

2140 Pumphouse Ave SW  
Calgary, AB  
T3C 3P5



Phone: (403) 263-0079  
email: operations@pumphousetheatre.ca  
www.pumphousetheatre.ca

**APPLICATION FOR THEATRE USE 2023/2024**

This form is to be filled out after your rental has been accepted. 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**

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

**TICKETING INFORMATION**

Pumphouse Theatre does not provide box office services, please provide the following information:

<b>Box office contact information:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Website:</b>			

**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). Clients must provide their own staffing including box office person, ticket- takers and ushers.
- Front of House minimum staffing requirements: All Theatres, 1 box office person; Victor Mitchell Theatre, 4 ushers; Shed Theatre Configuration, 2 ushers; Joyce Doolittle Theatre, 1 usher. These requirements may vary depending on show conditions and audience size. One person provided by the client is required to stay in the lobby for the duration of the performance as 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 ushers. The Front of House Manager must review these procedures with their ushers upon their arrival.
- 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.
- 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 Pumphouse Management 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 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 us **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. Please contact us at least 2 weeks in advance to arrange and receive pricing.
- 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](http://www.pumphousetheatre.ca) or by contacting [admin@pumphousetheatre.ca](mailto:admin@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 Operations Manager.
- 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 the City of Calgary parks and recreations rules and regulations as well as the City of Calgary bylaws
- 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 setup, the theatres are temporary construction zones and best working practices will be adhered to.
- Any equipment or set pieces belonging to the client 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 waste is 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, stairwell or either of the pathways/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 Classroom as a Joyce Doolittle crossover. It is used for both classes and meetings; it may be in use during a rental period. Please advise us at least 4 weeks ahead of time should you wish to use this area. Should a client wish to use the Classroom as a rehearsal space/dressing room 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

Classroom/Crossover

Shed Theatre Configuration

Workshop

Booking Dates: \_\_\_\_\_ Load out Date: \_\_\_\_\_

**Please list your 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 Operations Manager a **minimum of two weeks** prior. An overtime charge will apply for each additional hour or part thereof.

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 overtime 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 load-out 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 Operations Manager. A mandatory light hanging tutorial and safety chat will occur at the start of load in, provided by Pumphouse Staff.
- 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 Operations Manager or an Event Supervisor. Any item not approved cannot be used. Clients are responsible for their own rigging.
- The Pumphouse Theatre Operations Manager or their 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 a 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 set 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 Pumphouse Theatre Management.

**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 Pumphouse Theatre Management prior to load-in. Any special permits required must be obtained and a copy presented to Pumphouse Theatre Management prior to load-in.
- Clients can choose to have the Pumphouse Theatre provide some of these services at an added cost. Please see rental rate card for more information.

**SOUND**

Will you be using our house sound system?	Yes	No
What is your sound media? (I.e. Tape, CD, Laptop, etc.):		
Do you require microphones or direct inputs?	Yes	No
Will you need speakers in addition to those hung?	Yes	No
<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 extra microphones, speakers or direct inputs you would like PTS to provide as well as any extra equipment you are bringing in:		

### 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 off 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 us a minimum of 4 weeks in advance for more information.

<b>Firearms (Guns) (Firing and non-firing)</b>	<b>Pyrotechnics</b>	<b>Glitter/Confetti</b>
<b>Non firearm weapons (swords, blades, razors, etc.)</b>	<b>Flame (including candles, matches, lighters, etc.)</b>	<i>Strobe Light</i>
<b>Cigar/Cigarette/Pipe</b> <i>*see schedule D</i>	<b>Fog / Haze/Smoke</b>	<i>Mirror Balls or Black Lights</i>
<b>Fake Snow, any kind</b>	<i>Dry Ice</i>	Food consumption on stage
<b>Water</b>	Quantity and use of Water: _____	
<b>Compressed Gas Canisters</b>	<b>Type of Gas:</b> _____	

Please describe any other effects or any show elements not listed above or ones that may make a mess:

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 Pumphouse Theatre Management 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

**Please Note:** 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 drapery?    Yes    No

**Please note:** Any damage to drapery 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 set 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.**



## INSURANCE

All clients are required to carry 'Commercial General Liability' insurance in the amount of two-million dollars (\$2,000,000.00), covering the Client'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 client's insurance must name the Pumphouse Theatre Society as an additional insured. See contract for more information. WCB is also required when applicable.

*The Pumphouse Theatre 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 (*check one*)                      Attached                      On File

*\*Please note that a new insurance document needs to be provided with each insurance renewal. Insurance will only be considered as "on file" if rental falls within the dates the insurance document on file has listed as valid.*

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:** \_\_\_\_\_

<b>I have read and understood all of the above information.</b>	Yes	
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<b>I have read and understood the policies and procedures document</b>	Yes	
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**Sign Name** \_\_\_\_\_

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

**Date** \_\_\_\_\_