

TDW FACILITY RENTAL POLICY

The Executive Vice-President shall have responsibility for overseeing all facility rentals. This includes the authority to determine the availability of the facility for all rentals other than Performance Rentals, to execute rental agreements on behalf of TDW and to assign house managers and technical directors. Performance Rentals must be approved by the Board. All or part of rental fees may be waived for special events or for member use on the approval of, and at the sole discretion of, the Board.

House Managers who agree to take an assignment for a rental are responsible to insure that the areas which will be used are clean (including bathrooms), to complete any reasonably necessary post event cleaning, and to assess whether excessive cleaning or damage costs will be assessed.

EVENT RENTALS

An event rental is defined as a single day event using all or part of the facility.

Charges are as follows:

- Lobby - \$100.00 (capacity 60 - seated capacity 40)
- Theatre and Lobby - \$250.00 (capacity 99)
- Green Room - \$50.00 (capacity 16)
- All rentals include an additional \$50.00 payment to the house manager for up to three hours use. An additional payment of \$50.00 applies to time over three hours or after 10:00 p.m.
- Set up (tables and chairs) is available for a fee of \$15.00
- Table cloths may be rented for a fee of \$20.00

One half the anticipated rental fee plus a deposit of \$50.00 is due at the time of rental. The balance is due on the day of the event. Rental dates will not be considered to be reserved until receipt of one half rental fee and deposit and execution of Rental Agreement by lessee.

A minimum of 48 hours advance notice is required for cancellation. The \$50.00 deposit will be forfeited for all cancellations with less than 48 hours notice.

In the event of the need for excessive cleaning after an event, an additional charge of \$50.00 will be assessed payable on the day of the event. Lessee will be responsible for payment for property of TDW which may be damaged at replacement cost. TDW will provide an invoice demonstrating replacement cost upon request.

Alcohol may be served, but may not be sold.

REHEARSAL RENTALS

Rehearsal rental is defined as use of the theatre and stage only for rehearsal, set construction or other performance preparation. Rehearsal rental does not include exclusive use of the lobby or green room. Charges are as follows:

- Rehearsal rentals may be up to four hours at the rate of \$10.00 per hour until 10:00 p.m., and \$15.00 per hour for each hour after 10:00 p.m.
- All rentals include an additional \$10.00 payment to the house manager for up to four hours use. An additional payment of \$15.00 applies to all hours or after 10:00 p.m.

One half the anticipated rental fee plus a deposit of \$50.00 is due at the time of rental. The balance is due on the day of the event. Rental dates will not be considered to be reserved until receipt of one half rental fee and deposit and execution of Rental Agreement by lessee.

A minimum of 24 hours advance notice is required for cancellation. The \$50.00 deposit will be forfeited for all cancellations with less than 24 hours notice.

No food or drink other than water is permitted in the theatre. In the event of the need for excessive cleaning after an event, an additional charge of \$50.00 will be assessed payable on the day of the event. Lessee will be responsible for payment for property of TDW which may be damaged at replacement cost. TDW will provide an invoice demonstrating replacement cost upon request.

PERFORMANCE RENTALS

Performance rental is defined as use of the theatre, lobby and green room for performances. Charges are as follows:

- Rehearsal terms as set for above shall apply to rehearsal usage time.
- Performance rentals may be up to four hours. The charge for performances shall be \$250.00 for the first performance, and \$200.00 for each performance thereafter. The four hour period begins when actors and crew enter the building, and ends when the building is vacated. Usage over four hours (including call time before performances and time spent in the building post performances) shall be at the rate of \$15.00 per hour.
- All rentals include an additional \$50.00 payment to the house manager for up to four hours use. An additional payment of \$50.00 applies to time over four hours or after 10:00 p.m.
- All rentals include the required use of a TDW technical director at the rate of \$15.00 per hour for supervision of light hanging, set building and technical work, including the use of TDW tools and equipment and training on the use of lighting and sound equipment.
- Intermission concessions can be provided by the Lessee or TDW at the Lessee's option. In the event that TDW provides concessions, all funds collected shall be retained by

TDW. Alcohol may be served, but may not be sold.

One half the anticipated rental fee plus a deposit of \$50.00 is due at the time of rental. The balance is due on the day of the event. Rental dates will not be considered to be reserved until receipt of one half rental fee and deposit and execution of Rental Agreement by lessee.

A minimum of 24 hours advance notice is required for cancellation. The \$50. 00 deposit will be forfeited for all cancellations with less than 24 hours notice.

Staff for ushers may be provided by TDW or the Lessee at the Lessee's option. If TDW provides ushers, they must be given a free seat for the performance.

No food or drink other than water is permitted in the theatre. In the event of the need for excessive cleaning after an event, an additional charge of \$50.00 will be assessed payable on the day of the event. Lessee will be responsible for payment for property of TDW which may be damaged at replacement cost. TDW will provide an invoice demonstrating replacement cost upon request.