



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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