



PUMPHOUSE THEATRE

APPLICATION FOR THEATRE USE 2025/2026

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

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 on-site at all times who is available to assist with any facility issues or concerns, equipment education as well as one bartender that operates the concession during performances. Unless arranged in advance Clients must provide their own staffing including technical, box office person, ticket-takers and ushers. Specific and more in-depth training can be provided upon request.
- 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.
- 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 admin@pumphousetheatre.ca. The logo may not be stretched or altered in any way.
- Due to Alberta Health Services regulations, the Pumphouse Theatre does not permit any animals on the premises with the exception of qualified service dogs as outlined in the Government of Alberta Service Dog Act. Emotional Support and Therapy animals that are not trained and qualified (as per the requirements in the Government of Alberta Service Dog Act) to do specific tasks that assist a disability are not permitted as they are not protected by the legislation. 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 and for the consumption of alcohol and/or recreational drugs while working. 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 in violation of this policy, they will be required to stop work and cannot resume until staff deems them fit to continue work. This includes all hours of occupation and activities during the rental including the periods of set up and take down in the theatres as well as during performance.
- During setup, the theatres are temporary construction zones and best working practices will be adhered to.
- Any equipment, set pieces or other items 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 unless arranged in advance. Pumphouse Theatres accepts no responsibility for these items.
- If you are using the Pumphouse Theatre dumpster on strike and waste is not properly broken down to fit within the closed dumpster, an extra fee will apply. If two shows are in the building at the same time dumpster space is shared.
- 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, which may limit its use by Joyce Doolittle Clients. 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.
- Victor Mitchell balcony access is not guaranteed unless the full Victor Mitchell Theatre has been rented. If you require the balcony during the rental of smaller configurations of the Victor Mitchell Theatre, please contact us in advance.
- In the Victor Mitchell Theatre, the drape separating the balcony and the main section is not removable.
- Janitorial services and damages beyond normal wear and tear to the building and equipment will be charged back to the rental group.
- Client is responsible for the restore of the theatre on strike unless other arrangements have been made in advance. The restore includes but may not be limited to the following:
 - Both Theatres: Removal of all show elements that the client brought to the theatre for the show (set, props, costumes, musical instruments, extra construction material, paint, etc.); cleaning of the dressing room and green room areas so it is left clean for the next group; assist Pumphouse staff with set up of the scaffold, folding of any drape used for the rental, and return of loaned Pumphouse equipment; sweep and mop of the stage.
 - In the Victor Mitchell Theatre: all extra theatrical lighting added during the rental must be removed by the client, house plot fixtures must be restored to their standard locations and basic focus of house plot must be done. Guidance will be provided by Pumphouse Staff.
 - In the Joyce Doolittle Theatre: all theatrical lighting must be removed from the grid and audience seats/seating structure must be struck.
 - Additional requirements may be added depending on rental requests
 - **Failure to fully complete the restore of the spaces that the client has rented may result in additional charges as extra staff will need to be brought in to complete the work.**

FRONT OF HOUSE REQUIREMENTS

- 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 ushers arrival. 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.
- 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. Clean up of audience area to be completed nightly.
- 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 on-site must be provided by the Pumphouse Theatres as per AGLC regulations and our AGLC license.
- Sparkling Wine may be purchased for post-show receptions. Please contact us at least 2 weeks in advance to arrange and receive pricing.

FRONT OF HOUSE INFORMATION

Please note that "will call" tables are not permitted by the front entrance as they impede emergency egress.

Are you planning any receptions in association with your event? Yes No

Will you be requesting any tables? 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

Rental clients must either stuff program handouts with copies of Pumphouse marketing materials or include a provided ad in their program. If only electronic programs are being provided electronic versions of our marketing can be acquired by emailing admin@pumphousetheatre.ca. See contract for more information.

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, strobe, nudity, language, violence, etc.):

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. Short notice overtime requests 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. Standard load out takes between 2 – 3 hours.

General restrictions: All Mondays after opening are mandatory dark days. All Saturdays and Sundays after opening have an access start time of no earlier than noon. Access during weekdays is dependant on load in schedules provided by clients. Day time weekday access after opening is by appointment only. See contract Schedule A for more information.

Please indicate which spaces you are requesting:

Joyce Doolittle Theatre Victor Mitchell Theatre Shed Theatre Configuration **Full Facility**
 Classroom/Crossover Balcony (for performance use) Workshop

Booking Dates: _____ Load out Date: _____

Please list your schedule for load in and rehearsals below. Schedule is subject to approval

Date	Time	Date	Time

Performance Dates

(Attach separate sheet if necessary. If there are two performances on the same date, the times can be listed together)

Date	Time	Date	Time

Please specify any other times access may be needed as well as any dates for archive filming: (i.e. Media call, extra rehearsal, piano drop off, piano tuning, etc....)

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

TECHNICAL INFORMATION

- The rental group is required to provide reasonably 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 a qualified Event Supervisor. Preliminary rigging plans must be approved prior to load in. Any item not approved cannot be used. Clients are responsible for their own rigging. 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 lighting equipment with appropriate hardware 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 (more than 20sq ft). 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.
- 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. The Joyce Doolittle does not come with a stock plot, but paperwork for one is available upon request.
- 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), the effect must be approved by Pumphouse Theatre Management prior to load-in. Any special permits required can be obtained after Pumphouse Theatre has granted permission and a copy of the permit must be 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 the rental rate card for more information.

STAGING, SET AND MASKING

Please attach a stage plot indicating, to the best of your ability: Location and size of set elements, Location of masking drapes, Location and the 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.

Please Note: 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. All set and drape in the Victor Mitchell Theatre must be at minimum 5 feet from the North wall so there is no restriction to the air return vents. Any damage to drapery will be billed at replacement cost.

Will you be requesting any standard black drapery?	Yes	No
Will you be requesting any non standard drapery? (Traveller, cyclorama, etc)	Yes	No
Are you planning on bringing any of your own drapery, or hanging set elements?	Yes	No
If yes to either of the above 2 questions, please provide more details below:		

SOUND

Will you be using our house sound system?	Yes	No
What is your sound media? (l.e. Laptop, CD etc.):	<hr/>	
Do you require microphones or direct inputs?	Yes	No
Will you need speakers in addition to those hung? (This includes on stage monitors)	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>		
Will you be bringing 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, VIDEO AND SPECIAL EFFECTS

Are you bringing any lighting or video 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 and any projector/camera locations:		

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, inspections, 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.

Firearms (Guns) (*Firing and non-firing*)

Pyrotechnics

Glitter/Confetti

Non firearm weapons (swords, blades, razors, whips, etc.)

Flame (including candles, matches, lighters, etc.)

Strobe Light

Cigar/Cigarette/Pipe *see schedule D

Fog / Haze/Smoke

Mirror Balls or Black Lights

Fake Snow, any type

Dry Ice

Food consumption on stage

Water

Quantity and use of Water:

Compressed Gas Canisters

Type of Gas:

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 on-site that is deemed unsafe, is not being used as approved, or where proper permits cannot be produced or have expired.

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.

When required it is the responsibility of the client every performance to request the fire alarm be placed in test mode at least 90 minutes prior to performance. Requests after that time limit are not guaranteed and may prohibit use of that effect for that performance. If the fire alarm is required in test mode for the performance stage management or a delegate must assist staff with fire watch of the building for the duration of the performance. Please contact management for more details.

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 and have been fully restored?

Name: _____

Position: _____

I have read and understood all of the above information.	Yes	
I have read and understood the policies and procedures document	Yes	
I acknowledge that if the areas in the venue used for this rental are not fully restored as required by this document, the policy and procedures document and the contract, additional charges may apply.	Yes	

Sign Name _____

Print Name _____

Date _____