



## THE CALGARY FOUNDATION CENTENNIAL STAGE 2014 LOAN FORM

The Calgary Foundation Centennial Stage Program is a low cost access program to community and arts groups. A fee of \$10.00 per riser, per week plus GST will be charged on all rentals. Mandatory insurance and recognition requirements are listed below.

The Pumphouse Theatre cannot guarantee riser or riser leg availability even with a completed loan form. Once your request is received you will be contacted with regards to availability. All companies are required to provide volunteers to move the risers from the building. The Pumphouse does not supply staff to load stage from the building.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Pick up date \_\_\_\_\_

Return Date \_\_\_\_\_

Pick up time \_\_\_\_\_

Return time \_\_\_\_\_

<u>Item</u>	<u>Stock Quantity</u>	<u>Quantity Required</u>	<u>Proper use</u>
4 X 8 Risers	40	_____	<ul style="list-style-type: none"><li>▪ All stage equipment and accessories will be used in a safe manner, adhering to all legal codes and requirements.</li><li>▪ If stage equipment is to be used for audience seating, proper stairs and railings (Not provided) must be used and attached via the side channel.</li><li>▪ No stage equipment or accessories, may be permanently altered, painted or screwed into. Any alterations or damage will be noted and invoice to the renter accordingly</li></ul>
8" Legs	160	_____	
16" Legs	185	_____	
24" – 40" Adjustable	130	_____	
24" Legs	112	_____	
32" Legs	72	_____	
40" Legs	36	_____	
48" Legs	31	_____	
C- Clamps		_____	
Channel Locks		_____	

### Recognition:

You must provide recognition of "The Calgary Foundation" in any print media (Programs, posters, flyers, Newspaper ads) promoting your project using their logo and the following text:

*We gratefully acknowledge the generous donation from The Calgary Foundation that has helped make the use of "The Calgary Foundation Centennial Stage" possible.*

You can download The Calgary Foundation's Logo from: <http://www.thecalgaryfoundation.org/acktcf.htm>

You must also recognize "Pumphouse Theatre" in your "Thanks" section of the program using our logo which can be downloaded from our website at <http://www.pumphousetheatre.ca> under the "Rental Services" Section.

Please forward copies of all print media and request forms to The Technical Director at The Pumphouse Theatre.

Fax: 403-237-5357 or email: [prod@pumphousetheatre.ca](mailto:prod@pumphousetheatre.ca)

### Insurance:

The Borrower shall at its own expense, carry and provide proof of insurance that covers "The Calgary Foundation Centennial Stage", and any additional equipment supplied with it, against loss or damage. Pumphouse Theatre does not provide insurance

I agree to follow all the above conditions for the duration of the loan of The Calgary Foundation Centennial Stage.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_