



# 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: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

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

### Food & Beverage Service Update at Festival Place

We've made some exciting changes to our food and beverage service at Festival Place! We no longer have an exclusive in-house caterer, which means you now have the flexibility to choose a caterer that suits your taste and budget.

To support your catering needs, we offer a dedicated space equipped for food plating, dishwashing, and refrigeration. Please ensure that your chosen caterer holds a valid AHS Food Handling Permit and carries appropriate insurance.

Festival Place will continue to provide all beverage services. Our selection includes beer, wine, coolers, and a variety of non-alcoholic options such as pop, juice, bottled water, coffee, and tea.

- ☐ Do you want the Lobby Concession (There will be costs associated with this service)

Any outside 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? \_\_\_\_\_