



# ALUMNAE THEATRE RENTALS FREQUENTLY ASKED QUESTIONS

*Effective January 1, 2019*

## ***THEATRICAL COMPANIES***

**The information below is designed for theatrical companies, including theatre, dance, comedy, music, etc. Film and television companies should consult FAQ Film and TV.**

### **LAND ACKNOWLEDGEMENT**

“We acknowledge that the land on which we gather at Alumnae Theatre has been a site of human activity for thousands of years and is the traditional territory of the Anishnaabe Nation, the Haudenosaunee Confederacy, the Wendat-Huron Nation, and most recently, the Mississaugas of the New Credit First Nation. We recognise with gratitude the enduring presence of Indigenous people on this land as the original keepers of this land. Megwich.”

Alumnae Theatre provides a recorded announcement for the opening of each performance in both the Main Stage and the Studio. It includes the statement of Land Acknowledgement above, and also encourages audience members to turn off their cell phones, etc. In addition, Alumnae Theatre encourages all renters to include this statement in their printed house programs.

### **GENERAL**

#### **What are the rental rates?**

1. The Main Stage rental rate is \$400 per day or \$2,000 for each seven-day rental period.
2. The Studio rental rate is \$250/day or \$1,250 for each seven-day rental period.
3. The Lobby rental rate is \$50/hour (two-hour minimum; cost of rental supervisor included). See notes below.
4. The damage deposit is \$500 for the Main Stage, \$250 for the Studio, and \$150 for the Lobby.
5. For every hour that a rental company is in the building, an Alumnae rental supervisor must be present. This costs an additional \$25 per hour. The minimum call for a rental supervisor is four hours per day.

#### **Notes:**

- The Lobby is included in Main Stage and Studio rentals on performance dates for box office and audience.
- Lobby rental at times other than performance times of the Main Stage/Studio renter is subject to availability and will be negotiated separately (terms and rates).
- The Lobby can be rented independently (that is, without Main Stage or Studio rental) for events such as meetings and receptions at the rate noted in No. 3 above.

**What are the seating capacities?**

1. The Main Stage seats 140, including four wheelchair spaces (*see Box Office below for details*).
2. The Studio seats up to 80.
3. The Lobby accommodates up to 60 people for a reception (standing) or 20 people for a meeting (with chairs).

**What are the stage dimensions?**

**Main Stage:** 32' 6" feet wide – 26' 4" feet deep at centre stage / 23' 11.75" at side wall – 16' 2" high (to the grid).

We offer a full cyc, which provides a convenient upstage cross for the actors; with it, the depth of the stage is reduced to approximately 25'.

**Studio:** 25' wide and 20' deep

**Does Alumnae provide any technical crew?**

No, renters must provide all their own technical crew. The rental supervisor is on site to do just that – supervise – and to provide guidance to renters in using the building safely and within Alumnae's parameters.

However, Alumnae's lead rental supervisor is available for technical consultations, whether in person (that is, at the theatre) or on the phone, according to the following fee schedule:

- \$15 for up to 30 minutes
- \$25 for 30 to 60 minutes

Technical consultation is must be scheduled at a time that is convenient for the supervisor. To obtain contact information for the lead rental supervisor, e-mail the Rental Co-manager you are dealing with.

## RENTAL PROCESS

**How do I find out if the dates I want are available?**

Send an e-mail to [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com) indicating which space you are interested in renting (Main Stage, Studio, and/or Lobby) and which dates you have in mind. If the dates are available, a hold will be put on the space for you. This means that you will have right of first refusal, should someone else express interest in the space on your dates before the contract is signed and the deposit received.

**What about a site visit?**

Since no one is at the theatre on a regular basis, site visits must be arranged in advance. The first two site visits are included in the rental fee. The third and subsequent visits are charged at \$30 each for half an hour or \$50 each for an hour.

**Do I need to provide a deposit?**

Yes. The deposit equals half of the rental fee *plus* half of the cost of the rental supervisor's time (where applicable) *plus* all of the damage deposit. When the deposit and two signed copies of the contract are received by Alumnae, your rental is confirmed. The contract will be counter-signed and one copy returned to you.

**When is the balance due?**

The balance of your rental fee is due one week before you load in.

### **Is there any other information I need to provide for the contract?**

Before the contract can be prepared, you will be asked to provide a draft of your production schedule so that an estimate of the cost of the rental supervisor's time can be included in the contract. This also provides the basis for scheduling the rental supervisor.

### **What if I don't use as many production hours as I estimate? What if I use more?**

When your rental period is over, the number of production hours estimated will be reconciled with the number of production hours actually used. You will then be charged for any hours used over the estimate or receive a refund for any hours under the estimate.

### **What about making changes to our production hours before or during our rental?**

This is always possible, with the following caveats:

- If you reduce the production hours for a given day with less than 48 hours' notice, you will still be charged for that day's original production hours.
- If you increase the production hours on a given day with less than 48 hours' notice, you will be charged double-time (\$50/hour) for the additional hours.
- All rental supervisors are entitled to say no to any request for additional hours received with less than 48 hours' notice.

### **The contract stipulates that renters have to be out by midnight. If we want to stay past midnight to strike our set (rather than pay an extra day's rental to strike the next day), is this negotiable?**

Yes, this is negotiable with the rental supervisor on duty, but must be discussed well in advance.

The following caveats also apply *whenever* you stay past midnight:

- Hours after midnight are charged at double time (\$50/hour), whether scheduled or not.
- If you leave the theatre after midnight (on any night), the rental supervisor is entitled to take a taxi home; the cost of the taxi will be charged to you.

### **Are we charged for any time beyond our actual production hours?**

Yes. All renters will be charged for an additional 15 minutes of closing-down procedures on each rental day. This time period will begin after *all* of the renter's personnel have completely left the building.

In addition, at the time of strike, all spaces must be restored to their original state to the satisfaction of the rental supervisor. Renters are advised to check with the supervisor before leaving to be sure that all is in satisfactory order. If the supervisor has to do this work after you leave, you will be charged for the time it takes. So pitch in and save yourself some money.

### **Who takes care of our garbage?**

You do. Your strike includes the removal of all garbage and cardboard boxes under the direction, and to the satisfaction, of the rental supervisor. At the discretion of the rental supervisor, you may be charged \$5 per garbage tag; this cost will be calculated during the final accounting.

## **STAGE REPAINTING**

The stage must be repainted black following a rental if the rental supervisor determines that the stage is sufficiently marked up to require it. The rental supervisor will also determine whether it requires one coat or two. With any rental longer than five days, it is likely that the stage will need repainting.

You may choose to have your own cast/crew do this as part of the strike. In this case, you will be provided with the paint and the necessary tools. If you choose not to do it, you will be billed for the rental supervisor's time to do it (minimum of four hours). Renters are not charged for the cost of the paint.

## CANCELLATION

### What is the cancellation policy?

In the event that you cancel the rental after we have received your deposit and signed contract, the following shall apply:

- If written notice of cancellation is received four months or more before the first date of the rental, the deposit shall be returned in full.
- If written notice of cancellation is received less than four months but more than two months before the first date of the rental, fifty (50) per cent of the deposit shall be returned.
- If written notice of cancellation is received two months or less before the first date of the rental, the entire deposit shall be non-refundable.
- In all cases, the damage deposit shall be returned.

In the very unlikely event that Alumnae Theatre Company cancels the rental after we have received your deposit and signed contract, the following shall apply:

- If written notice of cancellation is given four months or more before the first date of the rental, the rental deposit shall be returned in full.
- If written notice of cancellation is given less than four months but more than two months before the first date of the rental, the rental deposit shall be returned in full *and* ATC shall pay the to the TENANT an amount equal to fifty (50) per cent of the rental deposit.
- If written notice of cancellation is given two months or less before the first date of the rental, the deposit shall be returned in full *and* ATC shall pay to the TENANT an amount equal to the rental deposit.
- In all cases, the damage deposit shall be returned.

## DRESSING ROOMS

### What dressing room facilities are provided?

#### 1. Main Stage

The Main Stage dressing room is located in the basement. It seats 16 and has fixed mirrors and dressing tables. For larger casts, the adjacent Green Room can be suitably arranged. There is a working shower in this dressing room.

#### 2. Studio

The Studio dressing room is located on the second floor in a large rehearsal room called Upper Trinity. Tables, chairs, and some mirrors are provided.

## LIGHTING

### What is the service capacity in each space?

1. The **Main Stage** has a 200-ampere single-phase lighting service, e.g., 400 amps at 120 volts or 48 kilowatts (balanced load). See details below.
  - Strand 48×2400-watt CD-80 solid-state dimmers with Strand 58-channel console

- 48 dimmers hardwired to 36 circuits on the lighting grid (34 twofer-ed), 8 dimmers (in 4 floor pockets) around the perimeter of the stage, and 4 dimmers on the rail outside the booth windows.
- dimmer capacity is 2.4 K
- house lights on separate autotransformer dimmer
- one non-dimmer circuit in booth.

2. The **Studio** has a 200-ampere lighting service. It is split into two 100-amp disconnects, one on each side of the room. The full 200 amperes is available at the splitter on the east wall.

- Century 8×2400-watt autotransformer dimmer board with a single mechanical master.

### What type of lighting boards do you use?

Strand GSX and/or Strand MX

## LIGHTING INVENTORY

QTY.	MAKE & DETAILS	LINKS TO DOCUMENTATION
<b>Fresnels</b>		
3	Strand Patt. 45	<a href="#">Strand Archive – Patt.45</a>
1	6" Strand Patt. 53 with Iris <i>(follow-spot mount can be rented)</i>	<a href="#">Strand Archive – Patt.123</a>
3	6" (misc.) – lamped at 500 watts	
17	6" Altman – lamped at 500 watts	
12	6" Strand – lamped at 500 watts to 1000 watts	<a href="#">Strand Archive</a>
9	8" Strand Patt. 223 – lamped at 1000 watts	<a href="#">Strand Archive – Patt.743/Patt. 223</a>
5	8" Altman – lamped at 1000 watts	
<b>Lekos</b>		
8	ETC Source 4 (8 - 36° / 2 - 50°)	<a href="#">ETC Source Four</a>
2	Strand SL (26°)	<a href="#">Strand SL</a>
1	4-1/2" x 6-1/2" Altman – lamped at 750 watts	
2	2 - 6"x12" Altman – lamped at 750 watts	
9	6" x 9" Altman – lamped at 750 watts	
8	6" x 9" Century – lamped at 500 watts	
10	Altman Baby Zoom	<a href="#">Baby Zoom</a>
3	Strand Patt. 263 – lamped at 750 watts <i>(plus 3 more out of service)</i>	<a href="#">Strand Archive - Patt.263</a>
4	Century – lamped at 1,000 watts <i>(plus 10 more out of service)</i>	
4	Miscellaneous – lamped at 750 watts	
<b>Scoops</b>		
3	14" Altman – lamped at 500 watts	
<b>Parcans</b>		
2	PAR 56 – lamped at 500 watts, narrow spot	
<b>Cyclorama / Strip Lights</b>		
4	Strand – three-colour – lamped at 500 watts	
2	Strip light sections (approximately 12' long) <ul style="list-style-type: none"> <li>▪ 3 circuits x 6 bulbs each</li> <li>▪ lamped at 150 watts (flood)</li> <li>▪ load = 900 watts/circuit/strip</li> </ul>	
<b>Follow Spot</b>		
1	Altman – lamped at 1500-watt <ul style="list-style-type: none"> <li>▪ comes with colour boom and Iris</li> </ul>	<a href="#">Altman Spot</a>

**Are lights included in the rental fee?**

Yes, lights are included in the rental, provided you're using basic lights. You would have to rent anything remarkable. When both spaces are in use, the lighting inventory must be shared between the two spaces.

**The Alumnae rental contract requires renters to provide a lighting plot. Do you have a grid plan or blueprint for the Main Stage and the Studio lighting to base it on?**

Yes. Contact Chris Humphrey ([alumnaetech@gmail.com](mailto:alumnaetech@gmail.com)) for your own copy of the grid plans for the Main Stage and Studio.

**Can you e-mail me a CAD of the lighting grids?**

No, Alumnae does not have digital copies of these at present. They exist only on paper.

**Do you have a house plot for the lights?** No.

**At the end of the run, are renters responsible for clearing the grid, removing any specials we use, and putting the lights back in storage?**

Yes. You must strike all lights, cables, etc. (except house lights and cyclorama lights).

## SOUND

**What sound equipment does the theatre have?**

- **Main Stage** auditorium: stereo sound in the run by a Soundcraft 16-channel console.
- **Studio**: basic stereo sound with CD and/or laptop capabilities.

**Can the system use QLab or another system to play sound?**

Whatever program you use will be fine.

## OTHER EQUIPMENT

**Does the theatre have a projector? If so, what does it cost to rent?**

Yes, we have an ASK Proxima projector, which you may rent for \$10 a day or \$30 a week.

**Does the theatre have a microphone?**

Yes, we have a microphone and stand, which you may use at no cost. If you need any other microphones, they are your responsibility.

**Does the theatre have a piano that we could use for our show?**

There is a Heintzman upright piano in the lobby. Renters wanting to use it on the Main Stage would be responsible for having it professionally tuned and professionally moved onto the stage and back. The charge for renting this piano is as follows:

- \$50 for up to one week (4 to 7 days)
- \$35 for each week or partial week thereafter
- \$15 per day.

There is an old upright piano in the stage-right wing of the Studio. Renters would be responsible for having it professionally tuned and, if necessary, for moving it to the stage and back. Given its age, there is no charge for using this piano.

## ACCESSIBILITY

Wheel-chair access is available through barrier-free, power-assisted doors into the building and into the lobby. One of the three public washrooms on the ground floor is wheelchair-accessible. Wheel-chair access into the Main Stage theatre is through a door opposite the washrooms. Please note that *only* the ground floor offers this level of accessibility.

## BOX OFFICE / FRONT OF HOUSE

### **What is available to us regarding the box office?**

Renters have use of one of the box office windows in the lobby. Both the box office and front of house are to be staffed by the renter's own people.

### **Are there signs to help guide patrons into the building?**

The front door of the theatre (on Berkeley Street) is marked Box Office so that patrons will come in that way. Once they have come to the box office, or spoken with your front-of-house people, they will be directed to the theatre space in question (Main Stage or Studio). There is some interior signage to guide them as well.

**Note:** The number of seats in the Main Stage auditorium is 140, as long as you have no wheelchair patrons. There are four spaces for patrons in wheelchairs; these spaces are in the front row, two on each side of the fixed seats. If you have no patrons in wheelchairs, six regular stacking chairs can be put in these spaces to accommodate patrons without mobility issues if you want to sell them as regular seats. This means that knowing whether you have patrons with wheelchairs determines how many seats you have to sell for any particular performance. For example:

- if you have four wheelchair patrons at one performance, then you have 134 regular seats to sell (140 minus 6).
- if you have two wheelchair patrons at one performance, then you have 137 regular seats to sell (140 minus 3).

### **Are the seats in either space numbered or is it general admission?**

The seats in both the Main Stage auditorium are *not* numbered. Most productions have a general-admission policy (patrons sit where they want). If you wish to number the seats for your audience, you must remove all trace of such numbering during your strike. Otherwise, the cost of doing so, at \$25 per hour, will be deducted from your damage deposit.

### **Is there any visual equipment in the lobby?**

We have a Samsung Smart TV in the lobby. It is capable of displaying various types of media, such as audio, video, web sites, etc. You may use it for the duration of your run (opening show to closing show) in conjunction with anything that Alumnae Theatre may wish to display about its own productions and initiatives.

## LIQUOR AND OTHER FOOD & BEVERAGE

### **Are we allowed to sell alcoholic beverages, non-alcoholic beverages, and/or snacks to our patrons?**

You may sell beverages and snacks *only* at the bar in the lobby. To sell alcoholic beverages, you must obtain your own liquor licence and be prepared to *show it to the rental supervisor* on duty. In addition, your bartender(s) must be Smart Serve-trained and *must carry their Smart Serve card*.

### **Are there any restrictions on our running the bar?**

YES. When Alumnae or one of our Priority Renters has a show running during your show dates, either on the Main Stage or in the Studio, Alumnae or the Priority Renter will run the bar and will keep all the proceeds. (Your patrons are nonetheless welcome to purchase alcoholic beverages and other refreshments.) Therefore, *before* you buy your own liquor permit or arrange for your own bartenders, you must ask the Rental Managers whether the bar is available for you to run on your show dates – and receive **written confirmation** of permission.

### **Is there a refrigerator? Is there a freezer?**

There are two small, lockable bar fridges at the lobby bar and one normal-sized fridge with a freezer in the basement that you may use. Please provide advance notice if you wish to use any of these so that they can be cleared out before you load in. At the end of your rental, as part of your strike, you must also clean out any fridge you have used and leave it fresh and sparkling for future users.

### **Is there a stove?**

There is a stove (with oven) in the basement. For safety, it is not operational unless a breaker is connected. Speak to your rental supervisor if you wish to use it.

## **PARKING**

### **What parking is available near the theatre?**

The closest Green P parking lot is at the southeast corner of Richmond and Sherbourne. Pay-and-display street parking is available on some of the neighbouring streets. Check out <http://parking.greenp.com/> for further information on both kinds of parking.

**Note:** Beware of the marked handicapped parking spot on the west side of Berkeley Street in the middle of the block between King and Adelaide. Unauthorized vehicles parking there risk incurring a fine exceeding \$400.

### **What about the parking lot on the south side of the building?**

We advise that the parking lot on the south side of the building be used only by cast, crew, and wheelchair patrons. However, **the use of this lot is restricted in many ways.**

- One of the six parking spots on the north side of the lot is rented by Alumnae to a local business. If you park there before 6:00 p.m., you will be tagged and towed at your own expense.
- If you wish to use an Alumnae parking spot before 6:00 p.m., you must request a sign to put on your dashboard. On the first day of your rental, the rental supervisor will advise you which parking spaces are available for your use and provide you with a sign for each vehicle that will specify the dates and times when you are permitted to use a parking spot. Otherwise, you will be tagged and towed at your own expense.

## **PROMOTION & TICKET SALES**

### **What signage can we put up outside the theatre to promote our production?**

One of the exterior display windows facing Berkeley Street is set aside for renters. You may put a large poster there as of the first day of your rental period. The poster size is 26.5" wide x 41" high. You can get your poster printed, mounted on foam-core, and laminated by Imperial Graphics for approximately \$80 each. Imperial Graphics is located at 30 Eastern Avenue (between Gilead Place and Sackville Street). Contact Charlie DeLuca at 416-691-6019 or at [c.deluca@imperialgraphic.com](mailto:c.deluca@imperialgraphic.com). Website: [www.imperialgraphic.com](http://www.imperialgraphic.com).

**Can we use the Alumnae logo?**

NO. You are NOT permitted to use the Alumnae Theatre logo or the words “Alumnae Theatre Company” on your posters or any other publicity material, including your house programs and tickets. Any material using either of these will be removed at your expense.

You are permitted to identify Alumnae Theatre as the venue for your production, including the address, and to use the words “Alumnae Theatre” (not The Alumnae Theatre) in doing so.

**Can we promote our production through Alumnae?**

We can put a **short** blurb about your company and your production in Alumination, Alumnae’s bi-monthly e-newsletter for its members. Keep it brief, but do include something newsy or unique! E-mail your information, company logo, and/or show poster, as well as the URL for your web page or Facebook event, to [rentals@alumnaetheatre.com](mailto:rentals@alumnaetheatre.com) with the subject: Rental Alumination Post.

**Are there any other opportunities for promoting our show?**

All productions at Alumnae Theatre, including rentals, are welcome to advertise on the web site of the Corktown Residents and Business Association. (Corktown is the historic district of Toronto where Alumnae Theatre is located.) Go to <http://corktown.ca/advertise/>.

**Does Alumnae offer any assistance with our ticket sales?**

No, renters are entirely responsible for their own ticket sales.

If you are interested in having T.O. Tix sell your tickets (in addition to your other outlets), please contact Kevin McDonald, T.O. Tix Operations Manager, at [kevinm@tapa.ca](mailto:kevinm@tapa.ca) or at 416-596-8220 Tuesday through Saturday from 11:00 a.m. to 7:00 p.m.