



GLT RENTAL AGREEMENT 2019 – 2020

This rental agreement is between Guelph Little Theatre, hereinafter known as “GLT”, and _____, (*Name of Individual and/or Organization*) hereinafter known as the “Renter”, for use of the spaces, equipment, and services on the dates and times described below.

Schedule A “Rates and Payment”, **Schedule B** “Terms and Conditions of Use”, and **Schedule C** “Sound Tech Protocols” are part of this rental agreement.

Use of spaces, equipment, services, and/or dates and times beyond those described herein may result in additional charges to the Renter. Such additional charges are due before the end of the rental period.

I. RENTAL DATES AND TIMES

Note: The Renter must provide GLT with adequate notice about building access requirements.

Four-weeks advance notice is recommended. GLT addresses later requests on a best-effort basis.

II. SPACES

- A. Theatre Yes No _____
- B. Slater Hall (Lobby) Yes No _____
- C. Dressing Room Yes No _____
- D. Rehearsal Hall Yes No _____
- E. Backstage Load-in Area Yes No _____
- F. Carpentry Shop, Wardrobe Room, Grounds _____

The carpentry shop, wardrobe room and grounds are available by written agreement only.

III. EQUIPMENT & SERVICES

- A. Social/Bar Alcohol No Alcohol _____

The bar is staffed by GLT Smart Serve volunteers. All proceeds from bar sales remain with GLT.

The times the bar is open are negotiable. A bar buyout or bar minimum applies.

The Renter may bring in coffee/tea or other non-alcoholic beverages for event participants only.

The Lobby is the only area of the building that is licensed.

- B. Kitchen Yes No _____

The GLT kitchen is available for use by caterers hired by the Renter and approved by GLT.

- C. Stage Lights Yes No _____

A house lighting plot is provided. This plot is restored by the Renter during rental times.

- D. Sound System Yes No Go to: <http://www.resound.ca/> for licence - by renter

The house sound system is available as described in Schedule C “Sound Tech Protocols”.

- E. Video Projector Yes No _____

- F. Props/Costumes Yes No _____

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G. Makeup/Wigs Yes No _____

H. Sets/Risers etc. Yes No _____

IV. RENTAL COST ESTIMATE

II. Space Rental

A. Theatre _____

B. Slater Hall (Lobby) _____

C. Dressing Room _____

D. Rehearsal Hall _____

F. Other _____

Subtotal of Space Rental _____

III. Equipment & Services

A. Bar _____

B. Kitchen _____

C. Stage Lights _____

D. Sound System _____

E. Video Projector _____

F. Props/Costumes _____

G. Makeup/Wigs _____

H. Sets/Risers etc. _____

Subtotal of Equipment & Services _____

Additional Costs

Subtotal of Additional Costs _____

RENTAL COST ESTIMATE _____

Additional Costs

- \$ 22 / hr for any additional Cleaning and/or Technical Restore time. Billed by the 1/2 hour.
- ReSound: The ReSound Tarriff Legislation requires that the Renter pays the tariff for the use of pre-recorded, commercially available music used by renters in their performances. **See: <http://www.resound.ca/> for more information on requirements.**

Rental Payment

Upon signing this agreement a deposit of \$ _____ is required.

The balance of the Rental Cost Estimate is due before the first rental access, by _____

Any charges incurred beyond the Rental Cost Estimate are due before the end of the rental period.

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Damage Deposit

A Damage Deposit may be required, at the discretion of the Rental Committee.

The Damage Deposit may be applied against any damages and/or outstanding amounts including cleaning surcharges and/or time required to restore the theatre and/or house equipment.

Food or drink, other than water, taken into the auditorium may result in the forfeit of the Damage Deposit.

Method of Payment

Preferred method of payment is by eTransfer to treasurer@guelphlittletheatre.com, or by cheque, or through the Box Office (for cash, credit, and debit payments). All cheques are made payable to "Guelph Little Theatre". Only Box Office staff may accept cash.

Only Box Office staff, the GLT Treasurer, or a GLT Rental Representative may accept any payment.

Consumables

The Renter provides consumables including: tape, batteries, hardware, paint, gobos, and replacement gels.

Liability

The Renter assumes liability for any and all damages to the facility, equipment, fittings, and fixtures during the rental period, beyond normal wear and tear, and for all costs associated therewith.

Insurance

Insurance to cover event participants, personnel and audience members is the responsibility of the Renter.

GLT requires liability insurance for all rental events and that GLT is named as an additional insured party on the insurance.

The Renter must provide proof of insurance coverage before the start of the rental period. GLT personnel can facilitate the purchase of insurance upon request.

Support Personnel

GLT provides a technical supervisor for rental events. Operation of theatre equipment during events, rehearsals, and performances is by Renter supplied, and GLT vetted, personnel.

Ticket sellers, ticket takers, and ushers as required are also provided by the Renter.

Event Requirements

Event requirements are discussed and agreed upon by the Renter and a GLT Rental Representative before the start of any rental.

Failure of the Renter to provide timely and/or sufficient description and/or details of rental event requirements can result in undesirable and unwanted changes to and/or shortcomings during rental events. The Renter is solely responsible for any and all such shortcomings that result from incomplete pre-event communication.

GLT RENTAL AGREEMENT 2019 – 2020 (Continued)

Publicity

The Renter is solely responsible for any and all publicity, promotional material, and/or programs for their event.

Wherever possible GLT’s information appears on promotional material as follows:

GUELPH LITTLE THEATRE
176 Morris Street
www.guephlittletheatre.com

On a best-effort basis GLT provides notice on its website of upcoming rental events.

Inclusion

This Rental Agreement and the attached Schedules constitute the entire agreement between GLT and the Renter concerning the rental event herein described. Any prior agreements, discussions, representations, warranties and covenants are merged herein. There are no warranties, representations, covenants or agreements, expressed or implied, between the parties except those expressly set forth in this agreement.

Name: _____
GLT Rental Chair or Board Representative Renter Representative

Signature: _____

Date: _____

GLT RENTAL AGREEMENT – Schedule A “Rates and Payment”

Standard Rates

Space Rental. Time determinations are based on when spaces are available for access.

A. Theatre

- \$ 495 per 10-hour day, or \$ 72 per hour with a 3-hour (\$216) minimum. Billed by the hour.
- All hours beyond 10 hours in a day are billed at \$ 72 per hour.
- All hours beyond 14 hours in a day are billed at \$ 130 per hour.

B. Slater Hall (Lobby)

- \$ 180 per 8-hour day, or \$ 35 per hour with a 3-hour (\$105) minimum. Billed by the hour.
- All hours beyond 8 hours in a day are billed at \$55 per hour.
- Included with Theatre rental.

C. Dressing Room

- Included with Theatre rental provided concurrent building activity does not preclude use.

D. Rehearsal Hall

- \$ 20 per hour, 3-hour (\$ 60) minimum. Billed by the hour. Subject to availability.

E. Back of Building Load-in

- Included with Theatre rental provided concurrent building activity does not preclude use.

F. Other

- Negotiated on a case-by-case basis.

Equipment & Services

A. Bar Minimum/Buyout (includes snack sales)

- \$ 150 for an adult event (alcohol sold). Minimum is made up by the Renter if not reached.
- \$ 50 for a children’s event (no alcohol). Minimum is made up by the Renter if not reached.

B. Kitchen

- Negotiated on a case-by-case basis.

C. Stage Lights

- \$ 60 per day for use of the stage lighting system and/or stage lights.

D. Sound System

- \$ 60 per day for use of the sound system and/or parts thereof.

E. Video Projector

- \$ 60 per day for use of video projector (VGA input only).

F. Props/Costumes

- Negotiated case-by-case based on requirements.

G. Makeup/Wigs

- Negotiated case-by-case based on requirements.

H. Sets/Risers etc.

- Negotiated case-by-case based on requirements.

Additional Costs

- \$ 22 / hr for any additional Cleaning and/or Technical Restore time. Billed by the 1/2 hour.

GLT RENTAL AGREEMENT – Schedule B “Terms and Conditions of Use”

PLEASE SHARE ALL THIS INFORMATION WITH EVERYONE INVOLVED WITH YOUR EVENT

These Terms and Conditions of Use promote both the safety and security of those using GLT and the appropriate use of the theatre and associated equipment. Failure to adhere to these Terms and Conditions of Use can result in additional rental charges, and/or in loss of rental privileges for future events.

GLT rental personnel have the authority and right to halt, at any time, any and all activities at GLT for reasons of safety, potential damage to the facility, breach of any facility policy, and/or failure to comply with related requests by GLT personnel.

- Renter personnel and event participants may access the premises during the times specified in the rental agreement. Early arrival and/or late departure will result in additional charges.
- All Renter client personnel are required to familiarize themselves with the location of all fire exits before the start of any event or activity.
- No food or drink, other than bottled water, is allowed in the Theatre without prior consent of GLT rental personnel.
- Alcohol consumption is permitted in the Lobby Area only. This is the only area of the building that is licensed.
- Only GLT Smart Serve certified volunteers work behind the bar.
- Smoking is not permitted within GLT or within 10 feet of any exterior doors. No exterior doors are to be held ajar to facilitate smoking.
- You must ensure that all aisles, hallways, stairways, fire extinguishers, pathways, and exits are kept free from obstruction at all times.
- Renter personnel and participants use the spaces within the building which have been rented for their event. Other spaces may be in use simultaneously by other groups.
- All areas of GLT must be kept in and left in a clean and tidy condition. Your event can incur cleaning surcharges.
- Unless specific arrangements are made with GLT rental personnel for overnight storage, all effects must be removed from the building immediately after your event. GLT assumes no responsibility for any Renter property left in the building or on the property.
- Under no circumstances may anyone work alone in GLT. There must be a minimum of two persons present at all times.
- GLT equipment, including sound, lighting, video, staging, drapes, ladders and any other equipment may only be used under the direct supervision of GLT rental personnel. Except by special arrangement only GLT personnel are permitted to work at heights in the Theatre.
- No fasteners of any type may be attached to the structure of the theatre without specific approval. Cloth gaffers tape and masking tape may be used. The use of duct tape and Scotch-type tapes is explicitly prohibited.
- Under no circumstance may anything be applied to the brick walls in the theatre.
- You are fully responsible for the condition of any stage draperies and/or the cyclorama during your event and will be charged any applicable cleaning, repair, or replacement costs.
- Signage at GLT is placed in consultation with, and approval of, GLT rental personnel.
- GLT rental personnel are available before, during, and after your event to address any questions that arise throughout the event.

Renter

GLT

GLT RENTAL AGREEMENT – Schedule C “Sound Tech Protocols”

Sound Tech Protocols are in place to minimize the risk of damage to GLT’s sound system and equipment. All sound operators, whatever their level of expertise or experience, sign off on these protocols before they are permitted to use GLT’s sound equipment.

Straying from these protocols without prior consultation with, and written permission from, GLT’s Director of Sound will result in the loss of privileges. Specifically, the operator in question will be barred from using GLT’s sound equipment for a period of time consistent with the circumstances of the contravention.

Protocols for Operation of GLT’s Sound Equipment

- 1) Anyone wishing to operate the sound system at GLT must first go through a hands-on orientation session with the Director of Sound, or with a GLT representative tasked with said orientation, before they may operate the sound system.
- 2) At no time will an operator circumvent, or allow to be circumvented, safety devices put in place to prevent damage to GLT equipment. This includes surge protectors, power conditioners, feedback limiters, and all other similar devices.
- 3) The integrity of the sound system’s default wiring is to be maintained. No operator shall rewire the basic infrastructure of the sound system without authorization from the Director of Sound.
- 4) Under no circumstances may any cross-over or amplifier settings be altered without specific written permission of the Director of Sound.
- 5) Any powered device that a sound designer/operator wishes to connect to the GLT sound system must first be approved by the Director of Sound, and be installed/connected only in the agreed upon manner. Changes to the installation/connection of such a device must be conveyed to the Director of Sound.
- 6) If during operation of the sound system any GLT-owned device is found faulty or damaged, the Director of Sound is to be notified as soon as possible. Subsequent repair or replacement of said device will be done only with the Director of Sound’s explicit approval. No piece of sound equipment owned by GLT will be repaired in house or removed from the building without such authorization.

I, _____, have read and fully understand the above protocols and agree to abide by them at all times while functioning as a sound designer/operator at GLT.

I understand that by signing this document I am responsible for the safety and proper operation of all GLT sound equipment.

Signed: _____

Date: _____

Renter

GLT