

2140 Pumphouse Ave SW
Calgary, AB
T3C 3P5



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www.pumphousetheatre.ca

APPLICATION FOR THEATRE USE 2016/2017

Please note that this form must be completed and submitted to the Pumphouse a minimum of 4 weeks prior to your load-in date. The Pumphouse must be notified of any changes to this information as soon as possible.

CLIENT INFORMATION

Name of Event:	
Organization:	Contact Name:
Street Address:	
City/Province:	Phone:
Postal Code:	Email:

TICKETING INFORMATION

Pumphouse Theatre does not provide box office services, please provide the following information:	
Box office contact information:	
Phone:	Email:
Website:	

GENERAL RULES AND INFORMATION

- The Pumphouse Theatre provides one Event Supervisor who is available to assist with any facility issues or concerns as well as one bartender (at the discretion of The Pumphouse). Renters must provide their own box office, ticket-taker and usher volunteers.
- Any signs posted inside or outside the building may only be attached with removable painter's tape. These signs must be approved by Pumphouse staff in advance and removed during the rental period.
- For the Victor Mitchell Theatre a minimum of 4 ushers and 1 box office volunteer are required. For the Joyce Doolittle Theatre a minimum of 1 ushers and 1 box office volunteer are required. Box office volunteers are required to stay in the lobby for the duration of the performance. They are the Event Supervisors contact for the theatre in the event of an emergency.
- The Pumphouse Event Supervisor will review the evacuation procedures with the Front of House Manager prior to the arrival of volunteer ushers. The Front of House Manager must review these procedures with the volunteer ushers upon their arrival.
- The Pumphouse Theatre is to be the sole provider of bar and concession services within the building. The Pumphouse Bar opens minimum 30 minutes prior to performance start time.
- Doors to the theatre **must be opened to the public 30 minutes prior to performance time** unless otherwise arranged ahead of time with the Pumphouse Technical Director and/or Event Supervisor. If the Event Supervisor deems necessary, they will request and require that the doors to the theatre open sooner to ease lobby congestion.
- Food and Drink (no glass bottles) are permitted in the theatres at the discretion of the rental group. The rental group is responsible for all cleaning related to food and drink within the theatre.

- Post-show receptions involving alcohol must be approved in advance. Please contact the Technical Director **4 weeks** prior to your reception to arrange AGLC permission and any special bar requirements. *All alcohol must be dispensed by Pumphouse staff. All alcohol must be provided by the Pumphouse Theatres as per AGLC regulations*
- Sparkling Wine may be purchased for post-show receptions at a cost of \$17/bottle. Please contact the Technical Director at least 2 weeks in advance to arrange.
- Any promotional materials produced for events occurring at the Pumphouse Theatre are required to include our logo. Logos may be downloaded from our website at www.pumphousetheatre.ca or by contacting the Technical Director at prod@pumphousetheatre.ca. The logo may not be stretched or altered in any way.
- Due to Calgary Health Region regulations, the Pumphouse Theatre does not permit any animals on the premises with the exception of guide dogs. Exceptions must be prearranged with the Technical Director.

Please indicate which venue you are requesting:

Joyce Doolittle Theatre	Victor Mitchell Theatre	Full Facility
Boardroom/Crossover	Shed Theatre Configuration	Workshop
Booking Dates:		Load out Date:

Load-in	
Date	Time

Rehearsals	
Date	Time

Performance Dates (attach separate sheet if necessary)

Date	Performance Start Time

Date	Performance Start Time

Please specify any other times you need access (i.e. Media call, extra rehearsal, etc...)

The Pumphouse cannot guarantee venue access outside of requested times without prior notice and confirmation

VENUE ACCESS

Scheduled Load-in/Rehearsal Days: The theatre is open for use between the hours of **10:00am and 11:00pm**. If you require access to the theatre outside of these hours you must make a request to the Technical Director a **minimum of two weeks** prior. A charge of \$40 will apply for each additional hour or part thereof to a maximum of 4 hours/day.

If overtime is required the night of and is not requested and approved in a timely fashion the building will close at 11:00pm, **No over time will be allowed**. Overtime requests the night of are at the discretion of the staff member on duty and is not guaranteed. If overtime is approved in advance but not required, the client must provide **48 hours' notice** or there will still be a charge for the overtime scheduled.

Scheduled Performance Days: The theatre is open for use two hours prior to performance start time until 11:00pm. If you wish to exceed these hours please see the overtime rules above.

Scheduled Load-out Days: No overtime will be charged for time spent in the theatre after 11:00pm on these days.

- Any equipment or set pieces belonging to the renter left in the building past the load out Date will be subject to a **\$250 fine per week or part thereof**.
- If you are using our dumpster on strike and the set pieces are not properly broken down to fit within the closed dumpster an extra fee will apply.
- The shop is a common space that can be used by both theatre groups upon loading in. it may also be used as a crossover during performances in the Victor Mitchell/Shed Theatre. However, it is not a storage area for scenery or props and must be left clean after every performance. Should a theatre group require the use of the shop for this purpose please enquire 4 weeks ahead of time as extra rental charges may apply.
- If props or set pieces left in the shop need to be moved by Pumphouse Theatre staff for access to our riser rental program or otherwise **we cannot guarantee the safety of the items**.
- Any items found blocking a fire door, stair well or either of the pathways to/doors marked **do not block** will be **removed immediately** regardless of whether or not a show is in progress. Please familiarize yourself with these areas
- The Pumphouse Theatre does not guarantee access to the Boardroom as a Joyce Doolittle crossover. It is used for both classes and meetings, it may be already in use during a rental period. Please advise the Technical Director at least 4 weeks ahead of time should you wish to use this area. Should a client wish to use the Boardroom as a rehearsal space during their rental period extra charges will apply.
- Janitorial services and damages beyond normal wear and tear to the building and equipment will be charged back to the rental group.

TECHNICAL INFORMATION

- The rental group is required to provide qualified people to operate all theatrical equipment. Training on Pumphouse Theatre equipment for those not familiar with it should be scheduled with the Technical Director. A light hanging tutorial will be provided on load in, in The Victor Mitchell/Shed and upon request in the Joyce Doolittle
- The Pumphouse Theatre does not have a fly system. All rigging must come off the lighting grid or trussing and must be approved by the Technical Director or an Event Supervisor. Any item not approved by the Technical Director or an Event Supervisor cannot be used. Clients are responsible for their own rigging.
- All major drapery fabrics must have a flame retardant applied to them. Minor drapery and costumes that come within two feet of intense heat or open flame must have a flame retardant applied.
- All sets and drape in the Victor Mitchell Theatre must be at minimum 5 feet from the North wall. There can be no restriction to the air return vents.
- All rental groups in the Victor Mitchell / Shed Theatre will be provided a stock house plot. This plot is a 6 area two color top, 3 color front wash. The rental group is required to hang and focus any extra lights, as well as any changes to the stock plot unless other arrangements have been made with the Technical Director. **It is the client responsibility to return all lighting back to stock plot upon strike.**
- All rental clients in the Joyce Doolittle Theatre are required to hang and focus their own lighting following Pumphouse policies and procedures. They are also responsible for installation of audience seating.
- Any equipment brought into the venue must be CSA/UL approved. The Pumphouse theatre owns gel frames and limited gobo holders for instruments. If you plan to use a gobo holder please inquire about availability.

- If the performance includes the use of special effects (see section below) their use must be approved by the Technical Director prior to load-in. Any special permits required must be obtained and a copy presented to the Technical Director prior to load-in.

SOUND

Will you be using our house sound system?	Yes		No		
What is your sound media? (I.e. Tape, CD, etc...):					
Do you require microphones or direct inputs?	Yes		No		How Many
Will you need speakers in addition to those hung? <i>(Please note that all speakers currently hung in both theatres are permanent and do not move. Extra speakers are common share and should be requested in advance)</i>	Yes		No		
Will you have any extra sound equipment?	Yes		No		
Please provide a list of any equipment you will be bringing:					

LIGHTING AND SPECIAL EFFECTS

Are you bringing any extra lighting equipment?	Yes		No	
All equipment must be CSA/UL approved. Please list any equipment you will be bringing:				

Please check or write yes to any of the following special effects you are requesting to be used during the performance for approval, **any effects in bold not approved cannot be used**, they either require special permits or must be arranged in advance. All items in *italics* require a warning placed in a prominent location. Please contact the Technical Director a minimum of 4 weeks in advance for more information.

Firearms (Guns)		Flame (including candles)		<i>Strobe Light</i>	
Pyrotechnics		<i>Fog / Haze/Smoke</i>		Mirror Balls or Black Lights	
Non firearm weapons (swords, blades, razors, etc)		<i>Cigar/Cigarette/Pipe</i> <i>*see schedule D</i>		Dry Ice	
Snow Machines		Water		Quantity of Water	
Glitter/Confetti		Compressed Gas Canisters		Type of Gas:	
Please describe any other effects:					

The Pumphouse Theatre reserves the right to deny any application or to shut down any effect onsite that is deemed unsafe or where proper permits cannot be produced. Any and all Fog, Haze or Smoke, used in the venue must be approved by the Technical Director prior to use. If the use of any effect by the client, causes a dispatched false alarm or causes any damage, they will be charged back any and all costs related.

STAGING, SET AND MASKING

<i>Please Note:</i> As this is a heritage building, screwing into the walls and/or floors is not permitted. There will be a minimum \$100 charge to any group disregarding this rule.				
Will you be using any blacks?	Yes		No	
<i>Please note:</i> Any damage to blacks will be billed at replacement cost				
Please attach a stage plot indicating, to the best of your ability: Location and size of set elements, Location of masking drapes, Location and purpose of any extra speakers, microphones or direct inputs, and the location of any extra lighting equipment. Any set, drape, lighting, audio or prop placement upon load-in, violating any building policy or safety requirements will be required to be corrected by clients as deemed necessary by staff. All sets and drape in the Victor Mitchell Theatre must be at minimum 5 feet from the North wall. There can be no restriction to the air return vents.				
Have you attached a stage plot?	Yes		No	

To use any of the Calgary Foundation World Stage Risers (the risers in the shop) as part of your set you must fill out a stage riser loan form and submit it with this document. If the form is not properly filled out and submitted, your group will not have access to the Calgary Foundation World Stage Risers. The Pumphouse Theatre cannot guarantee riser availability even with a completed loan form. Once your request is received you will be contacted with regards to availability.

FRONT OF HOUSE INFORMATION

Please note that "will call" tables are only permitted by the front entrance with permission from the technical director.

Two tables (2.5' x 6') are available. How many are requested for the lobby?				
Are you planning any receptions in association with your event?	Yes		No	
Please give a brief description of what you are planning and when/where it will take place:				
Will you be providing program handouts?	Yes		No	
<i>Rental clients must stuff program handouts with copies of the Pumphouse Playbill and/or other Pumphouse marketing materials as required.</i>				

SHOW RUN INFORMATION

Preview Performance		Is this preview? :	Invited		PWYC	
Opening Night		Opening Night Post Show Reception?	Yes		No	
Program length		Intermission:	Yes		No	
Act 1:		Act 2:		Act 3:		

Please list any warnings or additional Front of House Concerns:

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INSURANCE

All renters are required to carry 'Commercial General Liability' insurance in the amount of two-million dollars (\$2,000,000.00), covering the Tenant's production and activities, and shall include a 'Tenant Legal Liability' clause in an amount no less than five-hundred thousand dollars (\$500,000.00) and shall include a 'Products & Completed Operations' endorsement. The Renter's insurance must name the Pumphouse Theatre Society as an additional insured.

The Pumphouse does not provide liability coverage

Please fill in the following:

Name of Insurer				
Name of Broker				
Policy Number				
Expiry Date				
Copy of Certificate of Insurance (<i>check one</i>)	Attached	<input type="checkbox"/>	On File	<input type="checkbox"/>

Who will be responsible for ensuring all sets, props, equipment, costumes, lobby displays, etc. have been removed and that the Green Room and Dressing rooms are tidy?

Name: _____ **Position:** _____

I have read and understood all of the above information.	Yes	<input type="checkbox"/>
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I have read and understood the policies and procedures handbook	Yes	<input type="checkbox"/>
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Sign Name _____

Print Name _____

Date _____