**Know Before you Apply at Festival Place.**

08

**Fall**

**Rental Cost**

* Full Facility up to 8 hours $236.24 per hour and $210 after 8 hours. Not for Profit $141.76 per hour and $126 after 8 hours.
	+ Full facility includes Theatre, 4 Dressing Rooms, Green room, Sherwood Park room, Ardrossan Room and Studio.
* Theatre 5-hour block $1071.00 Not for Profit $630.00
	+ Additional hours $231.50 Not for profit $139.00
	+ Includes 1 Technician and 1 Front of house. Additional Technician is $42.00 per hour, Additional front of house is $26.25 per hour. All staff are paid overtime after 8 hours or on stat holidays.
* Sherwood Park or Ardrossan room
	+ Meeting Space $47.76 per hour Not for Profit $28.66 per hour
	+ Banquet Full Day $400 with ceremony $717.03.
* Sherwood Park and Ardrossan room Combined.
	+ Meeting space $95.52 Not for profit $57.31
	+ Banquet full day $675.00 With Ceremony $992.03
* Sherwood Park, Ardrossan and Foyer Combined.
	+ Meeting Space $160.00 Not for profit $96.00
	+ Banquet full day $1071.00 With Ceremony $1392.03
* Studio’s Josephberg and Fultonvale Room (Used as dance studio combined)
	+ Meeting/Dance space Combined $27.00 per hour or $19.95 Per room.
	+ Banquet full day $335.00 with Ceremony $652.03.

**Please note:** Provide Liability insurance in the amount of $2 million or more. Renters are required to name Strathcona County as Additional Named Insureds on their Certificate of Insurance.

**Additional Costs**

* 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 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 $42.00 per hour/per tech
* Additional Front of House $26.25 (audience over 249)
* Piano Tuning TBD

**Ticketing Fee’s (Must use when renting the theatre)**

* + $25.00 To set up your event.
	+ Facility Fee of $1.50 per ticket
	+ Ticket printing fee of $0.25 per ticket
	+ 2.75% on credit and debit charges (Electronic Payments)

Your ticketing includes 1 box office staff the day of your rental. We will open 1 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 called **The Hat Catering.**

<https://www.thehatcatering.com/catering-menu-breakfast>

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**

If you have a technical rider, please attach to this document.

All technical requirements need to be confirmed 3 weeks in advance of rental date. Upon a successful application we will Connect you with our technical team.

**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.

**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 5 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 with120 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**

**(Please complete in full to be accepted, incomplete application will not be processed.)**

Legal Company Name ( If renting under a Company, You must provide **Certificate of incorporation**) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the name of your event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe in detail your event:

Are you a non-profit organization: □Yes or □No **If “Yes” Attach your non-profit Certificate**

Date requested: 1st \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time would you like Access time to building? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What time is the show at? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there an intermission, What time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What genre of music are you presenting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you Pay Entandem/Socan/Resound? □Yes or □No IF yes please provide proof of payment.

What time would you exit the facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many Guests/Audiences do you plan to have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many Performers are there? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many Tables required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many chairs required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Requests**

□ Full Facility (Includes Theatre, 4 Dressing rooms, Green Room, Sherwood Park Room, Ardrossan Room, Studio)

□ Theatre (Includes 4 Dressing Rooms and the 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 Party/Christmas Party How many Meals Need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 once discovered.**

**Technical Requirements**

If you have a technical rider, please attach to this document.

All technical requirements need to be confirmed 3 weeks in advance of rental date. Upon a successful application we will Connect you with our technical team.

**Sound**

Theater rentals include a sound system with 1 technician to run sound. This **does not** include Backline.

**Lighting**

Do you need Lighting? □ Yes or □ No

Do you need a design Consult □ Yes or □ No

You will need an additional technician to run lighting.

**Please select additional requirements**

□ Wireless Mic\*\* or □Wired Mic If yes how many do you need? \_\_\_\_\_\_\_\_\_\_\_

□Podium □ Piano (tunning is an additional Charge)

□Screen\*\* □ Projector\*\*

□TV/DVD Player\*\*

 \*\* Indicated additional cost