

Return to: Melinda Tallin, UW Theatre & Film, 515 Portage Avenue, R3B 2E9 theatre.uwinnipeg.ca

CONTACT INFORMATION

Date Completed: _____

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

Name: _____

Address: _____

Primary Contact Person (if different from above): _____

Phone: _____ Alternate Phone: _____

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.

Table with 4 columns: Date(s) of use, Specific hours of use, Date(s) of use, Specific hours of use. Contains 5 empty rows for scheduling.

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

Two horizontal lines for additional space requirements.

Public Performances (list dates AND times): _____

Two horizontal lines for public performances.

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: see rates & conditions sheet

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: see rates & conditions sheet

OR

Renter will supply their own Ushers:

Access Card Requirements - List those who require access. Programming is included for 2 cards per rental. Licensee is responsible for all card charges & for returning cards to the Venue Technician at the end of the rental. Lost Cards: \$10 per card. Additional cards: \$10 per card

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

Table with 4 columns: Card User Name, Phone #, Card User Name, Phone #. Contains 3 empty rows for listing card users.

TECHNICAL REQUIREMENTS

A detailed schedule is attached (check): _____ OR will be provided by (Date): _____

A stock setup for staging, seating, lighting, draperies, & audio are included in this rental. Notice of changes to stock setup along with a **detailed schedule & plans** must be provided **at least 10 business days in advance** of the rental. ALL changes must be restored at the end of the rental. Licensee is responsible for any actual costs incurred.

Please indicate (with a check mark) expected use of Stage and Equipment Configuration:

	Stock		Plans Attached	Brief Description / Notes:
Seating		or		
Lighting		or		
Draperies		or		
Audio		or		

Additional Requests:

	Check	Brief Description / Notes:
Loading Dock (only 1 vehicle permitted)		Dates:
		Size of Truck:
Upright Acoustic Piano (tuning cost extra)		
Main Projector (\$40 + set-up costs)		CALL US @ 204-786-9970
Auxiliary Projectors (\$40 ea. + set-up costs)		CALL US @ 204-786-9970
Cyclorama		

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

PUBLIC RELATIONS INFORMATION

Event / Show Title: _____

Price(s): _____

Box Office Contact: _____ **Phone:** _____

Email: _____ Website: _____

Brief Promotional Description: _____

RECEPTIONS AND LIQUOR LICENSING

The Asper Centre for Theatre & Film is not a licensed facility for alcohol service. Should you wish to serve alcohol at your event; *Diversity Foods* can provide licensed catering for receptions, more information at www.diversityfoodservices.com For non-Diversity receptions, you may apply to the *Manitoba Liquor & Lotteries* for a separate occasional permit. You **MUST** complete a reception approval form from The University of Winnipeg. **If you intend to hold a reception, please provide a description of your plans:**

To avoid disappointment, contact us requesting a reception approval form at least 3 weeks before your reception date.