



RENTAL AGREEMENT

Oshawa Little Theatre

62 Russett Ave, Oshawa ON L1G 3R5

905.723.0282 rentals@oshawalittletheatre.com

www.oshawalittletheatre.com

This contract represents an agreement between Oshawa Little Theatre (OLT) and

NAME OF RENTER:

ADDRESS:

CONTACT INFORMATION

NAME:

TELEPHONE:

EMAIL:

RENTAL DETAILS

This agreement describes the conditions under which OLT agrees to rent its facilities for an agreed rental fee.

RENTAL DATE:

TIMES:

The "Renter" will be conducting a _____

(TYPE OF EVENT)

This contract allows the "renter" to have use of the following areas:

- | | | |
|------------------------------------|---|-------------------------------------|
| <input type="radio"/> Auditorium | <input type="radio"/> Stage | <input type="radio"/> Orchestra Pit |
| <input type="radio"/> Green room | <input type="radio"/> Rehearsal Hall / Lounge | <input type="radio"/> Kitchen |
| <input type="radio"/> Change rooms | <input type="radio"/> Bar (operated by OLT) | |

Facility Rental: \$999.00* (plus technicians)

*Long-term/additional rental rates available; please see fee schedule below.

Payment: A deposit of 50% of the rental fee is required upon the signing of the contract. The balance of payment is due no fewer than 7 days prior to the day of the rental, including any additional costs and/or technical support. Other fees may also be incurred after the rental (additional cleaning, damage, etc.)

A detailed outline of services is listed in the fee schedule section of this rental agreement.



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GENERAL TERMS & CONDITIONS

The Renter understands and agrees to the following:

1. The Renter will secure liability insurance for the entire event for accidents or damages caused as a result of their activities. The Renter further agrees to provide a Certificate of Insurance to OLT prior to the rental occasion. Failure to provide a valid certificate of insurance, OLT reserves the right to deny entry and/or access to the facility; and the Renter shall forfeit any payments received by OLT. The Renter is responsible for any damages caused while it is in their possession, whether that damage is caused by the Renter and/or its staff, patrons, performers, etc.
2. The Certificate of Insurance shall identify the following statement: "The Oshawa Little Theatre is added as additional Insured, including Cross Liability and severability of interests, but only with respect to general liability arising from the above mentioned operations of the Named Insured."
3. The use of OLT's workshop equipment or tools is strictly prohibited. The staging area of the workshop however may be used when given permission by OLT staff. Use of any OLT material such as wood, set pieces, flats, risers, extension cords, and paint or stage lights requires permission from Oshawa Little Theatre prior to the day of the event.
4. Keep the stage floor in the condition it was provided on the day of the event, and it will not be altered or painted and nor fix any set pieces to the floor.
5. Remove all materials brought in by the end of the rental day, unless otherwise agreed upon with the Theatre. The Renter must incur all related costs/revenues lost by OLT should the theatre not be returned to its original state by the agreed upon hours in the contract.
6. The Renter is responsible for ensuring that their performer's requirements, over and above the standard facilities provided by OLT are deemed satisfactory (for example, stools, special carpeting, risers, props, DVD player, laptop, etc.) OLT will NOT provide these items.
7. Keep all occupied areas of the theatre in a clean and tidy manner, and leave the facility in the same manner that it was received on the day of the event. The Renter is responsible for cleanup of all waste materials. A clean up fee of \$400.00 will be charged if the auditorium & facility is left in a state requiring additional cleanup of waste generated by the rental group.
8. It is understood that the Renter and the Renter's administrative, production and performance staff may be current members of OLT. However, for the duration of this rental, everyone associated with this event will be considered to be part of the rental contract and will abide by and respect the rules of this contract.
9. Only OLT's lighting and/or sound equipment may be used. Should additional and/or specialized equipment be required, there may be additional charges and/or resultant fees. Unless otherwise stated in advance, only OLT technicians may change, alter or modify equipment where/if necessary.
10. OLT possess both a SOCAN and RESOUND license; however, the Renter is responsible for ensuring they have the appropriate/requisite SOCAN, RESOUND, or other licensing required for their performances and must pay all associated fees. OLT will not be held responsible for any copyright infringements on the part of a Renter and the Renter must pay the requisite RESOUND fee.

RESTRICTIONS AND CONSIDERATIONS

1. There are to be no pyrotechnics in the theatre at any time.
2. There is to be no smoking at any time in the building or on the stage.
3. There is to be no access to any room/area other than what is stated within this agreement
4. Other than for access to the sound/lighting booth, there will be no access to the second floor (costume room, board room, office, washrooms).
5. There are to be NO alcoholic beverages brought onto OLT's premises, unless an independent liquor license is obtained and the rules from Alcohol and Gaming Commission of Ontario are adhered to. OLT will require a copy of the Special Occasion Permit prior to the event.

6. OLT may provide and operate a licensed bar and will sell pop and coffee before or during the show's intermission if requested and agreed upon by the Renter. All proceeds will be retained by OLT.
7. The Catwalk is strictly used to access the sound and lighting booth. NO one under the age of 16 years old is permitted on the catwalks at any time for any reason. This includes any staff or volunteers of the Renter.
8. Posters and signs may not be affixed in any way to any walls in the building without permission from the Facility Manager.
9. There is to be no food or beverage consumption in the theatre auditorium (bottled water is acceptable) and the Renter is expected to ensure that this rule is obeyed at all times. Food consumption in the change rooms, green room or Rehearsal Hall area is permitted as long as waste is disposed of in the garbage bins.

TICKET SALES AND PROMOTIONS

1. The Renter will be responsible for all promotion and advertising and will not associate OLT with this event in any way other than as a venue for the performance.
2. The Renter may not use OLT's mailing lists, OLT's website or OLT's promotional and social media tools to promote the event.
3. The renter is responsible for printing and selling their own tickets. However, should the Renter opt to use OLT ticket printing and box office services, you will be subject to a \$1.00 per ticket Theatre Improvement Surcharge, as well as a Box Office Administration Fee of \$100 and a Box Office Attendant Fee of \$50 per show. For all Credit and Debit purchases, the standard merchant services fee will apply. Tickets will be sold through the Box Office during regularly schedule Box Office hours and one hour before each performance.
4. The Renter may purchase advertising space in OLT's show program. The Renter may also purchase print advertising space in the OLT lobby to promote their upcoming event, but must create and provide their own promotional materials.

TECHNICAL REQUIREMENTS

1. OLT's lighting and sound facilities may only be accessed, operated or changed by appropriately trained OLT members in good standing and approved by Oshawa Little Theatre. An OLT approved technician must be on hand at all times to ensure proper and safe use of the facility and equipment.
2. A mandatory OLT theatre technician will be provided for up to 8 hours for a full-day rental, 4 hours for an evening rental. An additional technician may also be available provided advanced notice is received (14 days). Lighting and sound operation is a paid activity, which must be done by an OLT certified technician. The mandatory fee for a technician is a flat fee of \$250 for 8 hours, \$150 for 4 hours. An additional technician can be provided for an additional \$200, depending upon the technical demands. Additional hours (beyond the included) will be charged at a rate of \$35 per hour, per technician.
3. Technical services include:
 - * Technical Equipment Set-Up
 - * Operation of lighting or sound equipment
 - * Operation of projection (if needed)
 - * Troubleshooting and assistance
4. The Renter will provide a detailed outline of what technical equipment is required in writing to Oshawa Little Theatre no later than 3 weeks prior to the event. Technical services cannot be guaranteed without a minimum of three weeks' notice. Anything above what is listed below would require OLT approval and additional time.
5. **Lighting Equipment Available:**
In the rental agreement, OLT will provide the following equipment:
 - * Stage Lighting: standard no-gel wash
 - * Projector / screen
6. A standard stage wash will be provided under the terms of the rental agreement. Please note, outside lighting equipment is strictly prohibited; however, if certain specialized equipment is required, then it must be approved by OLT. The Renter must cover all requisite and associated costs for the set-up, take down, and resetting of OLT equipment. In the case that outside technical equipment is approved, it will be subject to a minimum \$1000 security deposit to cover the costs associated with damage to any of OLT's equipment and additional technician hours to oversee the take-down and reset of OLT equipment (at a rate of \$35 per hour). Any other associated fees or subsequent revenues lost as a result of technical issues caused by the Renter must also be covered by the Renter.

7. Sound Equipment Available:

- * One handheld wireless microphone
- * CD player
- * Digital effect player (sound files)
- * Connection for other digital devices

8. Any additional sound requirements must be coordinated through and approved by the Theatre three weeks prior to the rental.

CANCELLATION POLICY

In the event that the Renter must cancel, the following cancellation penalties will apply:

Cancellation 91 days or more prior to day of rental = 10% of deposit.

Cancellation 90 - 30 days prior to day of rental = 25% of total.

Cancellation 29 – 11 days prior to day of rental = 50% of total.

Cancellation 0 – 10 days prior to day of rental = 100% of total.

Attrition Clause:

Oshawa Little Theatre has a duty to mitigate on behalf of the Renter. If the dates of cancellation can be re-booked by Oshawa Little Theatre, the Renters will only incur a \$50 surcharge for administration costs.

Both parties have read the terms listed in this Rental agreement and understand the terms as identified.

For and on behalf of OLT

For and on behalf of the Renter

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



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RENTAL INVOICE

INVOICE NUMBER:

DATE:

TO:

CONTACT:

QTY	DATE(s)	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Rental Type: Full facility	\$ 999.00		\$ -
		Ticket Services:			\$ -
		Technical Services:			\$ -
		Other:			\$ -

TOTAL DISCOUNT: \$ -

NOTES:

SUBTOTAL:	\$ -
Total paid to date	
Remaining Balance due	\$ -

Payment Terms: **Due on receipt**

Make all cheques payable to OSHAWA LITTLE THEATRE
~ THANK YOU FOR SUPPORTING OSHAWA'S OLDEST COMMUNITY THEATRE! ~