

Return to: Patty Hawkins, UW Theatre, 515 Portage Avenue, R3B 2E9 Fax: (204)774-8882 theatre@uwinnipeg.ca

CONTACT INFORMATION

Date Completed: _____

Name of Person, Company or Organisation legally bound by the rental contract (Licensee):

Name: _____

Address: _____

Primary Contact Person (if different from above): _____

Phone – Home: _____ **Office:** _____ **Other Phone:** _____

Fax: _____ **Email:** _____

SCHEDULE

Please provide the specific times when the Theatre will be in use each day.

Theatre rental includes dressing rooms, control room, auxiliary storage and shared use of the lobby.

Date(s) of use	Specify expected hours of use	Date(s) of use	Specify specific hours of use

Additional space requirements (studios, rehearsal or warm-up areas); may be available at additional cost:

Public Performances (list dates/times): _____

HOUSE MANAGEMENT, USHERS, AND ACCESS

A House Manager – *who must remain in the lobby for the entire duration of each public event* – is required. Please refer to the House Management information sheet attached and indicate requirements or arrangements below:

House Manager required: _____ @(\$14/hr) **OR Renter will supply House Manager:** _____

A minimum of 2 ushers (3 if the balcony is used for seating) are required for each public event in the Theatre.

(2 or 3) Ushers required: _____ @(\$13/hr) **OR Renter will supply Ushers:** _____

Access Card Requirements - List those who require access cards. Licensee is responsible for all card charges and for returning cards to the Venue Technician at the conclusion of the rental.

Programming is included for 2 cards per rental. Additional cards: \$10 per card. Lost Cards: \$10 per card.

If Volunteer House Manager(s) are to be used they must be listed below.

Card User Name	Phone #	Card User Name	Phone #

TECHNICAL REQUIREMENTS / SPECIAL EQUIPMENT REQUESTS

A Detailed Schedule is attached (check): _____ **OR will be provided by (date):** _____

A stock setup for Staging, Seating, Lighting, Draperies, and Audio are included in the rental.

Notice for changes to the stock configuration along with a **detailed schedule and plans** must be provided **at least 10 business days in advance** of the rental and ALL changes must be restored at the end of the rental. Cost and staffing estimates may be provided in advance but the licensee is responsible for any actual costs incurred.

Please indicate expected use of Stage and Equipment Configuration:

	Stock (Check)		Plans Attached: (check)	Brief Description / Notes:
Seating		Or		
Lighting		Or		
Draperies		Or		
Audio		Or		

Additional Requests: _____ **(check)** **Brief Description / Notes:**

Loading Dock		Dates: Size of Truck:
Upright Acoustic Piano (tuning cost extra)		
Main Projector (call for estimate) - 16 x10 ft / 1280 x 800 resolution		
Cyclorama		

Detailed Technical Notes (please include reference to any hanging scenery, special video, sound, or lighting needs):

Technical Questions? Allison 204-786-9970 OR Tim 204-786-9455

PUBLIC RELATIONS INFORMATION

Event/Show Title: _____

Price(s): _____

Box Office Contact: Name: _____ Phone: _____

Email: _____ Website: _____

Brief Promotional Description: _____

RECEPTIONS AND LIQUOR LICENSING

The Asper Centre for Theatre and Film is not a licensed facility for alcohol service. Should you wish to serve complementary alcohol at your event; Diversity Foods can provide licensed catering for receptions at significant discounts. Please review the following for information about their services: <http://www.diversitycatering.ca/menu.pdf> and contact us for pricing. For non-Diversity receptions, you may apply to the MLCC for a separate occasional liquor permit. This will also require you to complete a reception approval form, from the University.

If you intend to hold a reception please provide a brief description of your reception plans:

To avoid disappointment, if you are thinking of a reception, please contact us and request a reception approval form at least 3 weeks prior to your planned reception date.

House Management Information Sheet

The Asper Centre for Theatre and Film is locked during evenings and weekends.

A Minimum of 1 House Manager and 2 Ushers are required for each public event

The House Manager must be present in the lobby at all times from a minimum of 1 hour before the public will be admitted into the theatre, until the time when the last of the patrons leave the building. The Asper Centre for Theatre and Film is locked during evenings and weekends.

USING OUR STAFF HOUSE MANAGER

Our House Manager will unlock the main building and theatre doors for your patrons and will:

- Be familiar with University of Winnipeg emergency procedures, contacts and facility amenities.
- Supervisor ushers (staff or volunteer) and provide professional direction for their operations
- Manage patron admission, safety and services and will remain in the lobby for the duration of your event to assist late comers and for security purposes.
- Will need to be provided with pricing information about your show and your admission requirements or restrictions.
- Will require any reservation lists, ticket stock, and cash float (for paid admission events) at least 1 hour before each performance.

USING YOUR OWN HOUSE MANAGER

(Keep a copy of this sheet with you for reference at ALL TIMES during the event)

Your House Manager will be required to have an access card and MUST be:

- Responsible for overseeing ticket distribution, maintaining safety of audience members and adhering to the rules of the facility and must be in attendance **in the lobby** throughout the time when patrons are in attendance during admission, the performance and while they exit.
- Responsible for any special seating arrangements that must be undertaken to accommodate patrons in wheelchairs – in coordination with the Supervising Venue Technician.
- Responsible for the conduct and facility orientation of user-provided ushers (including emergency procedures, fire extinguishers and washroom locations).
- Responsible for contacting Campus Security immediately in the event of any emergency situation. This includes any security concern, or the hearing of a building alarm.
- Notifying the Supervising Venue Technician immediately using the intercom system should assistance be required.
- Available to meet with a department representative **in advance**, to review facility access, emergency procedures, washroom locations, etc.

USHERS

- If the balcony is to be used for audience seating, 3 volunteer ushers will be required.
- Must be given facility orientation by House Manager, including fire exits and seating.
- May attend performances (unless required by the House Manager to remain in the lobby).
- Must be available to assist patrons exiting the theatre in the event of an emergency or illness.

FACILITY INFORMATION

SECURITY – EMERGENCY LINE (204) 786-6666 OR via the phone at the lobby desk

- SECURITY – Non-Emergency line (204) 786-9272
- Food and drink is not normally allowed in the theatre
- Capacity is NOT to be exceeded – **NO ONE is permitted to sit in any aisle or exit area**
- UPON HEARING A FIRE ALARM – **Facility MUST be evacuated IMMEDIATELY**