

Laura C. Muir Performing Arts Theatre Application

Internal
 External
 Sponsored by DC
 Dean/Director's: _____
Per Policy A10.01.01
 Manager, Facilities Services: _____

Applicant's name: _____

Group/Organization: _____

Non-Profit License No: _____

Send Bill to: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Work Phone No: _____ Cell No: _____ Fax No: _____

Email Address: _____

Nature of event: (Recital, lecture, etc.) _____

Performance Date: _____

Set-up Time: _____ Duration: _____

Show Start Time: _____ Duration: _____

Intermission Time: _____ Duration: _____

Show End Time: _____

Clean-up Duration: _____

Rehearsal Date: _____

Start Time: _____ Duration: _____

Clean-up Time: _____

Please note: All bookings, including clean-up time, must end by 10:00 p.m.

Number of people involved: Cast: _____ Crew: _____ Expected Audience: _____

Have you used the Theatre previously? _____ When? _____

Food Catering Service:
 Yes
 No
<http://www.douglascollege.ca/services/facilities/catering.html>

Please return this form with a \$300.00 damage deposit.

The rules and regulations governing the Laura C. Muir Performing Arts Theatre and Facilities usage are attached and available at <http://www.douglascollege.ca/services/facilities/roombookings.html>. Please read them and ensure all members of your group are aware of them. Failure to comply may result in booking cancellation or extra billing.

I have read the Laura C. Muir Performing Arts Theatre Regulations and agree with the terms.

Signature: _____

Date: _____

Office Use Only

Laura C. Muir Performing Arts Theatre Regulations

1. Times booked are inclusive. The Theatre will only be available during the times booked. When booking please take into account any set-up and clean-up time.
2. A damage deposit of \$300.00 must be submitted with your application.
3. Property and accident insurance for the amount of 3 million dollars is required to book the Laura C. Muir Performing Arts Theatre. It is the responsibility of each group/person that books the Theatre to submit a copy of the certificate of insurance to Room Bookings no later than 30 days in advance of the booked event. Failure to meet these requirements may result in cancellation of your request.
4. The Management reserves the right to employ extra technical assistance, as it deems necessary.
5. The maximum seating capacity is 350. No additional seating can be added due to fire regulations.
6. Groups involving a large number of performers must book additional room(s). The dressing rooms and backstage facilities are not large and cannot accommodate a large group.
7. General lighting (no colour) will be provided. If you require any special lighting, you must contact the Theatre technician, in writing, two weeks prior to the event.
8. Only Douglas College authorized personnel are allowed in the control booth, fly loft, cat walks, electrical room, and are allowed to operate the counter weight system.
9. The Theatre is rented AS IS. If you require any set-up (including risers, chairs, etc.) please provide personnel. If Douglas College employees are required, additional costs will be incurred.
10. If tables or chairs are required in the foyer, the Site Services Assistant must be contacted.
11. NO FOOD or BEVERAGES are allowed in the Theatre. It is the responsibility of the USER to enforce this policy.
12. Food & Beverage Exclusivity. No Food or beverage or any kind will be permitted to be brought into the College or to leave the premises by the convenor or guests.
13. Users are required to provide ushers. They must arrive one hour prior to scheduled curtain time to receive instructions from the Theatre Technician.
14. Groups involving children and young people, or with a large number of participants may be required to provide additional supervision.
15. Equipment load-in must be arranged with the Theatre Technician prior to the event.
16. Users are responsible for leaving the Theatre in a clean state. This includes removing programs and other debris from the aisles, restoring all equipment, and sweeping the stage.
17. Failure to comply with any of the above regulations may result in extra charges.
18. On Sundays, please note the only entrance to the college that will be open is the east entrance off of Agnes St. and 7th St. by the Security Kiosk.

Parking

| | | |
|----------------|---|------------------------------|
| Parking Hours: | Monday – Friday | 6:00 a.m. to 12:00 midnight. |
| | Saturday | 7:00 a.m. to 7:00 p.m. |
| | Sunday | CLOSED |
| Cost | \$2.00 per hour, max. \$8.00 per day \$3.00 per night, after 6:00 p.m. | |

If parking is not available during the time you have booked and you would like to have access to the parkade:

You must ensure that at least 100 cars will need access to the parkade; and
Submit a letter stating day and time required to Room Bookings for permission to have the parkade opened.