



# THEATRE RENTALS FAQ

This document forms Addendum A of the rental contract

FEBRUARY 2024

The Alumnae Theatre Company (ATC) welcomes rental inquiries **for theatre, dance, comedy, and musical events** as well as **movie screenings, workshops** and other events. For film and television rentals, see the **Film and TV Rentals FAQ**.

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Still have questions? Email [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com)

## OUR SPACES AND RATES

The Alumnae Theatre offers three air-conditioned spaces to rent:

- The Mainstage is fully accessible for patrons and seats up to 140, with provision for four wheelchair spaces.
- The Studio seats 65 to 70 people with a maximum room capacity including cast and crew of 80. It is on the third floor and not currently accessible for patrons in wheelchairs or with limited mobility.
- The main floor Lobby comfortably accommodates 80 people for a reception (standing) or 20 people for a meeting (with chairs).
- Our rental rates are tax exempt.



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## Rental rates: Mainstage

WEEKLY RENTAL PACKAGE	Week One (5-7 days)	Week 2+ option
tech/supervisor hours	40 hours	35 hours
	\$3,500	\$3,250

DAILY RENTAL PACKAGE	One day	Two days	Three days
tech/supervisor hours	7 hours	14 hours	21 hours
	\$750	\$1,400	\$2,100

REFUNDABLE DAMAGE DEPOSIT	1 - 7 days	Additional weeks
	\$500	Add \$100

### Mainstage rental package includes:

- Mainstage and auditorium, third-floor booth, backstage, and dressing room
- Use of the Lobby box office and bar during dress rehearsals and on performance days. On other days, Lobby use is not exclusive to the renter. For example, ATC will sometimes use the Lobby for its own rehearsals or events during a rental's tech days or dark days
- Basement dressing room. It seats 16 and has fixed mirrors and dressing tables, two washrooms and a shower. For larger casts, the adjacent green room can be set up on request
- Hours of technician/supervisor time are as indicated. Additional technician/supervisor time is billed at \$27/hour. An ATC crew member must be present whenever a renter is in the building
- 15 minutes of supervisor time to open & close the building and up to two hours of email consultation with technician or designate
- We provide two technicians at load in and at strike to restore house plot and repaint the stage
- Cleaning
- The overhead projector is available for rent at \$75/day

## Rental rates: Studio

WEEKLY RENTAL PACKAGE	Week One	Week 2+ option
tech/supervisor hours	40 hours	35 hours
	\$2,700	\$2,550

DAILY RENTAL PACKAGE	One day	Two days	Three days
tech/supervisor hours	7 hours	14 hours	21 hours
	\$600	\$1,050	\$1,500

REFUNDABLE DAMAGE DEPOSIT	1 - 7 days	Additional weeks
	\$250	\$50



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## Studio rental package includes:

- Studio stage and audience seating, control booth, Trinity rehearsal/dressing room, and use of Lobby and box office during performances
- Hours of technician/supervisor time as indicated. Additional technician/supervisor time is billed at \$27/hour. An ATC crew member must be present whenever a renter is in the building
- 15 minutes of supervisor time to open & close the building and up to two hours of email consultation with technician or designate
- We provide two technicians at load in and at strike to restore house plot and repaint the stage
- Cleaning
- The overhead projector and screen are available for rent at \$50/day

## Rental rates: Lobby

<b>STAND-ALONE RENTAL</b>	<b>\$55/hour (four-hour minimum)</b>
REFUNDABLE DAMAGE DEPOSIT	\$150

- The Lobby can be rented independently (that is, without Mainstage or Studio rental) for events such as meetings and receptions
- A security supervisor must be present at all times. This is included in the hourly rental rate

## About the Mainstage:

- The Mainstage has a curved apron stage. Dimensions are: 32' 6" wide by 26'4" deep at centre stage and 23' 11 3/4" deep at side wall
- Stage height is 16'2" to the grid
- We offer a full cyclorama, which provides a convenient upstage cross for the actors. With the cyclorama, the depth to centre stage is reduced to approximately 25'.
- Rental includes:
  - House lighting plot, providing coverage of the entire stage
  - Two microphones on stands
  - House sound system
  - An upright piano, but not the cost of tuning
  - The overhead projector is a Christie LW650 with a 6500 lumen display, 1366 x 800 native resolution. Rental is \$75/day.
- Renter must provide:
  - Wireless mics/lavalliere mics
  - Fog/haze machines (with approval), props, costumes, sets and furniture
  - Dance floor, if required.



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## About the Studio:

- The Studio is an irregular space, approximately 25' wide and 20' deep, with a small curtained backstage area
- Rental includes:
  - House lighting plot, providing coverage of the entire stage
  - Two microphones on stands
  - House sound system
  - Use of the stage, backstage, dressing room and open booth
  - An upright piano, but not the cost of tuning
- A projector is available for an additional fee
- The Studio dressing room is located in Upper Trinity, a large rehearsal room on the second floor. There are tables, chairs, some mirrors and a washroom
- The main floor Lobby box office and bar are available for Studio audiences on performance days.

## OUR HOUSE CREW

**Our technicians** provide support at load-in and strike. We will assess how much technical assistance you need for a custom lighting plot or projector installation. We provide two technicians to do any ladder work and lighting hangs. Our technicians have Working At Heights certification as required by O. Reg 297/13 (January 1, 2021) for any work at heights over three metres. We also provide two technicians at strike to re-set the lighting plot. After a multi-day rental, the strike will include re-painting the stage.

**Our security supervisors** provide a safe and secure environment for every hour that renters and patrons are in the building. Either a technician or a supervisor will be present at all times. Sometimes it will be the same crew member.

## What our technicians do:

- Discuss your technical requirements ahead of time
- Open and set up the booth and ensure the lighting and sound systems are operating safely and effectively
- Hang and focus lights, working from your submitted lighting design
- Set up curtains, the cyclorama and/or the overhead projector as requested
- Provide brief training on the lighting board for your SM, operator or designer
- Restore the house plot as part of the strike

We may adjust your production hours if we assess that extra crew support is needed. All crew shifts have a minimum four-hour call.



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## What our security supervisors do:

A security supervisor will be on site during your tenancy to open and close the building and the booth and to provide a safe and secure environment. Renters and their cast and crew may not be in the building without either a technician or a security supervisor present.

## What renters do:

- Provide a lighting designer
- Provide a lighting design, if different from the house plot, to the ATC technician six weeks before production. If renters bring their own crew, they must show evidence of current Working At Heights certification to do any ladder work
- Provide lighting and sound operators to run the show
- Bring their own stage crew and tools to assemble and strike sets
- Remove all set pieces and garbage at strike
- For large casts of performers, ensure group members do not run all over the building but stay only in the areas in the rental agreement. If the group includes children and teens, provide enough chaperones to supervise them
- Provide a designate who is authorized to sign in and out daily and to make any requests to add, change, or reduce production hours
- Assign someone to stay until all patrons waiting for rides and Wheeltrans have safely left the site.

Our house technician does not consult on lighting design, program the lighting board, or run your show as part of our rental service. If you require these services, we may be able to connect you with external resources to hire and pay separately.

## BOOKING A RENTAL

### How do I find out if the dates I want are available?

E-mail [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com) indicating which space you are interested in renting (Mainstage, Studio, and/or Lobby) and which dates you have in mind. If the dates are available, a hold will be put on the space for you. You will have right of first refusal, should someone else express interest on those dates.

### Is the entire year available to rent?

ATC mounts up to four of its own productions and two large festivals each season. At those times, Mainstage and Studio will be in use for rehearsals and shows. There is generally more availability from mid-April to August and from mid-November to year end; however, it's always worth inquiring.



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## Do you accept one-day rentals?

**Mainstage:** We prefer weekly or longer rentals. Daily or shorter-term rentals can sometimes be accommodated in split weeks. We no longer accept one- and two-day rentals on weekends, but weekday bookings may be possible.

**Studio:** One-day bookings are welcome.

## What about a site visit?

We are happy to provide a site visit but it must be arranged in advance through the rentals manager. We are a volunteer-run organization and do not maintain an office at the Theatre, so we can't provide drop-in visits. The first two site visits are included in the rental fee. Third and subsequent visits are \$50 each.

## What is the payment schedule?

- When you sign the contract, you pay a deposit equal to half of the total rental fee plus 100% of the damage deposit. Your booking will be confirmed after we receive the deposit and the signed contract.
- The balance of your rental fee is due two weeks before you load in.

The damage deposit will be returned within 30 days of the end of your rental, after final reconciliation of your account. If you exceed your agreed production hours or add any charges not agreed in the contract, the cost will be deducted from the damage deposit and we will send you the remaining balance.

## What is the process from inquiry to contract?

- Once dates are agreed, we ask you to complete a production schedule to provide an estimate of your proposed hours. We review your schedule and estimate technician hours based on your requirements.
- Next we provide you with a formal quote.
- After you accept the quote, we send you an invoice, payment schedule and contract. Funds can be sent by e-transfer or by cheque.

## Do you accept international rentals?

We are happy to accept international rentals. However, please ensure you leave enough time to get necessary visas. If you're unable to get visas in time for your booking, we will try to reschedule your booking but cannot guarantee that dates will be available.



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## MANAGING YOUR RENTAL

### Production hours

#### **What if I don't use as many production hours as I estimate? What if I use more?**

When your rental period is over, the number of production hours estimated will be reconciled with the number of hours actually used. You will then be charged for any hours used over the estimate or receive a refund for any hours under the estimate.

#### **What about making changes to our production hours before or during our rental?**

This is always possible, with the following caveats:

- If you reduce production hours for a given day with less than 48 hours' notice, you will still be charged for that day's original production hours.
- If you increase production hours for a given day with less than 48 hours' notice, you will be charged time-and-a-half (\$40.50/hour) for the additional time. Our technical and supervisory staff are independent contractors and they are entitled to refuse any request for additional hours received with less than 48 hours' notice.

#### **If we want to stay past midnight to strike our set (rather than pay an extra day's rental to strike the next day), is this negotiable?**

Yes, this is negotiable with the security supervisor or rentals manager, but must be discussed well in advance. Higher rates apply after midnight and with less than 48 hours' notice.

The following caveats also apply **whenever** you stay past midnight:

- Hours after midnight are charged at time-and-a-half, whether scheduled or not
- If you leave the Theatre after midnight (on any night), the security supervisor is entitled to take an Uber or taxi home with the cost charged to you

#### **Are we charged for any time beyond our agreed production hours?**

Our rental packages allow an additional 30 minutes to open and close the building each day. The closing time period will begin after *all* of the renter's personnel have left the building.

During the strike, all spaces must be restored to their original state to the satisfaction of the security supervisor. Renters should check with the supervisor before leaving. If the supervisor has to do this work after you leave, you will be charged for the additional time (minimum of four hours). This may include resetting lights to the house plot, painting the stage or removing garbage.



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## Sharing the space

At times, there will be productions running simultaneously in both Mainstage and Studio. Producers of both shows will work with the security supervisor and the front-of-house and box office teams to maintain quiet between the Mainstage auditorium, Studio, Lobby, and in the washroom area and stairwells. ATC's Mainstage shows usually start at 8 p.m. with matinees at 2 p.m. We recommend you do the same, if convenient, as it helps manage patron access in the Lobby and box office areas and helps to reduce noise from staggered start times.

## CANCELLATION

### What is the cancellation policy?

If you cancel the rental after we have received your deposit and signed contract, the following will apply:

- If written notice of cancellation is received four months or more before the first date of the rental, the pre-paid rental fees shall be returned in full.
- If written notice of cancellation is received less than four months but more than two months before the first date of the rental, fifty per cent (50%) of the pre-paid rental fees shall be returned.
- If written notice of cancellation is received two months or less before the first date of the rental, the pre-paid rental fees shall be non-refundable.

If you wish to postpone or reschedule your rental after we have received your pre-paid rental fees and signed contract, please contact [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com) to discuss whether alternative dates are available. An administrative fee will be charged for this change.

***In all cases, the damage deposit shall be returned.***

In the unlikely event that ATC cancels the rental after we have received your deposit and signed contract, the following shall apply:

- If the rental is cancelled by ATC in writing four months or less before the start date, any pre-paid rental fees shall be returned in full.

***In all cases, the damage deposit shall be returned.***

## LIGHTING

### What is the service capacity in each space?

**Mainstage** has a 200-ampere single-phase lighting service, e.g., 400 amps at 120 volts or 48 kilowatts (balanced load).

- Strand 48×2400-watt CD-80 solid-state dimmers with Strand 58-channel console





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- 48 dimmers hardwired to 36 circuits on the lighting grid (34 twofer-ed), 8 dimmers (in 4 floor pockets) around the perimeter of the stage, and 4 dimmers on the rail outside the booth windows.
- dimmer capacity is 2.4 K
- house lights are on a separate autotransformer dimmer
- one non-dimmer circuit in booth
- our lighting boards are Strand GSX and/or Strand MX

**Studio** has a 200-ampere lighting service. It is split into two 100-amp disconnects, one on each side of the room. The full 200 amperes is available at the splitter on the east wall.

- Century 8x2400-watt autotransformer dimmer board with a single mechanical master

## Are lights included in the rental fee?

The house plot lights are included in your rental fee. Contact [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com) for a copy of the grid plans and house lighting plot for the Mainstage or Studio.

At the end of the run, our house crew will remove any specials, strike all lights and cables and return lighting back to the house plot.

## SOUND & PROJECTION EQUIPMENT

### Mainstage:

- stereo sound in the run by a Soundcraft 16-channel console
- two microphones and stands included in the rental fee
- for operatic or musical shows, some renters prefer to rent additional speakers

The overhead projector is mounted in the grid and projects onto the cyclorama. It is a Christie LW650 with a 6500 lumen display, 1366 x 800 native resolution. Tenants can rent a projector at their own cost for theatrical lighting effects and install it under our supervision.

### Studio:

Basic stereo sound with CD and/or laptop capabilities. You can use QLab or any other sound program. Many renters hook their own laptops to our sound system. The projector and screen are basic, so not ideal for large-screen movies or films.

## Does ATC rent costumes, props and set pieces?

Rental of small set pieces and items of furniture can be arranged with the rentals manager. Your own crew will be responsible for moving the pieces on stage and returning them back to storage at strike.



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We do not rent costumes or props.

## BUILDING ACCESS & HEALTH GUIDELINES

### Is the Theatre accessible for wheelchair patrons?

Wheelchair access is available through barrier-free, power-assisted doors into the building and Lobby. One of the three public washrooms on the ground floor is wheelchair-accessible. Wheelchair access into the Mainstage theatre is through the door opposite the washrooms. Please note that *only* the ground floor offers this level of accessibility. At present, the Studio and Trinity can only be reached by stairs.

### Air filtration

We provide one Hepa air filter unit in the Lobby, two in the Mainstage auditorium, and one in the Studio. They can be run before patrons arrive and switched off during performances.

We followed all provincial public health guidelines during the covid pandemic. At date of publication, we encourage our patrons to wear masks but do not mandate it. Renters can choose to follow our guidelines, provide masks, and allocate seating in a way that allows social distancing.

## RENTERS' RESPONSIBILITIES

### Lost property

ATC cannot be responsible for locating and returning personal property left behind by crew, cast or patrons. The renter's stage manager or FOH should sweep the Auditorium, dressing rooms, booth, and backstage before leaving on the final day and gather any articles left behind. If ATC personnel find any left items, the renter will be informed and the items held at the box office. Because we do not maintain an office in the building, pick up can only be scheduled at times when an ATC person is in the building. Phone calls from patrons about missing items will be directed to the renter.

### Who removes garbage?

Renters must remove all garbage, cardboard boxes, and set pieces at strike under the direction, and to the satisfaction of the security supervisor. At their discretion, you may be charged \$5 per garbage tag; this cost will be calculated during the final accounting.

### Do we repaint the stage?

With any rental longer than five days, it is likely that the stage will need repainting.

You may choose to have your own cast/crew do this as part of the strike. In this case, you will be provided with the paint and the necessary tools. Otherwise, you will be billed for an additional crew shift.

## BAR & FOOD SERVICE

### **Can we sell or give away alcoholic beverages, non-alcoholic beverages, and/or snacks to our patrons?**

A renter may run the Lobby bar as long as ATC is not using it on the same dates. Before you make any arrangements, ask the rental manager to confirm in writing whether the bar is available for you to use. Beverages and snacks can only be sold at the bar in the Lobby. Food must be served with alcohol.

You must bring all your own supplies and equipment. We do not have a kitchen.

Only one liquor licence can be in effect in the building at one time. If you get approval and want to sell or give away alcoholic beverages, you must obtain your own temporary [Special Occasion Permit](#) from the Alcohol and Gaming Commission of Ontario and your own liability insurance. Your bartender(s) must be Smart Serve-trained. You must provide a copy of the SOP and Smart-Serve certificate(s) to the rental manager and display the SOP at the bar during service.

Alcoholic drinks and food cannot be taken into the Auditorium: only water is allowed.

### **What if Alumnae is running the bar?**

When ATC or one of our priority renters is operating the bar during your show dates, either on the Mainstage or in the Studio, ATC or the priority renter will run the bar and keep all the proceeds. Your patrons are welcome to purchase alcoholic beverages and other refreshments.

### **Is there a refrigerator? Is there a freezer?**

You may use two small, lockable bar fridges at the Lobby bar and one normal-sized fridge with a freezer in the basement. Please provide advance notice if you wish to use any of these so that they can be cleared out before you load in. At the end of your rental, as part of your strike, you must also clean out any fridges you have used and leave it fresh and sparkling for future users.

## BOX OFFICE / FRONT OF HOUSE

### **Can renters use the box office?**

Renters can use one of the box office windows in the Lobby. Alternatively, some renters prefer to check in patrons electronically. You must provide your own box office and front of house staff.

### **Where do patrons enter the building?**

The front door of the Theatre is on Berkeley Street, just south of Adelaide. Once they have checked in, patrons will be directed to the Mainstage or Studio.



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## What is the theatre capacity?

The **Mainstage** auditorium seats a maximum of 140. Of those, 134 are fixed seats and six are stacking chairs, three placed at either end of the front row. These six chairs can be removed to provide up to four wheelchair spaces. Knowing whether you have patrons with wheelchairs determines how many seats you can sell for any particular performance.

For example:

- if you have four wheelchair patrons, then you have 134 regular seats and four wheelchair spots.
- if you have two wheelchair patrons, then you have 137 regular seats and two wheelchair spots.

The **Studio** seats 65 -70 patrons using regular chairs.

## Are the seats numbered?

**Mainstage** seats are numbered and you can set up ticket sales to assign numbers or as general admission. The **Studio** is general admission.

## Is there a tv in the Lobby?

The Samsung Smart TV in the Lobby can play audio and video. You may use it for the duration of your run (opening show to closing show) in conjunction with anything that ATC may wish to display about its own productions and initiatives.

## PARKING & TRANSIT

### Is parking available near the Theatre?

The closest Green P parking lot is at the southeast corner of Richmond and Sherbourne. Pay-and-display street parking is available on some neighbouring streets. Check out <http://parking.greenp.com/> for further information on both kinds of parking.

There is a marked handicap parking spot on the east side of Berkeley Street in the middle of the block between King and Adelaide. Note that parking an unauthorized vehicle can incur a fine exceeding \$400.

### What about TTC?

The Theatre is steps from the 504 King streetcar and 65 Parliament and 75 Sherbourne bus routes.

### What about the parking lot on the south side of the building?

Up to three parking spots behind the Theatre may be used by cast, crew, and wheelchair patrons. However, **the use of this lot is restricted:**

- Two of the six parking spots on the north side of the lot are rented by ATC to a local business. If you park there before 6:00 p.m., you will be tagged and towed at your own expense.



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- If you wish to use an ATC parking spot before 6:00 p.m., ask the security supervisor for a parking permit to put on your dashboard on the first day of your rental. The supervisor will show you which spaces are available. Otherwise, you risk being tagged and towed at your own expense.

## PROMOTION & TICKET SALES

### Can we put up signage outside the Theatre to promote our production?

One of the exterior display windows facing Berkeley Street is for renters. You may insert a large poster in the display slot as of the first day of your rental period. The poster size is 26.5" wide x 41" high and can be printed on stiff card or foamcore.

### Can ATC help with our ticket sales?

Renters are entirely responsible for their own ticket sales. Arts People/Neon One and Eventbrite are popular ticketing services for arts events.

### Can we use the Alumnae Theatre Company logo?

You may NOT use the Alumnae Theatre Company logo or the words "Alumnae Theatre Company" on your posters or any other publicity material, including your website, programs and tickets.

You can identify "Alumnae Theatre" as the venue for your production, including the address. Please use "Alumnae Theatre" (not The Alumnae Theatre).

### Are there any other opportunities for promoting our show?

Try local organizations, such as the Old Town BIA, the [CRBA](#) (Corktown Residents and Business Association) or the occasional publication [Corktown News](#).

*For all other questions, contact [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com)*