Strathspey Performing Arts Centre
RENTAL AGREEMENT

Mailing Address: 11156 Rt 19, Box 235 Mabou, NS B0E 1X0 **Email:** admin@strathspeyplace .com
Box Office Telephone: (902) 945-5300 **Website:** 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 the box office by e-mail (admin*@strathspeyplace.com*). Payments can be made by e-transfer to admin@strathspeyplace.com once rental has been approved.

Applicant: _____

Mailing Address: _____

Event: _____

Date of Event: _____

Time: Load in _____ Sound Check _____ Show time _____ Load Out _____

Applicant Contact Name_____

Telephone: _____ Email: _____

SERVICES	FOR OFFICE USE ONLY
BASIC RENTAL.....$1000 *or 12% of Total Ticket Sales (whichever is greater)*	
Theatre Sound Technician ..... *$400 per show (plus an additional fee for each technical rehearsal, and each additional show per day)*	
Lighting Technician .....$200 per show for a trained technician, $100 per show for a technician in training *(plus an additional fee for a technical rehearsal, and for each additional show per day)*	
Additional Stagehands ….....$50 honorarium	
Rental of Grand Piano ….....$100 (plus a tuning fee of up to $300 if needed)	

SOCAN (If applicable) ……..% of total ticket sales ($49.93 minimum)	
CAPITAL IMPROVEMENT FUND (CIF)……...……...$1.25 for every ticket sold	
MERCHANDISE SALES ..……..15% of gross sales are kept at point of sale	
ADVERTISEMENT PLACEMENT *(Inverness Oran)* .....$20 towards a monthly advertisement (Weekly advertising available at an additional cost, contact SPAC for details.)	
SECURITY .....Charged at cost to user. Please indicate whether you require professional or volunteer security.	
JANITORIAL ..... $22/hour to $48/hour (Fees vary depending on the day of the show. (Potential for waived/reduced fees on weeknights during the school year, contact SPAC for information.)	
USHERS, TICKET TAKERS, GREETERS..... Strathspey association volunteers provided at no cost.	

FURTHER GUIDELINES

1 ____ **RENTAL ARRANGEMENTS:** All rental agreements are to be made through admin@strathspeyplace.com with a Board representative, usually Chair.

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 safekeeping 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 Board of Directors through admin@strathspeyplace.com 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 Board of Strathspey Performing Arts Centre through admin@strathspeyplace.com 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 Performing Arts Centre Staff or volunteers. Strathspey charges 15% for rental merchandise sold on premises.

COMPLIMENTARY TICKETS: Names must be forwarded to box office no later than time of load in. Please indicate how many you require: ____

I HAVE READ THE AGREEMENT AND ACKNOWLEDGE THE SERVICE FEES AND GUIDELINES LISTED.

Signature: _____ **Date:** _____

PAYMENTS VIA E-TRANSFER

To protect you and Strathspey Performing Arts Centre, please submit your application, and we will email or call you to check on dates. We will then contact SRCE to confirm there are no conflicts and secure the date by submitting a Use of School Form. Following that, you can e-transfer your deposit at admin@strathspeyplace.com. Thank you!

CANCELLATIONS

Strathspey Performing Arts Centre prefers not to incur any show cancellations. This relates to Strathspey Productions and 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 posts and/or events for our own presents/productions, and for our rentals if marketing materials are submitted. We do encourage this for your event to better provide the community with details. Please inform Strathspey Performing Arts Centre of your Facebook details i.e. 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 through ticket giveaways. 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 to purchase advertising and discuss promoting your event with 101 .5 The Hawk, contact their sales department at macmillan.kelly@radioabl .ca

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