

# Gibsons Heritage Playhouse

## Booking Form

Revised Nov. 13, 2011

This client info. sheet must be completely filled out and returned at least 5 weeks prior to the rental date along with your cancellation fee.

Your booking is held as tentative for a maximum of 2 weeks until your cancellation fee, made payable to GLHS, is received.

Please include a signed copy of Schedule A (and B if applicable) which pertain to the regulations governing the use of the Playhouse.

Retain a copy of the regulations for your personal reference. This information is available on our website.

All bookings are done through the manager, Zeta Gaudet.

### Cancellation Fee

The first performance/production booked will be charged a cancellation fee of \$100 and this will confirm the booking. This fee is non refundable if the booking is cancelled within 3 months prior to the booking date. All consecutive days booked will be charged \$75 per day up to a maximum of \$325. **The cancellation fee is non-refundable for all bookings of 4+ consecutive days.** These fees will be deducted from the final rental cost. Any production lasting more than 7 days will be considered an extended production. A minimum of 2 days, where the playhouse is vacant, is required between extended productions.

In extenuating circumstances, an application may be made to GLHS for a refund of booking fees.

If you have any questions or concerns regarding the booking form or Schedule A and B please do not hesitate to contact the Playhouse.

SHOW TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PRODUCER: \_\_\_\_\_ PHONE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

STAGE MANAGER: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DO YOU AND YOUR GROUP CARRY LIABLILTY INSURANCE: YES \_\_\_\_\_ NO \_\_\_\_\_**

### REHEARSAL AND PERFORMANCE SCHEDULE

**PLAYHOUSE RATES:** Rehearsal/workshop/seminar (work lights only) **\$18hr.** Rehearsal with stage lights **\$30hr.**

Performance Rate: In effect from the time the public arrives until they leave **\$50hr.**

Daily (applies to bookings of 4+ consecutive days) **\$100 a day + \$35** per performance. Whenever stage lighting is used during daily rentals, apart from performances, a fee of \$10 per hour will be charged in addition to the daily rate.

For each of the dates that you are at the Heritage Playhouse please provide date and times for the following information. If you are not having a show on a particular date please leave the show fields blank. Please use back of sheet if additional space is needed to outline your schedule.

DATE:	ARRIVAL:	START SHOW:	END SHOW:	LEAVE PLAYHOUSE:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

What is the maximum number of performers and staff attending your: Rehearsals \_\_\_\_\_ Performances \_\_\_\_\_

The Heritage Playhouse provides 2 ushers (mandatory) a box office person and concession personnel for your performance. These are included in your rental rates. **Please note** : if a concession is requested and cancelled a minimum of 2 days prior to the event start date, a \$25 fee will be charged to the client. The client is welcome to provide their own box office person.

Please let us know if you are having an intermission and require our box office person.

BOX OFFICE? Yes \_\_\_ No \_\_\_ INTERMISSION? Yes \_\_\_ Time: \_\_\_\_\_ No \_\_\_\_\_

**Please note:** If you are building any sets, a set design plan must be submitted to the Manager for approval prior to any construction. Please refer to schedule "B" for detailed information about set construction.

**Please note:** The Playhouse House Technicians and the Manager have the final approval on all equipment, effects and staging techniques brought into the Heritage Playhouse by the clients, including sets, props, and curtains which must be treated with appropriate flame retardant.

**Please note:** GLHS Fundraising Policy

Any group or individual wishing to fundraise in any way for the GLHS or the Heritage Playhouse must make their request in writing to the GLHS giving an outline of the specific fundraiser and giving an outline of publicity, cost and all other items relevant to the fundraiser. This request must be received by the board at least 2 calendar months prior to the proposed fundraiser for approval.

## **Technical Information**

The following information will be given to the technician ahead of time in order to streamline the process.  
All technicians are hired on a contract basis and arrangements for payment are made between the client and the technician.  
Clients must communicate their needs to the technician a minimum of 2 weeks prior to event date.  
Detailed technical information is available on the our website at [www.heritageplayhouse.com](http://www.heritageplayhouse.com)

### **LIGHTING**

The Playhouse will appoint an approved house lighting technician for your event. Our lighting technicians are responsible for security, volunteer personnel and general operation during performance bookings. All renters must hire a lighting technician.

**\$20** per hour, minimum of 4 hours per day      **\$30** per hour after 8 hours per day

The Heritage Playhouse provides a basic lighting plot which is provided by your technician.  
Since focus and colour vary with each show, lights may be moved, but the basic plot must be restored as part of your strike.  
Please list any lighting or special effect equipment you will be bringing (e.g. strobe lights, fog machines, laser lights etc.)

LIST: \_\_\_\_\_

### **SOUND**

The Playhouse will appoint an approved house sound technician for your event.

**\$24** per hour, minimum of 4 hours per day

Use of the Playhouse sound system beyond basic use of CD Player and or 2 mic's. **\$50** per set up

We recommend that House Technicians be used due to their familiarity with the Playhouse sound system.

In the event that a client wishes to bring their own sound technician, and use our system, the client must hire our house sound technician to be present during the use of our sound mixer and other Playhouse sound equipment.

Will you require our house sound system? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be bringing your own sound system? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are bringing your own sound system will you want to tie into the house system Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be hiring our sound technician? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be bringing your own sound technician? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using CD's? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your production involve a live audio mix from the house? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of microphones on stage? \_\_\_\_\_

Please specify your audio equipment, connectors and power requirements: \_\_\_\_\_

### **STAGING**

Please check which of the following equipment you require.

Knabe 9ft. grand piano? Yes \_\_\_\_\_ (\$35 per performance. Use of the piano must be confirmed 2 weeks prior to occupancy)

Marlee dance floor? Yes \_\_\_\_\_ (\$50 first day, \$20 each additional day NOTE: no sets, paint or street shoes permitted on floor)

Music stands? Yes \_\_\_\_\_ (Playhouse has 4 available)

Chairs (How many?) \_\_\_\_\_

Risers? Yes \_\_\_\_\_ (Playhouse has 2 - 6ft. long, 4ft wide, by 8in. off the ground)

Will you be building a set for your production? Yes \_\_\_\_\_

Please list any other equipment that you plan to bring into the Heritage Playhouse. \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

Person Completing Client Info. Sheet:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_