for the Technical Supervisor and \$30 an hour for the House Manager.**
 - **Additional costs may be incurred for tech prep time if over two hours or if you require additional time to hang and focus your lights.**
 - **If using the Box Office for distribution and sale of tickets on the date of the event there will be a charge of \$20 + GST for this service for each performance.**
 - **GST is applicable on the Theatre Rental, overtime hours and piano tuning, if any, and will be added to the final total.**
 - **The rental period begins when the set-up is started on the Applicant's behalf or when the Applicant enters the building. The rental period ends when the Applicant's group has vacated the building or when those working on behalf of the Applicant have finished. The rental period includes time taken for meal breaks and times when the Applicant may not be in the building.**
 - **The contact person for your event will be advised when the overtime charges will begin for the Technical Supervisor and the House Manager.**

POST SHOW FINANCIAL SETTLEMENT

A final statement will be prepared within three working days after your event. If money is owed a cheque will be issued. The cheque and complete final statement will be mailed to the address on the Contract Agreement. If you prefer to pick up the cheque, please make this clear well in advance. If you owe money, an invoice will be sent to the contact address. Complete payment is due 14 days from the issue of the invoice.

Cheques are payable to “THEATRE ORANGEVILLE”.

TERMS

- The OHMG includes the existing house lighting and house sound system in the base rental rate. The Applicant is responsible for the provision of any additional equipment or resources. Specifications must be forwarded to the **OHMG THREE WEEKS** in advance of the event.
- Six seats will be retained as house seats by the OHMG
- The dressing rooms and backstage areas are to be cleared out **IMMEDIATELY FOLLOWING THE FINAL PERFORMANCE**, along with all sets, props and costumes.
- Nothing is to be placed on top of the grand piano while it is being stored in the electrical room. Only authorized personnel are permitted to move the piano in and out of the storage area.
- At no time should anyone pull the handles of the fire curtain alarm, located on the wall on stage right and stage left. If activated manually, the Applicant will be liable for any damage or costs as a result.
- The use of explosives, fireworks, candles, open flame are not permitted for use on stage. If a particular effect is integral to the production, it must be discussed with the Technical Supervisor.

FOOD AND DRINK

The Applicant understands that

- (a) NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE DRESSING ROOMS OR BACKSTAGE. Only water is allowed in the theatre.**
- (b)** a liquor licence must be purchased from the LLBO and displayed prominently if the Applicant intends to serve alcoholic beverages in the lobby or atrium
- (c)** permission must be granted by the Town of Orangeville to hold a reception in the Town Hall atrium
- (d)** a qualified person with **“SMART SERVE”** must be in charge of serving alcohol
- (e)** any catering or special events involving food require the permission of the OHMG

BOX OFFICE AND CLIENT SERVICES QUESTIONNAIRE

To assist in producing your event, please complete this questionnaire carefully. If you have any questions, please contact:

The booking will not be confirmed until the questionnaire has been completed and returned to the OHMG.

Name of Applicant: _____

Name of Contact Person at event: _____

Name of Show/Event: _____

Phone: Home _____ Cell _____ Work _____

SHOW INFORMATION: Please list the date(s) and time(s) of your show(s):

Show #	Day	Date: (day/month/year)	Show Starts At:
1.			
2.			
3.			
4.			
5.			

TICKET SALES

How do you plan to promote the sale of your tickets? Please indicate.

_____ Will sell our own **GENERAL ADMISSION** tickets.

Please indicate the prices of your tickets. ADULTS: ___ STUDENTS: ___ OTHER ___

_____ Would like to use the Theatre Orangeville Box Office for **RESERVED SEATING TICKET SALES**. Patrons may use Credit Cards, Cheques, Cash or Debit.

TICKETING INFORMATION: (If using the Theatre Orangeville Box Office)
PLEASE DO NOT ADVERTISE YOUR EVENT UNTIL ALL TICKETING ARRANGEMENTS ARE FINALIZED WITH THE OHMG. THANK YOU.

	Ticket Price + (Including GST)	Handling Charge	FINAL PRICE:
Adult		\$3.00	
Senior		\$3.00	
Student		\$3.00	
Child		\$3.00	
Group		\$3.00	

The advertised price should be the FINAL PURCHASE PRICE.

INFORMATION TO BE PRINTED ON THE TICKETS: (If using Box Office)

Please fill in the following information as you wish it to appear on the tickets.

(Name of presenter)

PRESENTS:

(show title)

(date and time)

TOWN HALL OPERA HOUSE
87 Broadway, Orangeville ON L9W 1K1
Box Office (519) 942-3423
tickets@theatreorangeville.ca

COMPLIMENTARY TICKETS

Do you wish the OHMG to print any COMPLIMENTARY tickets for the event? _____
All complimentary tickets are printed with a price of \$0.00 on them. However, you will be charged a handling fee of \$3.00 for each ticket printed.

No. of Complimentary Tickets: _____ **Location of Complimentary Seats:** _____

Note that the OHMG retains six (6) house seats for each performance at no charge.

BOX OFFICE SERVICE

Do you wish the OHMG to provide a Box Office service for distribution and sales of tickets on the date(s) of your event? _____ (You will be charged \$20 + GST for each show you have booked. Please specify: _____)

EVENT INFORMATION FOR THE BOX OFFICE

Please provide a short description of your show/event as this information will be used to inform potential customers when they contact the Box Office:

PROMOTION:

Will you be using programs? Yes _____ No _____

Will you be providing a poster for display on the Upcoming Events board? Yes ___ No ___

THE SHOW/EVENT:

How many intermissions will there be? _____

What is the estimated length of the show including intermissions? _____

What is the expected attendance for the event? _____ Seating capacity 270

While in the Theatre, the House Manager will supervise your event. The OHMG will also arrange for the ushers who are knowledgeable about fire and safety.

Latecomers cannot be seated until there is a suitable break in the program. This will be determined at the discretion of the House Manager and the Stage Manager. **Cameras, recording devices and refreshments (except water) are not permitted in the Theatre. THE ORANGEVILLE TOWN HALL AND THEATRE IS A DESIGNATED NON-SMOKING BUILDING.**

CONCESSIONS AND SALES:

Would you like the OHMG to provide a concession with water, pop and ice-cream for your event? _____ The OHMG will provide staff to sell during the intermission(s).

Would you like to run your concession for your own profit? Yes ___ No _____
The OHMG could provide staff to assist with the sales if requested.

Will you be selling merchandise in the lobby? _____

All goods sold on the premises are subject to a 15% commission, plus GST. This fee is payable to the OHMG and will be collected by the House Manager at the end of the event.

Please specify if tables are required for your merchandise _____ How many?: _____

BEVERAGE, FOOD AND CATERING SERVICES:

Are you planning a reception at the Opera House before or after your event? _____

Do you require the Town Hall atrium or the Theatre lobby area? _____

If so, when would you be arriving for setup? _____

What time do you expect your reception to begin? _____ to end? _____

Do you require tables for your reception? _____ If so, how many? _____

A LIQUOR LICENSE MUST BE PURCHASED FROM THE LLBO AND DISPLAYED DURING YOUR EVENT IF YOU ARE PROVIDING OR SELLING ALCOHOL

PLEASE NOTE: Special permission must be received from the Town of Orangeville in order to use the Town Hall atrium for a reception. The OHMG will make these arrangements for you.

LOTTERY Will you be running your own lottery? _____ If so, the OHMG will require a copy of the lottery licence.

Cheques should be made payable to :

**“THEATRE ORANGEVILLE” and mailed to the attention of
“JOY BELL” at:**

**Theatre Orangeville
87 Broadway
Orangeville, ON
L9W 1K1**

The Applicant understands that the RENTAL RATE will be based on one of the following rates. Check the one that applies to your rental.

REGISTERED CHARITY/REGISTERED NON-PROFIT \$400 + GST

ALL OTHER ORGANIZATIONS \$700 + GST

**THE NON-REFUNDABLE DEPOSIT IN THE AMOUNT OF \$ _____
IS ENCLOSED. (1/2 the rental rate)**

THE BOX OFFICE QUESTIONNAIRE IS COMPLETE AND ENCLOSED.

**A COPY OF THE \$1,000,000 LIABILITY INSURANCE FOR THE EVENT IS
ENCLOSED.**

**The Applicant has read the COMPLETE
CONTRACT and agrees to ALL the terms.**

Signature of Applicant

Date

OHMG Approval

Date

