



PUMPHOUSE THEATRE

2019/2020 Not For Profit Rental Rates

(includes registered NFP Organizations, Charities, Community Groups, and Artist Collectives)

Victor Mitchell Theatre	Rehearsal	\$450.00	First Performance in a Day	\$750.00
	Dark Day	\$250.00	Additional Performances in a Day	\$450.00
The Shed <i>In the Victor Mitchell Theatre</i>	Rehearsal	\$300.00	First Performance in a Day	\$475.00
	Dark Day	\$250.00	Additional Performances in a Day	\$300.00
Joyce Doolittle Theatre	Rehearsal	\$150.00	First Performance in a Day	\$250.00
	Dark Day	\$100.00	Additional Performances in a Day	\$150.00

Full Facility	Rehearsal/Dark Day	\$700.00
	First Performance in a Day	\$1,000.00
	Additional Performances in a Day	\$600.00
Board Room	5 hours	\$50.00

Workshop					
M-F 1000-1700hrs	Weekday	\$100.00	Sat/Sun 1000-1700 hrs	Weekend Day	\$200.00
	Week	\$400.00		Weekend	\$300.00

Other Charges

Overtime Charge	per hour	\$50.00	Disposables billed at cost
Cleaning Surcharge	per performance day	\$25.00	Damages billed at replacement cost
RRS Surcharge	per attending patron	\$2.00	

Rehearsal day: Any day in the theatre that is only open to cast and crew for rehearsal or load in/out purposes.

Dark Day: Any day during the rental in which no activities take place but the theatre is still set for the production.

First Performance in a day: Any event presented before an audience for the first time in a calendar day during the rental

Additional Performances in a day: Any event presented before an audience multiple times in a day. Each performance after the first in a day will be charged as an additional performance.

Overtime Charge: Applies hourly to all uses of the theatre outside of contract hours.

Cleaning Surcharge: Applies to public areas and is charged once per performance day.

RRS Surcharge: Is charged per attending patron and applies to all audiences and performances

RRS Surcharges, invited attendees and performance:

- If the amount of invited attendees is less than 15% of your total patron capacity to a maximum of 20 patrons it will be charged as a non-performance day and no RRS will apply
- If the amount of invited attendees is between 16% - 30% of your total patron capacity, it will be charged as a non-performance day and RRS will apply
- If the amount of invited attendees is more than 30% of your total patron capacity and no exemption was arranged in advance of the performance, it will be charged as a performance day and RRS will apply.



PUMPHOUSE THEATRE
POLICIES AND PROCEDURES

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GENERAL POLICIES AND PROCEDURES

General

1. No smoking in the theatre or building at any time, even if required as a scripted action as per City of Calgary Bylaw. This includes but is not limited to vaporizer pens, herbal cigarettes, tobacco based cigarettes, cigars, marijuana and all related paraphernalia. Please contact technical director for information on alternatives for scripted actions.
2. All activities that happen within Pumphouse Park as well as the general exterior of the theatre must adhere to City of Calgary parks and recreations rules and regulations as well as City of Calgary by-laws
3. Pumphouse Theatre Society has a zero tolerance policy for the bullying or harassment of anyone on the premises. This includes but is not limited to: Pumphouse Theatre Staff, Client Staff, Volunteers and Patrons. Including but not limited to any activities that occur during set up, take down, classes and performances.
4. Zero tolerance for working while intoxicated or impaired. Intoxication can include but is not limited to alcohol, marijuana, prescription drugs and illegal drugs. This applies, but is not limited to: Pumphouse Theatre Staff as well as Client Staff, Volunteers. If anyone is found to be working while intoxicated they will be asked to stop work and cannot resume until intoxication has passed.
5. If any policy contained within this Policies and Procedures document is found to be prohibited by laws and regulations of the City of Calgary, Province of Alberta or Federal Law those laws will take precedence.
6. Food and drink are permitted in audience areas by patrons, with the exception of glass containers, at the discretion of the Tenant. No glass containers will be permitted at any time in the theatre for patron consumption. The Tenant's Front of House Staff will be responsible for enforcement of the policy. Any damages or stains will be charged to the Tenant.
7. No food or drink is permitted on deck or backstage unless it is a scripted action in the production and has been approved by the venue. The Tenant's Stage Management will be responsible for enforcement.
8. Tenants must notify the PTS staff in advance if trucks or cars will be left unattended by the building. No truck or car may be left unattended by the building while a show is in progress to ensure proper egress from the building in the event of an emergency.
9. The PTS has a 5 cubic metre waste container. Each Tenant is entitled to a maximum usage of 1/2 of container (set, etc). If a Tenant requires more space there will be a charge for an extra pick-up. The PTS encourages the recycling of materials.
10. The equipment provided with the theatre is listed in the Technical Specifications for the theatre. Please note that equipment may be out of service from time to time.
11. All PTS equipment is signed out to the Tenant in good working order. It is the responsibility of the Tenant to note any undetected damage/problems. You have the option of refusing any equipment at the time of issue. Damage to the equipment, incurred during the rental period, shall be charged to the Tenant at repair and/or replacement costs plus 10% administration charge or \$50.00, whichever is greater.
12. Damage to PTS soft goods will be billed to clients as a replacement charge not a repair charge.
13. Tenants will be charged for all stage light replacement lamps.

Front of House

1. Tenants must provide their own box-office, ticket-taker and usher volunteers. 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.
2. The Tenant's front of house crew is responsible for cleaning up aisles and seating area in theatre.
3. **One member of the front of house crew is required to remain in the lobby for the duration of the performance.** This person is the facilities main point of contact in the event of an emergency while performances are in progress. This makes them an integral position.

Theatres

1. The Pumphouse Theatre Technical Director or their designate shall approve all rigging prior to load-in. Actual rigging **must be supervised** by Pumphouse staff and **installed by the client**.
 - a. Rigging is classified as ANY item which is attached to the grid or truss system that is NOT a venue provided lighting instrument with a pre-attached and rated clamp. Please note that any set piece, prop, practical lighting, effect, etc. that attaches to the grid or trussing system is considered to be rigging as well and is therefore subject to the same conditions of installation and use.
2. If there is to be any open flame on stage, all materials used - including but not limited to set, costumes, props, etc. - must be fire-proofed as per Calgary Fire Prevention Bureau recommendations, and available for inspection and testing prior to any audience viewing the performance.
3. Any painting that happens in the theatre must be controlled and kept off all existing surfaces. Any paint damage will also have a charge associated that will be determined by Technical Director per instance. This includes painting outdoors.
4. Microphones, headsets and belt packs must be collected by the stage manager at the end of the day and locked in the control booth. Cables must be coiled and stored neatly.
5. Stage lights are not to be used as work lights for any amount of time.
6. It is client responsibility to report anything wrong with any stage light. It is the client's responsibility to first check to make sure an instrument is patched and cabled appropriately in the event that a stage light will not turn on. **Any maintenance, diagnostics or lamp changing that is required must be done by a Pumphouse staff member, after the client has verified it has been plugged in appropriately.**
7. Cable runs must be neat and securely tied. Connections will not be load supporting i.e. no connections hanging in the air. Cables crossing floor traffic areas must be covered and have staff approval.
8. The stage and backstage areas are **the responsibility of the Tenant** to keep clean. Workshop must be clear of **all client items** at the end of **every night**.
9. House light levels during the pre/post show and intervals shall be of sufficient levels to allow members of the public to safely move about in the theatre.

10. All groups using the VMT must keep a 5' (five foot) clearance between the north wall and the most upstage scenic element unless preauthorised by the Technical Director.
11. All groups using the JDT must keep an unobstructed view from the alarm panel in the telephone room to the exit doors. The path from the south emergency doors to the telephone room must remain unobstructed and well lit.
12. All **aisles must be a minimum of 36" wide** with no obstructions of any kind. Depending on room configuration a larger aisle way may be required. Please contact the Technical Director if you have any concerns.
13. There will be no storage of any type in any stairwell for any duration of time.
14. In the Victor Mitchell Theatre, the set up and dismantling of the scaffolding and the set up and closure of the seating risers is the responsibility of Pumphouse Theatres staff **with the Tenant's assistance**.
15. Only cloth spike tape and cloth gaff tape are to be used on the floors of the theatres. No vinyl gaff or duct tape may be used on the floor. A re-painting or repair charge will be assessed if any floor damage occurs.
16. Damaged lamps are charged back to the client upon replacement. A lighting fixture handling tutorial will be provided to the client upon load in to assist in avoiding this scenario.

Control Booths

1. **No food, drink or smoking in the booths.** It is the responsibility of the stage manager to enforce this policy.
2. Equipment in control booth is not to be moved without permission and/or supervision of the Technical Director.
3. Please be advised that the Pumphouse may use equipment during **non-production times**. Comprehensive cue sheets for lights and sound are recommended.

Greenroom and Dressing Rooms

1. All areas are cleaned prior to the move-in date. The Tenant is responsible for keeping these areas clean and habitable during the rental period. If any discrepancy's in cleanliness is found within these areas after walk through occurs, please alert the staff person on shift so it can both be cleaned and billed appropriately.
2. All food and/or beverages must be stored in the fridge provided in the Greenroom. This includes food/beverages in sealed packages.
3. The Tenant is to ensure that these spaces are clear and clean prior to leaving (clean sinks, counters, mirrors etc.). For strikes, all show and personal effects are to be removed and all garbage to be disposed of in the dumpster provided.
4. All lost and found items will be held for a period of one week after move-out date. All goods not claimed will be turned over to charity.

5. **No one shall punch, staple, tape, or screw anything to any surface without prior approval.** Repair costs will be invoiced (at Cost + 10% administration or \$50.00, whichever is greater) to any tenant not adhering to this policy. Please use picture rails and bulletin boards for any displays. All items must be mounted securely to the hooks provided. Hooks will not be moved or removed under any circumstances.
6. It is the responsibility of the stage manager to ensure all lights and personal items (such as curling irons, coffee pots, etc.) are shut off and unplugged at the end of each day.

Shop

1. The shop is a useable area for Tenants during load-in as outlined by the Technical Director. This space **MUST** be cleaned at the end of each workday. After set-up (ie: final dress), the Tenant is to clear and clean the shop and all materials not used (sweep the floor, workbenches, pick up scraps, etc.).
2. All client items unless otherwise approved by the Technical Director **must be removed** from the shop by end of first performance.
3. Shop floor has been colour coded with paint for client ease in identifying which areas can never be blocked regardless of whether or not a show is in progress. Please read the signage in the shop in order to properly identify the areas and the rules relevant to each.
4. Any items found blocking a fire door or either door in the workshop marked **do not block** will be removed immediately regardless of whether or not a show is in progress. Please familiarize yourself with these areas.
5. The shop is not to be used as a storage area, stage cross-over or dressing room without prior consent of the Technical Director. Rental charges for extra use will be assessed.
6. PTS does not supply **any** tools. Operators of any power tools **MUST** do so within manufacturer's specifications and as per the PTS Safety Rules for Power Tools, and as outlined in the Safety Policy.
7. Any materials **not** brought in by the Tenant, including workshop lumber, are **not** for client use.
8. Paint sink provided in the shop is not to be used for the disposal of mop water or any other grey water with the exception of washing out paint brushes and other like items. All other grey water is required to be disposed down a green room toilet. This includes but is not limited to washing dishes, cutlery or Tupperware, show props or personal items.

Boardroom

1. Rental of the Joyce Doolittle Theatre does not guarantee usage of the Boardroom. Usage of this space as a storage area, stage cross-over or dressing room requires prior consent of the Technical Director. Rental charges for extra use may be assessed.

SPECIAL EFFECTS & PYROTECHNICS

- 1) The Pumphouse Theatres must be notified in writing four (4) weeks in advance of all pyrotechnical or special effects to be done in the Pumphouse Theatres.
- 2) The Pumphouse Theatres **RESERVES THE RIGHT** to make changes to the effects and has the final say in the viability of a pyrotechnical or special effect and can cancel any pyrotechnics if deemed unsafe or different from the effect approved by the Fire Marshall.
- 3) Special effects are categorized as: smoke, i.e.: fog machine, dry ice, or chemical; strobe lights; flames (open or closed, including candles); gun shots; and smoking
- 4) Pyrotechnics are categorized as any combustible material that produces smoke, fire, visual effect, or audio effect.
- 5) All pyrotechnical displays in the province of Alberta must be done by, or under the supervision of, a licensed shooter. The shooter's license must be posted at all times in the PTS office during that production.
- 6) The licensed shooter is the only person for the run of the performance who is the designated "pyro person". Them, and only them, will: check the system, mix or make the pyro effect, load the pyro effect, test the system, detonate the effect, clean and maintain the system.
- 7) All set, prop, and costume pieces in the blast area and vicinity should be removed or treated with an approved fire retardant.
- 8) Proper safety and fire precautions must be taken:
 - a) two fire extinguishers backstage, one by the shooter, and one close by backstage
 - b) all people on deck or near the effect must know what the effect is capable of doing
 - c) a crewmember must stand ready during the effect with a fire extinguisher
- 9) The shooter **MUST** have direct line of sight to all blast areas, and has the final say in a go/no go situation.
- 10) All pyrotechnical materials (e.g., flash paper, squibs, powders, etc.) must be stored in a locked metal cabinet.
- 11) All detonation and blasting control boxes must have UL or CSA listed approval. The detonation switch has to be a keyed momentary on switch.
- 12) Fire Marshall approval is arranged through the PTS Technical Director and is required for any and all pyro or fire effects.
- 13) All guns used in the theatres must be modified to accept blank rounds only. A PAL (Possession and Acquisition License) must be in the possession of the person responsible for the weapons. All weapons and ammunition **MUST** be locked up when not in use. Only the person responsible for the firearms shall handle and load the weapons. Only the actors involved may handle the weapons, and only for the scenes required.

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.

If you have any questions or need clarification on any of these items, please contact the Technical Director at 403-263-0079 ext.102.

SAFETY RULES and SAFE WORKING PRACTICES

Worker Definition

A Worker is any person who, through employment by PTS or another company, or when volunteering for PTS or another company, performs any type of work within the jurisdiction of the Pumphouse Theatres.

Worker Responsibilities

1. Every worker shall take reasonable care to protect his or her safety and health and the safety and health of other persons who may be affected by his or her acts or omissions at work.
2. All workers working with equipment and materials that may be injurious to them in any way shall wear, and use in the manner for which they are designed, protective clothing or equipment required for the safe performance of their work.

Stage, Scenery/Paint Shop

1. CSA approved steel-toed safety shoes shall be worn when deemed necessary by the Technical Director or their representative.
2. CSA approved facemasks or goggles shall be worn while working with any tools that may present a risk of injury or irritation to the eyes. These include but are not limited to, table saws, radial arm saws, skill saws, sanders, grinders, reciprocating saws and any other tools that the Technical Director or their representative may so designate at their discretion.
3. Paint sink should be used for intended purpose only and must be left in a clean condition. All paint and paint supplies must be removed at the end of each run. A cleaning fee will be applied if this is disregarded. No other grey water including mop water may be disposed for down this sink. Use a green room toilet for all other grey water. This includes but is not limited to washing dishes, cutlery or Tupperware, show props or personal items alike.
4. Proper hearing protection shall be worn at all times when major power tools are operating.
5. Whenever there is a risk due to overhead work, hard hats shall be worn by any worker who is so ordered by the Technical Director or their representative at their sole discretion.
6. The building is a non-smoking area.
7. 'Cut-offs' and other debris should be cleared on an on-going basis. The shop shall be cleared completely and thoroughly at the end of each day.
8. When power tools are operated, there should be another person in the shop.
9. All lifts shall be made with a straight back and knees bent. Only those weights that can be moved comfortably shall be lifted. All heavy or awkward loads encountered must have assistance.
10. The Pumphouse reserves the right to make staging and other necessary changes to the production if there is any situation which is deemed to be hazardous by the Technical Director.

11. All equipment will be operated in accordance with the instructions in their manuals or according to the instructions of the Technical Director. Any equipment problems must be reported immediately to the Technical Director.
12. Anyone working at or over a 2 meters in height on a ladder must have their ladder footed by another person. Anyone working higher than 3 meters on a ladder must be wearing a harness. Distance is determined by potential fall distance not by height reached via ladder. Short duration and light duty tasks are not exempt.
13. Anyone using the scaffolding must have a person attending at the base of the scaffolding at all times (ground crew). Any movement of the scaffold must be done by the person on the floor. Any materials lifted up to the top via the rope and pulley must be done by the person on the floor. The person on the scaffolding must ensure that the materials being lifted do not hit the scaffolding or anything else with enough force to injure or damage.
14. During set up and strike, any open stage traps must be barricaded, marked, or manned.
15. If any danger from above exists, any persons footing ladders or attending to the scaffold shall wear hard hats. This includes but is not limited to loose tools, loose items, and items that may swing or move unexpectedly.
16. All flying hardware shall be inspected per change over or application, and dangerous components replaced.
17. If workers or staff notice that equipment is damaged including but not limited to the following: cracked lenses, damaged insulation to cables and pigtails, stage lighting fixtures that make buzzing or crackling noises, spread or cracked Clamps and yokes, kinked or frayed safety chains, loose fasteners, or malfunctioning equipment of any kind, work with said equipment must cease immediately. Power must be cut by a PTS staff member if applicable. If repairs cannot be satisfactory accomplished on the spot by a staff member, the equipment should be tagged and removed from active inventory, and the Event Supervisor notified. No one but a Pumphouse Staff member will do any repairs to any equipment, including but not limited to changing of lamps and repair of electrical.
18. All stage lighting fixtures shall be safety cabled to the lighting grid with an approved safety cable. All attendant devices (i.e. barn-doors, top hats, etc.) shall be safety cabled to the fixture.
19. All electrical cables shall be neatly dressed and tied off to the lighting grid. Excess cable shall be neatly coiled and tied to the lighting grid. Electrical connectors shall not bear loads nor hang unsupported.
20. When theatres are not in use for performance there must always be a minimum amount of light in the two theatres as provided by the ghost lights.
21. Fire doors and fire exits shall be unobstructed at all times.
22. Whenever potential hazards exist (i.e.: workers overhead, open pit, etc.) other workers will verbally warn, and/or a sign or barricade will be posted, and/or a person will be designated as a look out.

All accidents, even the most minor should be noted in the accident report book, and reported to the Technical Director of PTS or their representative.

FIRE AND EVACUATION PLAN

General Information

- 1. If there is a fire alarm; theatres & building MUST be EVACUATED.**
2. If anyone on staff or with the Tenant spots a fire, or believes there is a fire; they MUST without delay pull the nearest fire alarm pull station. They should at that point ensure that all persons close to the fire are evacuated outside.
3. Fire Warden and Deputy Fire Wardens will meet at the front doors (control point) once the building has been completely and successfully emptied.
4. The PTS Technician on staff is the Fire Warden for the building.
5. The Stage Manager and all Assistant Stage Mangers are Deputy Fire Wardens for their respective theatres.
6. The Front of House people and the bar/concession staff are the Deputy Fire Wardens of the lobby, bar and public washroom areas.
7. Fire Warden and Deputy Fire Wardens are assigned evacuation areas for which they are responsible.
8. All Deputy Fire Wardens are to report to the Fire Warden upon completion of their assigned tasks
9. The rendezvous point for the companies is the far side of the electrical transformer on the south side of the Pumphouse Theatres.
10. After the evacuation, members of both companies are to assist with crowd control.
11. Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de-sac.

No person may re-enter the building until the Fire Department approves.

EVACUATION PAGE TO THE THEATRE

Attention Patrons

An alarm has sounded. Please evacuate the theatre through the nearest exit doors in a quiet, calm and orderly fashion.

Please assemble in the Pumphouse Avenue cul-de-sac, in front of the building, where we will make further announcements.

If you require assistance, please remain seated and the Front of House staff will assist you.

VICTOR MITCHELL THEATRE / SHED THEATRE CONFIGURATION

1. **If there is an alarm, the theatre MUST be EVACUATED.**
2. The Stage Manager is the Deputy Fire Warden for the Victor Mitchell Theatre.
3. The Assistant Stage Manager(s) are the Deputy Fire Wardens for the backstage areas, including the greenroom, dressing rooms, shop, LX hallway, and backstage.
4. If anyone on staff or with the user groups spots a fire, or believes there is a fire, they **MUST** without delay pull the nearest fire alarm pull station. They should at that point ensure that all persons close to fire are evacuated outside.
5. The Stage Manager of the production, upon hearing the alarm (or being told of the alarm) **MUST STOP** the production, raise all house and work lights, stop all sound effects/music and make an announcement to the theatre, informing the theatre that all members of house and company should proceed in an orderly manner to the nearest exit.
6. The Stage Manager should ensure that all booth personnel proceed to the nearest exit (bottom of SW stairwell) and assist in the evacuation.
7. The Stage Manager is to ensure that the galleries and theatre are clear before exiting.
8. The deck ASM(s) should ensure that all actors and crew exit via the nearest exit, and ensure that the stage and backstage areas are clear, before exiting.
9. The rendezvous point for the VMT/SHED companies is the far side of the electrical transformer on the south side of the Pumphouse Theatres.
10. After the evacuation, members of both companies are to assist with crowd control.
11. Report to the control point (front doors) once evacuation of your areas complete.
12. Use common sense in handling situations.
13. Evacuation of persons requiring assistance:
 - Arrange for enough people to help in evacuating any and all persons requiring assistance in one trip. Note: Persons requiring assistance may want to choose their own aides and practise methods in assisting them.
 - Follow the advice and wishes of the person requiring assistance so long as their safety and yours are not jeopardized.
14. If, during the evacuation, Fire Warden and Deputy Fire Wardens find that movement in the stairwell has slowed appreciably or stopped, they are to redirect persons through safe floor area to an alternate exit.
15. Do not assume the emergency is over if the alarm bells stop ringing. Continue with the evacuation until told by the Fire Department personnel to stop.
16. Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de-sac.

No person may re-enter the building until the Fire Department approves.

JOYCE DOOLITTLE THEATRE

1. **If there is an alarm, the theatre MUST be EVACUATED.**
2. If anyone on staff or with the user groups spots a fire, or believes there is a fire, they **MUST** without delay pull the nearest fire alarm pull station. They should at that point ensure that all persons close to fire are evacuated outside.
3. The Stage Manager of the production, upon hearing the alarm (or being told of the alarm) **MUST STOP** the production, raise all house and work lights, stop all sound effects/music, and make announcement to the theatre, informing the theatre that all members of house and company should proceed in an orderly method to the nearest exit.
4. The Stage Manager should ensure that all booth personnel leave, and help the Front of House in evacuating the house via the south and east exit doors.
5. The Stage Manager should ensure that all actors exit via the nearest exit, and ensure that the stage, backstage areas are clear, before exiting.
6. The rendezvous point for the JDT companies is the far side of the electrical transformer on the south side of the Pumphouse Theatres.
7. Report to the control point (front doors) once evacuation of your areas complete.
8. After the evacuation, members of both companies are to assist with crowd control.
9. Use common sense in handling situations.
17. Evacuation of persons requiring assistance:
 - Arrange for enough people to help in evacuating any and all persons requiring assistance in one trip. Note: Persons requiring assistance may want to choose their own aides and practise methods in assisting them.
 - Follow the advice and wishes of the person requiring assistance so long as their safety and yours are not jeopardized.
10. If, during the evacuation, Fire Warden and Deputy Fire Wardens find that movement in the stairwell has slowed appreciably or stopped, they are to redirect persons through safe floor area to an alternate exit.
11. Do not assume the emergency is over if the alarm bells stop ringing. Continue with the evacuation until told by the Fire Department personnel to stop.
12. Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de-sac.

No person may re-enter the building until the Fire Department approves.

Box Office and Usher Duties and Responsibilities

Box Office/Front of House Manager

The box office person will also act as the FOH manager and is responsible for supervising and training the ushers.

Responsibilities:

- Familiarize volunteer usher with the space (location of bathrooms, reserved usher seat etc.) and evacuation procedures.
- Ensure that the usher has everything they need: including, flashlight, programs. (Flashlights are client responsibility to provide)
- Ensure that there are reserved usher seats.
- Remain in the lobby for the duration of the performance and Monitor the door against improper entry by latecomers etc.
- Assist usher with any patron who has to leave the theatre and, together with PH staff check their safety and well-being. PH staff will take the lead and call 911 as necessary.
- Assist Pumphouse staff with evacuation procedures if and when necessary.

Usher

- Stand by the theatre door until the house is opened.
- Check tickets to ensure that they are the correct date and time and theatre- often when there are two shows running concurrently we will have patrons for the Victor Mitchell shows line up for the Joyce in error.
- Tear tickets; retain stubs, and direct patrons inside.
- Distribute programs.
- Answer questions about running time and intermission, every once in awhile remind the line to turn off their cell phones.
- Close theatre doors when the performance begins and at the end of intermission.
- Prevent patrons from sitting or standing on stairs or in the aisles.
- Observe the audience to determine whether there are any problems once the show has begun. (e.g. cameras or recorders being used, patrons causing disturbance, patrons taking ill etc)
- Open theatre doors at intermission and end of show.
- Once the theatre is clear do a quick scan and remove any programs or drinks.

Fire and Evacuation Plan Please read full plan. Highlights include:

The box officer volunteer, together with any bar staff are the deputy Fire Wardens of the lobby, bar and public washroom areas. You will assist audience members to exit and ensure that the washrooms are clear and close all doors as you leave. Control point is the front door. Upon hearing the alarm, proceed to the nearest exit (this will be identified at the beginning of the volunteer shift) and assemble on the far side of the Pumphouse Ave. cul-de-sac.

LOBBIES

1. Bar/concession staff are Deputy Fire Wardens of the lobby areas including public washrooms, along with the Front of House staff from each theatre group.
 2. Upon hearing an alarm, the Pumphouse Theatres bar/concession staff are to lock up monies, and assist the Front of House people assisting audience members to exit, and are to ensure that the washrooms are clear, before exiting.
 3. Direct evacuations of your assigned area the nearest exit.
 4. Search all lobby areas, washrooms etc. to ensure all occupants have left the area. Be sure to close (but not lock) all doors as you leave.
 5. Report to the control point (front door) once evacuation of your area is complete.
 6. Use common sense in handling situations.
 7. Do not attempt to fight a fire unless it is very small. At no time are you to endanger yourself.
18. Evacuation of persons requiring assistance:
- Arrange for enough people to help in evacuating any and all persons requiring assistance in one trip. Note: Persons requiring assistance may want to choose their own aides and practise methods in assisting them.
 - Follow the advice and wishes of the person requiring assistance so long as their safety and yours are not jeopardized.
8. If, during the evacuation, Fire Warden and Deputy Fire Wardens find that movement in the stairwell has slowed appreciably or stopped, they are to redirect persons through safe floor area to an alternate exit.
 9. Do not assume the emergency is over if the alarm bells stop ringing. Continue with the evacuation until told by the Fire Department personnel to stop.
 10. Members of the general public are to assemble on the far south side of the Pumphouse Ave. cul-de-sac.

No person may re-enter the building until the Fire Department approves.

EVACUATION PAGE TO THE THEATRE

Attention Patrons

An alarm has sounded. Please evacuate the theatre through the nearest exit doors in a quiet, calm and orderly fashion.

Please assemble in the Pumphouse Avenue cul-de-sac, in front of the building, where we will make further announcements.

If you require assistance, please remain seated and the Front of House staff will assist you.

2140 Pumphouse Ave SW
Calgary, AB
T3C 3P5



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www.pumphousetheatre.ca

APPLICATION FOR THEATRE USE 2019/2020

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 minimum 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.
- No smoking in the theatre or building at any time. This includes but is not limited to vaporizer pens, herbal cigarettes, tobacco based cigarettes, cigars, marijuana and all related paraphernalia.
- All activities that happen within Pumphouse Park as well as the general exterior of the theatre must adhere to City of Calgary parks and recreations rules and regulations as well as City of Calgary by-laws
- Pumphouse Theatre Society has a zero tolerance policy for the bullying or harassment of anyone on the premises. This includes but is not limited to: Pumphouse Theatre Staff, Client Staff, Volunteers and Patrons. Including but not limited to any activities that occur during set up, take down, classes and performances.
- There will be zero tolerance for working while intoxicated. Intoxication can include but is not limited to alcohol, marijuana, prescription drugs and illegal drugs. This applies, but is not limited to: Pumphouse Theatre Staff as well as Client Staff, Volunteers. If anyone is found to be working while intoxicated they will be asked to stop work and cannot resume until intoxication has passed.
- There will be zero tolerance for consuming substances which can lead to intoxication during the periods of set up and take down in the theatres. During set up, the theatres are temporary construction zones and best working practices will be adhered to.
- 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.

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:		

Please list schedule below. Schedule is subject to approval.

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. An overtime charge 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 unless the strike is taking unreasonably long.

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.
- The Pumphouse Theatre Technical Director or his/her designate shall approve all rigging prior to load-in. Actual rigging must be supervised by Pumphouse staff and installed by the client.
 - Rigging is classified as any item, which is attached to the grid or truss system that is not already a venue provided lighting fixture with pre-attached clamp. For example, rented professional lighting equipment is not rigging, a chandelier is. As is any set piece, prop or effect that attaches to the grid or trussing system.
- 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. This includes but is not limited practical and effect lighting. Please list any equipment you will be bringing:				

Please check or write yes to any of the following special effects that are being requested 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) (Firing and non-firing)		Flame (including candles, matches, lighters, etc)		<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 requesting 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. The submission of a stage plot will allow us to assist you in identifying any conflicts in advance. **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	
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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. If only electronic programs are being provided electronic version of our handouts can be acquired by emailing admin@pumphousetheatre.ca</i>			

SHOW RUN INFORMATION

Preview Performance Date:		Preview Type:	Invited		PWYC	
Opening Night Date:		Opening Night Post Show Reception?	Yes		No	

Program length in minutes:	Act 1:		Act 2:		Act 3:	
Intermission:	Yes		No			

Please list any warnings or additional Front of House Concerns:
(i.e. fog, nudity, language, violence, etc)

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. See contract for more information.

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		On File	

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

Name:

Position:

I have read and understood all of the above information.	Yes	
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I have read and understood the policies and procedures handbook	Yes	
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Sign Name

Print Name

Date
