

Know Before you Apply at Festival Place

Rental Costs

- Full Facility (Theatre, 4 dressing rooms, Green Room, Sherwood Park Room, Ardrossan Room & Studio)
 - o up to 8 hours \$236.25 per hour and \$210 after 8 hours
 - o up to 8 hours for Not for Profit \$141.75 per hour and \$126 after 8 hours
- Theatre (Includes 1 Technician and 1 Front of House staffer)
 - o 5-hour block \$1092.44.00 / Not for Profit \$630.00
 - o Additional hours \$231.50 / Not for profit \$139.00
 - o Additional Technician is \$45.16 per hour, Additional front of house is \$29.40 per hour. All staff are paid overtime after 8 hours or on stat holidays.
- Sherwood Park or Ardrossan Room
 - o Meeting Space \$50 per hour / Not for Profit \$30 per hour
 - o Banquet Full Day \$384.64 with ceremony \$720.64
- Sherwood Park and Ardrossan Room Combined.
 - o Meeting space \$100.00 / Not for profit \$60.00
 - o Banquet full day \$700.56 With Ceremony \$1036.56
- Sherwood Park, Ardrossan Room and Foyer Combined.
 - o Meeting Space \$160.00 / Not for profit \$96.00
 - o Banquet full day \$1118.00 With Ceremony \$1454
- Studio's Josephburg and Fultonvale Room (Used as dance studio combined)
 - o Meeting/Dance space Combined \$27.41 per hour or \$19.40 per room
 - o Banquet full day \$348.40 with Ceremony \$684.40

Please note: Provide Liability insurance in the amount of two million or more. Renters are required to name Strathcona County as additional named insureds on their Certificate of Insurance.

Additional Costs

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|-----------------------------------|---------------------------------|
| - Wireless Microphones/Lapel Mics | \$68.25 each |
| - Theatre Screen | \$157.50 per rental |
| - Theatre LCD projector | \$157.50 under 5-hour rental |
| - Theatre LCD Projector | \$367.50 5 hours rental or more |
| - Portable Screen | \$52.50 per rental |
| - Portable Projector | \$105.00 per rental |
| - TV Rental | \$52.50 |
| - Patio Sound System | \$262.50 |
| - Additional Technician | \$45.16per hour/per tech |
| - Additional Front of House | \$29.40 (audience over 249) |
| - Piano Tuning | TBD |

Ticketing Fee's (must use when renting the theatre)

- \$30 to set up your event.
- Administration fee \$2.00 per ticket
- 2.75% on credit and debit charges (Electronic Payments)

Your ticketing includes one box office staff the day of your rental. We will open one hour prior to your show time and will stay open 30 minutes after the show starts.

Entandem/Socan/Resound Fee

Entandem is a joint venture between RE:SOUND and SOCAN, created to simplify the licensing process so you can play all the music you want in your business legally and ethically, ensuring that those who made the music are compensated.

- Entandem is 3% of your revenue plus \$15 for a concert.
- Entandem for a reception or similar depends on the number of guests and activities.

Catering

We have an in-house caterer, The Hat Catering, whose meal/beverage options can be referenced on the webpage: [At Festival Place | The Hat Catering](#)

Mike will handle all your food and beverage requirements, including fulfilling any performers' riders and managing the bar/concession for concerts. It's important to note that a \$200 guarantee is required to ensure the bar/concession is operational during your performances.

Please be aware that outside food and beverages **are not permitted** within the facility unless you have obtained written consent from the caterer.

Technical Requirements

All technical requirements need to be confirmed three weeks in advance of rental date. Upon a successful application, you will be connected with our technicians. If you have a rider, attach it to this document.

Stage performance area

The stage playing depth from:

- front of stage to cyclorama is 37' 10"
 - front of the stage to main drape is 7'
 - from main curtain to cyclorama is 29' 6"
 - Proscenium width is 40'
 - Proscenium height is 24' 7"
 - Standard trim is 36' wide. This leaves approximately 10' wing space each side.
 - Crossover is accomplished using the hall directly behind the stage.
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Orchestra Pit

- The orchestra pit is 9' 10" deep and can fit 20 musicians. Conductor must use a 34" riser to see the stage. If you aren't familiar with Festival Place, the Pit is covered to accommodate seating. To cover or uncover the Pit takes five technicians 2 hours to complete at a cost to the client. When the pit is used it reduces the seating to 452.

House

- 489 seat capacity with 120 of these in the balcony. On the main floor 92 chairs are portable on the flat area nearest the stage. Accessible seating is available along the perimeter of the fixed theatre seats along with various seating options.

Stage

- The stage is sprung and covered with ¼" tempered hardboard, smooth side up, painted black.

Masking and soft goods

- Main drape – eggplant cotton velour
- 4 black cotton velour borders 10' X 54'
- 3 set of black cotton velour legs 28' x 10'
- 1 white muslin cyclorama 28' X 50'
- 1 black sharkstooth scrim 28' X 54'
- 2 full stage black velour travelers (mid-stage and up stage); used as legs when open.

Fly system

- T-track, single purchase. Fly rail is SR at deck level
- Handline is stage set X ¾ inch Synthetic Rope. All hardware is Atlas Silk
- 30 lines at 8" centres
- Total Flying height 54' 10"
- Pipes are 54' long

Marketing

We provide some marketing support as part of our services. This includes sending out two eblasts: one at the beginning of your ticket sales and another one to two weeks prior to your event. Additionally, we will display your poster on our digital TV in the lobby. To facilitate this, please send us a digital copy of your 11x17 portrait picture with the essential information: who, what, where and when.

Tickets can be purchased through our box office via phone at 780-449-3378 or online at <https://festivalplace.ca/>

Festival Place Rental Application

(Incomplete applications will not be processed)

Renter's Name: _____

Are you a legal business/company? No Yes (If yes, provide **Certificate of Incorporation**)

Are you a non-profit organization? No Yes (If yes, provide **Non-Profit Certificate**)

Contact Name: _____

Contact Phone Number: _____ Email: _____

Company Address: _____

City/Town: _____ Postal Code: _____

What is the name of your event: _____

Describe in detail your event:

Date requested: 1st _____ 2nd _____ 3rd _____

What time would you like access to the building? _____

What time is the show/event at? _____

What time would you exit the facility: _____

Is there an intermission, and if so, at what time? _____

What genre of music are you presenting? _____

Do you pay Entandem/Socan/Resound? No Yes (If yes, please provide proof of payment)

How many guests/audiences do you plan to have? _____

How many performers are there? _____

How many tables are required? _____ How many chairs are required? _____

Room Requests

- Full Facility
(Includes Theatre, 4 Dressing rooms, Green Room, Sherwood Park Room, Ardrossan Room, Studio)
- Theatre
(Includes 4 Dressing Rooms and Green Room) **Tickets must be set up for a theatre rental.**
- Sherwood Park Ardrossan Room Lobby Studio Patio/Peace Park

Catering

It is mandatory to utilize our in-house caterer, The Hat Catering, for all food and beverage requirements. Outside food and beverages are strictly prohibited within the facility, including both renters and guests.

- Lobby Concession (a \$200 Concession guarantee may be applied to your final bill)
- Meals for Riders (Please attach Rider)
- Meals for Banquet/Wedding/Anniversary/Birthday/Christmas Party
How many meals are needed? _____

Menu at this link. <https://www.thehatcatering.com/catering-menu-banquets>

Any outside food or beverages brought in without our knowledge will be removed immediately.

Technical Requirements

All technical requirements must be confirmed 3 weeks in advance of rental date. Upon a successful application, you will be connected with the technician team. If you have a rider, please attach.

Sound

Theater rentals include a sound system with one technician to run sound. This **does not** include Backline.

Lighting

- Do you require design lighting? No Yes
Do you need a design consult? No Yes

Note: You will need an additional technician to run lighting.

Please select additional requirements

(** Indicates additional cost)

- Podium Piano (tuning **)
 - Screen** Projector** TV/DVD Player**
 - Wireless Mic** or Wired Mic If mics are requested, how many do you need? _____
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