

# APPLICATION FOR RENTAL OF STRATHSPEY PERFORMING ARTS CENTRE

## RENTAL AGREEMENT

**Mailing Address**  
**Box Office Telephone**  
**Box Office Manager Email**  
**Website**

11156 Rt 19, Box 235 Mabou, NS B0E 1X0  
 (902) 945-5300 **Fax:** (902) 945-5301  
 anniec@strathspeyplace.com  
 www.strathspeyplace.com

**Rental payment must be made IN FULL to Strathspey Performing Arts Centre within 7 days of Rental Agreement being signed and returned to box office (fax 902.945.5301 / e-mail anniec@strathspeyplace.com). Payments can be made with credit card by phoning SPAC Box Office at 902.945.5300.**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: Load In \_\_\_\_\_ Sound Check \_\_\_\_\_ Show Time \_\_\_\_\_ Load Out \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

SERVICES	FOR OFFICE USE ONLY
<b>BASIC RENTAL</b> .....\$1000 <i>(or 12% of Total Ticket Sales - whichever is greater)</i>	
Theatre Technician ..... billed at \$35/hour	
Booking of lighting technician ..... <i>(additional fee; contact SPAC)</i>	
Booking of additional stage hands..... \$50 honorarium	
Rental of grand piano .....\$100	
<b>TICKET PRINTING</b> ..... 15¢ per ticket printed <i>(including complimentary tickets)</i>	
<b>SOCAN (IF APPLICABLE)</b> ..... 3% of total ticket sales, \$35 Minimum	
<b>CAPITAL IMPROVEMENT FUND</b> ..... \$1.25 for every ticket sold	
<b>BOX OFFICE FEES</b> ..... 6% of gross ticket sales	
<b>MERCHANDISE SALES</b> ..... 15% of gross sales are kept at point of sale	
<b>ADVERTISEMENT PLACEMENT</b> <i>(Inverness Oran advertisement)</i> ..... \$15 per week	
<b>SECURITY</b> ..... Charged at cost to user <i>Please indicate whether you require professional or volunteer security.</i>	
<b>JANITORIAL</b> ..... \$100 flat fee	
<b>USHERS, TICKET TAKERS, GREETERS</b> ..... Strathspey association volunteers are provided	

## FURTHER GUIDELINES

- 1 — **RENTAL ARRANGEMENTS:** All rental agreements are to be made only with the Executive Director for Strathspey Performing Arts Centre.
- 2 — **KEYS:** Building shall be opened and closed by a member of the Custodial Staff, Strathspey staff, or some other responsible person approved by the Strathspey manager.
- 3 — **DAMAGES:** Users of Strathspey Performing Arts Centre 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 or SRSB property.
- 4 — **LOSS:** Strathspey Performing Arts Centre will not be responsible for any loss of or damage to personal or organizational property that occurs during rental of Strathspey.
- 5 — **HEALTH, SAFETY AND BUILDING CODES:** Users of Strathspey Performing Arts Centre shall comply with all applicable health and safety regulations, local ordinances, Fire Marshall and National Building Code Regulations.
- 6 — **NO SMOKING / NO SCENTS:** Strathspey Performing Arts Centre theatre enforces a smoke-free and scent-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 Executive Director prior to commencement of event.
- 9 — **RESTRICTIONS:** Users of Strathspey Performing Arts Centre will be provided access to washrooms and common area privileges as is determined to be appropriate for the approved use.
- 10 — **MERCHANDISE:** If merchandise is to be sold on behalf of the artist, the information must be given to the Executive Director of Strathspey Performing Arts Centre 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. Strathspey charges 15% to renter for merchandise sold on premises.

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**COMPLIMENTARY TICKETS:** Please indicate how many you require .....  
*Names must be forwarded to box office no later than time of Load-In by applicant.*

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**I HAD READ THE AGREEMENT AND ACKNOWLEDGE THE SERVICE FEES AND GUIDELINES LISTED.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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### **IF YOU WILL BE PAYING BY CREDIT CARD:**

To protect you and Strathspey Performing Arts Centre please submit application and we will call you to process order. Please do not include your credit card information on rental form.

You may phone in payment to Anne Gillis, Box Office Manager (902) 945.5300 – the SPAC Box Office. Thank you! We look forward to working with you!

## CANCELLATIONS

Strathspey Performing Arts Centre prefers to not incur any show cancellations. This relates to Strathspey Productions and also incoming Renting Artists. In the event of a rental cancellation, 100% of rent is payable to Strathspey Performing Arts Centre. No Refunds are provided related to rental cancellations.

## ADDITIONAL EXPOSURE

Strathspey Performing Arts Centre encourages you to promote your upcoming show as much as possible in addition to what we provide you. There are many wonderful advertising opportunities in and around Cape Breton Island.

Strathspey includes your event on our website calendar and our on-site electronic sign at no extra cost to the renter. We also post your upcoming show in posts on our Facebook page. If available, we tag your group or business to encourage viewers to visit your page for more details. Strathspey creates Facebook events for our own presents/productions, but not for our rentals. We do encourage to this for your event to better provide the community with details. Please inform Strathspey of your Facebook details ie Group name, Facebook events name, etc as we will tag this information in our posts.

Strathspey Performing Arts Centre has partnered with 101.5 The Hawk as our exclusive radio partner on Strathspey presents/productions. This has been a mutually beneficial partnership that we look forward to continuing. We encourage our rentals to utilize radio as a form of promoting and advertising your event. If you wish purchase advertising and discuss promoting your event with 101.5 The Hawk, contact their sales department at [MacMillan.Kelly@radioabl.ca](mailto:MacMillan.Kelly@radioabl.ca)

Best of luck in your upcoming promotions and we look forward to working with you!