

Gibsons Heritage Playhouse

Client Info. Sheet

www.heritageplayhouse.com

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

Your booking is held as tentative until a \$100 damage deposit, 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.

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

604 886-8998, housemanager@heritageplayhouse.com, 662 North Road, Gibsons, B.C. V0N 1V9

SHOW TITLE: _____

COMPANY NAME: _____

PRODUCER: _____ PHONE: _____

DIRECTOR: _____ PHONE: _____

STAGE MANAGER: _____ PHONE: _____

REHEARSAL AND PERFORMANCE SCHEDULE

PLAYHOUSE RATES: Rehearsal/set up/strike **\$15hr.** Performance (public arrive) **\$50hr.** Daily (3+days) **\$100 day + \$25** per performance

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. 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 our website at www.heritageplayhouse.com

LIGHTING

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

\$18 per hour, minimum of 4 hours per day **\$27** 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 the clients wish to bring their own sound technician, and use our system, there is a \$50 fee payable to our sound technician for orientation and approval.

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 _____ (cost: \$25 per performance)

Marlee dance floor? Yes _____ (cost: \$50 first day, \$20 each additional day)

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: _____