

THIS AGREEMENT for the rental of the Shuswap Theatre Building (41 Hudson Ave NW, Salmon Arm, BC) is between SHUSWAP THEATRE SOCIETY, hereinafter referred to as ‘THE SOCIETY,’ and \_\_\_\_\_ hereinafter referred to as ‘THE RENTER’. The term “Rentals Manager” may include another person temporarily designated by The Society to fulfill that role.

**CONDITIONS OF RENTAL:**

A. The Renter agrees to pay the following rental fees (see separate fee schedule):

	Number	Dates, Times	Price	Amount
Performances			\$	\$
Rehearsals			\$	\$
Nights Dark			\$	\$
Meetings			\$	\$
			\$	\$
			\$	\$
<b>Total Rental Fee (Payable to Shuswap Theatre)</b>				\$

B. A damage deposit of \$200, in the form of a cheque, is to be paid prior to the rental. This deposit will be returned to The Renter provided the terms of this agreement and the responsibilities of The Renter for the care of the building have been met (see D). The Renter is responsible for all damage that occurs during the time of the rental. The cost for such damage will be taken out of the damage deposit. The damage deposit cheque will only be cashed if there are damages, repairs or extra cleaning costs. If damage or cleaning costs exceed \$200 the Renter agrees to pay the difference.

**General Conditions**

1. Shuswap Theatre is a non-smoking and scent free building. The Renter will ensure compliance with this provision.
2. The Renter will ensure that the facilities are left in the same condition as they were found. This includes equipment and the cleanliness of the building:
  - Any garbage is to be deposited in the dumpster in the lane (key is in the kitchen).
  - In foyer and lounge areas; display materials may be attached only to the bulletin boards provided. Staples, tacks and tape are acceptable, nails are not.
3. Once the building has been cleaned after The Renter’s event, The Renter will arrange with the Rentals Manager for a final inspection.

Estimated date and time of inspection: \_\_\_\_\_, \_\_\_\_\_am/pm

C. The Renter\* is responsible for the actions of all those in and about the theatre during the time of rental. The Society is not responsible for any accident which occurs during the time of the rental. The Renter is responsible for maintaining liability insurance for the event, will name 'Shuswap Theatre Society' as co-insured for the duration of the event, and will provide a copy of their insurance coverage prior to the rental date.

\*Events put on by members in good standing of the Society and those co-presented or co-produced by The Society are covered by The Society's insurance and are not subject to this clause.

D. It is The Renter's responsibility to comply with all governing statutes or regulations including those of the Fire Marshall, Worker's Compensation Board, Liquor Distribution Branch, Interior Health, and any other statutes or regulations which may apply to The Renter. Performers are responsible for their own S.O.C.A.N. (music licensing) or other licensing fees. The Renter will become familiar with the location of all fire exits and extinguishers.

E. The Rentals Manager will review the responsibilities of The Renter for care of the facility. He/she will also contact The Renter regarding Front of House and Concession arrangements. The Society will operate the concession, except by special arrangement as noted here.

Concession required       Bar required

Special arrangements: \_\_\_\_\_  
\_\_\_\_\_

F. The marquee will usually be available to post information about The Renter's event. If this is desired, record the desired message in the spaces below.

\_\_\_\_\_  
\_\_\_\_\_

G. The Society is not responsible for any item brought into the building by The Renter.

H. The Renter is responsible for ensuring that the building is secured at all times. The Rentals Manager will provide The Renter with a temporary code to unlock the main entrance during the duration of the rental.

Key pad code for this rental: \_\_\_\_\_

**PREMISES:**

**The House (Auditorium)**

1. Food and drink are not allowed in the house unless by special arrangement.
2. The house floor is to be vacuumed by the Renter before the agreement is complete.

3. Moveable chairs are to be returned to assigned areas.
4. Extra chairs must not be placed in the aisles. Failure to meet this requirement could result in a closure of the event by the Fire Marshall as well as danger to patrons in case of emergency evacuation.

### **Lighting and Sound Booth**

A Theatre Technician approved by The Society must be hired and present for all rehearsals and performances where the sound and lighting equipment is used. These areas are not accessible to the Renter unless an approved technical assistant is present. It is imperative that no food or drink be allowed in the lighting/sound booth at any time.

### **Stage**

1. The stage must be clean and bare at the end of the rental period. Unless otherwise arranged, the stage flooring and walls must be painted flat black at the end of the rental period.
2. If black stage curtains (blacks) are needed they will be hung and taken down by theatre staff. Due to their high cost and fragility, no pins, tape, etc. are to be used on the blacks.
3. Handle speakers and wiring with care; no rewiring is to be made without special arrangement
4. The blue chairs used in the front rows of the house are not to be used on the stage for rehearsals or for climbing upon. Other chairs may be found in the dressing room or elsewhere for these purposes.
5. Fire regulations require that the exterior access ramp to the lane be kept completely clear at all times.

### **Dressing Room**

1. The dressing room must be kept clean and tidy.
2. All equipment and facilities in the dressing room must be left in pre-rental condition.
3. There is no access to the theatre make-up supplies without special arrangement.

### **Scene Shop**

1. Permission to use the scene shop must be received before the rental takes place.
2. If permission granted, any supplies used (e.g. wood, paint, etc.) must be replaced. The scene shop must be left clean and tidy and all waste removed.

### **Costumes**

1. The costume room is kept locked. Arrangements to rent costumes must be made with the Costume Rental Manager.

### **Kitchen**

1. The kitchen floor is to be swept and/or mopped after the event.

2. If the fridge is used, any contents consumed must be replaced and fridge cleaned and left in pre-rental condition.
- I. This agreement is considered completed upon final inspection by the Rentals Manager and settlement of any outstanding fees.

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
 agree to rent the Shuswap Theatre and to comply with all terms contained in this agreement.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Signature of Rental Manager or Designate \_\_\_\_\_

**Contact info:**  
 Mailing address: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

I am a member of Shuswap Theatre and/or co-presenting/co-producing this event with The Society

I have provided The Society with a copy of my insurance coverage if required

As a musical group or musician, I am aware that I am responsible for the payment of S.O.C.A.N. or other licensing fees.

### Post Rental Inspection

Area	OK	N/A	Notes	Inspector Initials
House	<input type="checkbox"/>	<input type="checkbox"/>		
Lighting/Sound Booth	<input type="checkbox"/>	<input type="checkbox"/>		
Stage	<input type="checkbox"/>	<input type="checkbox"/>		
Dressing Room	<input type="checkbox"/>	<input type="checkbox"/>		
Scene Shop	<input type="checkbox"/>	<input type="checkbox"/>		
Costumes/Costume Rm	<input type="checkbox"/>	<input type="checkbox"/>		
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>		

Lobby	<input type="checkbox"/>	<input type="checkbox"/>		
-------	--------------------------	--------------------------	--	--

January 2014