



RENT OUR FACILITIES

Contact Information

Tel: (519)882-2350

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Email: lbelan@petrolia.ca

Town of Petrolia

411 Greenfield Street

Petrolia, ON N0N 1R0

Information on renting the facility and answers to frequently asked questions are covered as follows in the next few pages.

If you wish to rent the facility the “Application for Facility Rental Contract” must be completed in full and submitted to the Town of Petrolia, Attn: Leah Belan.

- Holding Dates/Deposits
- Rental Rates & Capacities
- Additional costs not included in rental rates
- Box Office Services
- Advertising
- Front of House
 - Lobby Sales – Merchandising
 - Bar Service
 - Catering
- Facility Information

For office use:
 Date Received _____
 Payment Rec'd _____

APPLICATION FOR: Facility Rental Contract

Please return the completed and signed application form and booking deposit to:
 411 Greenfield Street
 Petrolia, ON, N0N 1R0

Mailing Information

Legal Name of Company or Applicant:					
Representative/Contact Person:					
Mailing Address:	Street:				
	Town/City:		Postal Code:		
Day Phone:		Eve. Phone:		Email:	

Event Information

Date(s) Requested:					
Type of Event:					
Purpose of Rental:					
Number of Performances:					
Approx. Running Time:					
Number of Intermissions:		Number of Performers:			
Check One:	<input type="checkbox"/> Public Event	<input type="checkbox"/> Private Event			
Briefly describe your event:					
Describe your marketing plans: <i>(Please do not start promoting your event until you have a signed contract and have contacted the Director of Marketing and Communications)</i>					

Liability Insurance Required: Coverage must name the “Town of Petrolia”, date of event(s), \$2 million minimum to cover from load-in to strike.

Do you Have Employees? Yes No

If “Yes” you may be requested to provide a W.S.I.B. Clearance Certificate

Financial Information

Check One:	<input type="checkbox"/> Commercial Enterprise	<input type="checkbox"/> Non-Profit Organization. Provide letter of Incorporation or Charitable Registration Number
		<input type="checkbox"/> Registered Charity
HST Reg. No		Charity Reg. No.

Additional Services Requested

Piano Tuning	<input type="checkbox"/>	
Video Projector	<input type="checkbox"/>	
Other Requests (see Victoria Hall Rental Checklist)	<input type="checkbox"/>	

Names & Addresses of Contacts – Including Backup contact:	
Facilities previously rented name, address and telephone number:	

Victoria Hall respects the rights of its Rental Clients/Promoters/Producers and Artists to stage and market their productions without censorship or restrictions, providing that the Rental Client adheres to all Municipal By-Laws, Provincial and Federal statutes. **However, where a production may be considered controversial:**

All Rental Clients must provide the theatre with a detailed description and synopsis of all productions so that patrons can be properly informed.

All Rental Clients must place appropriate warning notices in any Series brochure, posters, or media advertisements. The content of the warning notice must be approved in advance by the theatre.

Notices must be posted in the lobby and the program when productions contain nudity, violence, or coarse language, or when the subject matter may be considered sensitive.

The theatre may elect to place additional notices as deemed appropriate. All notices will be at the cost of the rental client.

It is important to be aware that this is a request to book Victoria Hall and is subject to review and availability by Director of Marketing and Communications. All requests must be accompanied by a \$100.00 booking deposit which will be used to hold the date(s) should your application be approved. If we cannot accommodate your request, the deposit will be returned.

Signature of Applicant

Date

NOTE:

All requests to rent the facility are reviewed on an individual basis by the staff at Victoria Hall. Availability to dates, content and type of event must be considered along with the Employment Standard Act and Municipal Regulations.

A Facility Rental Contract is then prepared by the Town of Petrolia based on the information you provided, outlining your booked dates/times and an estimate of the costs.

Box Office Settlement (if utilized) The final settlement will be issued by the Town of Petrolia approximately **15 days** after the date of your event.

VICTORIA HALL RATES 2018

THEATRE Rates

		Commercial (for Profit)	Corporate (not-for-profit)	Schools	Community & Volunteer Groups	HST applicable
Theatre	per day	\$1,155.00	\$800.00	400.00	\$630.00	Y
	per week				\$2,250.00 (30% discount)	Y
House Technician	per hour	\$21.00	No Charge	No Charge	No Charge	Y
House Manager & Usher		No Charge	No Charge	No Charge	No Charge	
Piano Tuning	per tuning	\$126.00	\$126.00	\$126.00	\$126.00	Y

THEATRE LOBBY Rates

There will be no charge for this space if the Theatre is rented by the tenant.

LICENCED SPACE:

120 People Standing / 105 People Sitting / 100 People Sitting (Presentations) / 65 People w/Tables & Chairs

Theatre Lobby		Commercial (for Profit)	Corporate (not-for-profit)	Schools	Community & Volunteer Groups	HST applicable
After hours (after 4:30 & weekends)	per hour	\$50.00	\$50.00	\$25.00	\$35.00	Y
Half Day (up to 4 hours)	per 4 hours	\$150.00	\$150.00	\$100.00	\$125.00	Y
Full Day (8:30am-4:30pm)	per day	\$200.00	\$200.00	\$200.00	\$200.00	Y
- Bar Services – NO CHARGE - Includes set-up and tear-down & use of kitchen facility if using caterer. Renter is responsible for cleanliness						

For Film – Proof of Film licencing to be provided by the Tenant

Theatre and Lobby	\$200.00 per film
2 Front of House Staff	\$120.00 per film
1 Technician	\$80.00 per film
Total	\$400.00 per film

ROTARY / MacFARLANE ROOM / COUNCIL CHAMBERS Rates

	After hours (effective after 4:30pm)	Half Day Rate (up to 4 hours)	Full Day Rate (8:30am-4:30pm)	HST applicable
Meetings Only	\$35.00 per hour	\$60.00 per 4 hours	\$110.00 per day	Y

*Community Rate: applicable for all Residents or Businesses in the Town of Petrolia

- AN ADMIN FEE MAY BE CHARGED AT STAFF DISCRETION FOR ADDITIONAL SERVICES
- INSURANCE – ALL RENTALS MUST PURCHASE OR PROVIDE PROOF OF \$2 MILLION LIABILITY INSURANCE

***RATES ARE SUBJECT TO REVIEW**

Box Office Services

Use of the VPP Box Office is required:

- All tickets for events at Victoria Hall must be supplied by the Box Office
- Unlimited length of sale
- On-line ticket sales available 24/7 at www.thevpp.ca
- Box Office Hours are 10:00am to 5:00pm Monday through Friday and 4 hours prior to a performance
- The rental client contract lists the seats that are held back from inventory for emergency and special needs patrons. These seats are utilized under the sole discretion of Victoria Hall staff.
- Toll Free Number: 1-800-717-7694
- Daily support available from Box Office Supervisor & Staff
- A full staff of knowledgeable ticket sellers
- Customer Service to patrons
- Detailed tracking of ticket sales sold on system

Box Office charges:

- There is a \$4.00 Service charge applied to each ticket sold at the VPP Box Office. This charge is applicable to each ticket sold and must be incorporated into the overall advertised price per ticket.

The Box Office also provides services as a ticket agent for other venues upon agreement and signing of an Outlet License.

Event Advertising

Prior to advertising your event a signed contract and all relevant deposits must be paid. All advertising is to be submitted to the Director of Marketing and Communications for prior approval.

Front of House

Lobby Sales – Merchandising

A commission of 15% of gross receipts is collected at the end of your event. If the Victoria Hall staff are requested to provide a seller for the merchandise, commission is 20% of gross receipts with a minimum of \$50.00.

Note: Merchandise sold cannot interfere with any item sold by the Theatre.

Approved non-profit rental clients will not be charged a commission but will be charged for a seller if provided by Victoria Hall.

The tenant must supply a cash float for merchandise sales.

Beverage Service

All beverages and bar service is provided by Victoria Hall staff. Rental Clients are not permitted to serve or provide their own refreshments for patrons without written permission from the Director of Marketing and Communications. The theatre staff follows the guidelines issued by Smart Serve Ontario.

The Theatre cannot serve donated alcoholic beverages.

Bar List

Wine
Beer
Spirits
Pop
Coffee/Tea
Juice
Water
Punch (punch bowl must be rented)

Reception Equipment

Use of in-house equipment is based on availability. Glassware, linen, dishes and cutlery may be rented from an authorized (by Victoria Hall) rental company. All charges will be the responsibility of the client. All catering arrangements are to be coordinated and approved by Front of House.

Facility Information

1. All rentals of the Victoria Hall Stage, no matter the size of the event, must include the services of the Victoria Hall House Technician, and the Front of House (FOH) Manager. The number of VPP paid Ushers will be determined by the FOH Manager. House Manager and House Technician name and contact information shall be provided.
2. The number of individuals on stage, and backstage, including crew, supervisors, etc., shall not exceed 50 people at any given time. If at any time the event shall temporarily involve over 50 people, details will be provided and approved by the House Technician in advance of the event (i.e. choirs).
3. Students (on stage, backstage, crew, etc.) under the age of 18 years require responsible adult supervision of one supervisor per 20 students. Supervisors must remain with students at all times.
4. The facility permit holder must maintain public liability insurance of no less than \$2,000,000.00, naming the Town of Petrolia as an additional insured. Insurance can be purchased through the Town's insurance company.
6. All volunteer ushers supplied by the facility permit holder shall adhere strictly to the decisions and instructions of the Victoria Hall House Manager and House Technician.
8. Victoria Hall staff reserve the right to determine whether any sets, props, special effects, technical equipment, etc. utilized by and belonging to the facility permit holder for use in Victoria Hall are safe or not. Anything considered unsafe, will not be allowed. The use of fog machines is subject to approval from the Petrolia & North Enniskillen Fire Department.
9. The facility permit holder shall be responsible for any claims of damage or liability resulting in injury and/or damage to property.
10. When using electronic music in an event, the House Technician can request sound levels to be reduced.
12. A rental check-list, and direct contact with the Victoria Hall House Technician is required no less than **TEN DAYS PRIOR** to the rental date to ensure all rental requirements can be met. **Requests for any other requirements, including artists current technical and hospitality riders, received after ten days will not be considered.**
13. There shall be no food, or drinks permitted in the theatre area.

Victoria Hall – Rental Check-list

Theatre – CAPACITY 400:

Please check the items you will need:

Podium	Music Stand(s)
*Microphone(s)	Music Stand Light(s)
On-stage Monitor Speaker(s)	Piano
Skyjack	Piano Tuning
General Stage Lighting	Drum Riser
Special Stage Lighting	Drum Mat
Follow Spot	Flip-Chart
DI Boxes	Tables
Chairs	Stools
Stage Curtain	Traveler (Curtain)
Rigging for Banners	

***Please note that wireless microphones are not available.**

Specifications: _____

Please provide the following:

- Stage Plot
- Lighting Plot (if necessary for specific lighting)
- Sound Cue Sheet (for any recorded sound)
- Program of Events/Music Set List
- Stage Manager*

*** The duties of the Stage Manager include: Coordinating on-stage events with sound and lighting technicians and confirming show times and intermission times with the House Manager.**

Council Chambers – CAPACITY 50 seated:

Please check the items you will need:

Podium	Tables(s)
Extension Cords	Chair(s)
Flip-Chart	Screen
Projector	Laptop

Specifications: _____

Rotary/MacFarlane Room – CAPACITY 20 seated, (if room is divided 10 each side):

Please check the items you will need:

Extension Cords
Flip-Chart
Television with HDMI

Specifications: _____

Bar Lobby CAPACITY 120 standing, 105 sitting for presentation, 65 with table and chairs:

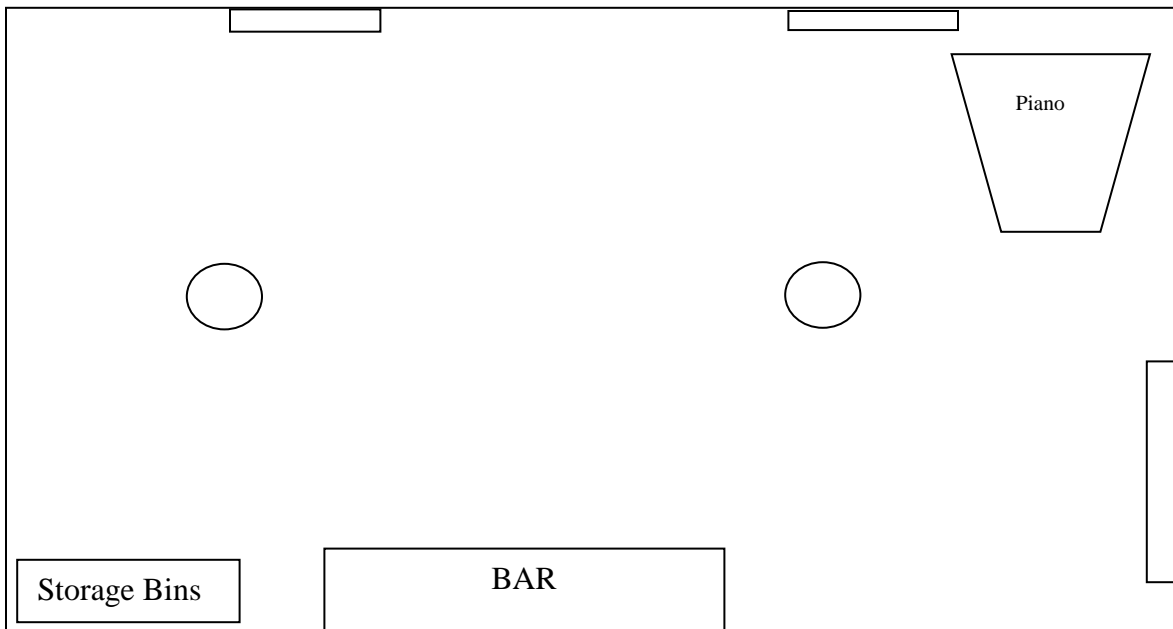
Please check the items you will need:

<input type="checkbox"/>	Bar	<input type="checkbox"/>	Podium
<input type="checkbox"/>	Tables*	<input type="checkbox"/>	Microphone(s)
<input type="checkbox"/>	Flip-Chart	<input type="checkbox"/>	Screen

Specifications: _____

*16, 2.5' round, cocktail tables are commonly set up (10 at seating height, 6 at standing height). All can be tall or short and can seat up to 64. 5' x 3' rectangular tables are available as well, for seating up to 65 persons.

If you have a specific layout that you would like, please sketch it below.



Reviewed By:

Customer Service/Administrative Assistant: _____

Date: _____

Director of MA&C: _____

Date: _____

House Technician: _____

Date: _____

Forwarded to:

Accounts Receivable: _____

Date: _____

Artistic Director: _____

Date: _____

Approved By:

Director of MA&C: _____

Date Approved: _____

Date Contract Sent: _____