

APPLICATION FOR PROFESSIONAL RENTAL OF STRATHSPEY PLACE
Strathspey Place, 11156 Route 19, P. O. Box 235, Mabou, NS B0E 1X0
Box Office Telephone (902)945-5300; Fax: (902)945-5301

Email: manager@strathspeyplace.com

Website: www.strathspeyplace.com

Manager: Linda Rankin (902)945-5300 ~ Technical Director: David Rankin (902)625-0293

Applicant: _____

Mailing Address: _____

Event: _____

Date of Event: _____

Time: Load In _____ Sound Check _____ Show Time: _____ Load Out _____

Applicant Contact Name: _____

Telephone: _____ **Fax:** _____ **Email:** _____

Services	Check
Basic Rental (or 10% of Net Sales or \$1060.00 whichever is greater. Includes Caretaker/Custodial.	
If Rental is more than 7 hours – add \$100.00 each additional hour.	
Student Assistant Technicians (loaders, stage hands, assistant light and sound) – add \$7.15 per hour for each student needed. Technical director determines how many assistants are required based on discussion with applicant or on past experience. Please note: when students are not available to assist, other charges may apply.	
Ticket Set Up (forward ticket details to box office) – add \$50.00 for each event	
Ticket Printing – 15 cents per ticket printed – including complimentary tickets	
Grand Piano Rental - \$50.00	
Grand Piano Tuning - \$135.00	
SOCAN – 3%	
Capital Improvement Fund - \$1.00 for every ticket sold for over \$5.00	
Poster Printing - \$1.00 per poster	
Poster Distribution - \$100 per event	
Box Office Fees - \$60.00 minimum or 6% of net ticket sales.	
Merchandise Sales – 15% of gross sales are kept at point of sale	
Advertisement Placement – Cost + 10%	
Seats Removed & Replaced - \$50.00 per seat	
Catering (indicate what required) – Cost + 10%	
Security – charged at cost to user. Please indicate whether you require professional or volunteer security.	
Ushers – volunteers are used wherever possible – otherwise, add \$7.15 per person	

Basic Rental Fee of \$1060. must be forwarded (payable to Strathspey Place) prior to the event, along with this application form. All additional charges will be invoiced and are due on the day/evening of the event.

Further Guidelines:

1. Rental Arrangements: All rental agreements are to be made only with the Strathspey Place Manager.
2. Keys: Building shall be opened and closed by a member of the Custodial Staff, Strathspey Place Staff, or some other responsible person approved by the Strathspey Place Manager.
3. Damages: Users of Strathspey Place will be held responsible for any breakage or damage that occurs to the building, grounds, equipment, or furnishings as a result of their use of the facilities. Users will be responsible for the safe keeping of all consumables that they may have access to while using Strathspey Place or SRSB property.
4. Loss: Strathspey Place will not be responsible for any loss of or damage to personal or organizational property that occurs during rental of Strathspey Place.
5. Health, safety and building codes: Users of Strathspey Place shall comply with all applicable health and safety regulations, local ordinances, Fire Marshall and National Building Code Regulations.
6. No Smoking: Strathspey Place theatre enforces a smoke-free environment both inside and on the grounds.
7. Food, Drink: No food or drink (with the exception of water, permitted in the theatre).
8. Taping: No audio, video, or camera taping of any kind may occur without the permission of the artist. This permission must be communicated to the theatre manager prior to commencement of event.
9. Time Limits: Users of Strathspey Place will comply with the hours stated on the approved application and are responsible for any over-time hours incurred.
10. Restrictions: Users of Strathspey Place will be provided access to washrooms and common area privileges as is determined to be appropriate for the approved use.
11. Merchandise: If merchandise is to be sold on behalf of the artist, the information must be given to the Strathspey Place Manager at least one week prior to the event so that sellers may be contacted in advance. It is policy for merchandise to be sold by either Strathspey Place Staff or volunteers.

Complimentary Tickets: # _____ - Please indicate how many you require.

Names must be forwarded to box office no later than time of Load-In by applicant.

Back Stage Passes: # _____ - Please indicate how many you require.

Names must be forwarded to box office no later than time of Load-In. Only those listed in writing by applicant will be permitted back stage. Passes must be picked up at the box office prior to admission to back stage.

I have read the above and am in agreement.

Signature: _____ **Date:** _____

Payment: Cheque _____ Money Order _____ Visa/MasterCard _____ **Amount:** _____

If paying with a Visa or MasterCard, please indicate number, including expiry date and signature:

Number: _____ **Expiry:** __/__(month/year)

Signature: _____