

# LIGHTHOUSE FESTIVAL

## THINGS TO HAVE BEFORE STARTING THIS RENTAL CONTRACT:

1. Show graphic. (NOTE: Graphic must be sized 900 PX wide by 1125 PX tall)
2. Event description (this will go on the website events page along with your graphic).
3. Any applicable technical documents, ie: stage plot, setlists, visual or sound files used for the show.
4. Proof of insurance. If you do not have proof of insurance at this time PLEASE NOTE proof of insurance must be received by the theatre 60 days in advance of your event.

## Below is the coverage recommended:

- Minimum \$2,000,000 per occurrence Commercial General Liability limit
- Cross Liability included
- 30 Days Written Notice of Cancellation to the Certificate Holder (Lighthouse Theatre)
- Broad Forms Tenants Legal Liability limit of \$500,000 (minimum)
- Medical Payments \$2500 limit (minimum)
- Non-Owned Automobile Liability limit \$2,000,000 (minimum)

I have read the above information and understand what is required.

CONFIRMED

# SECTION ONE

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**THE CORPORATION AGREES to rent to the Lessee \***

(Your Name)

**Your Contact Info:**

**Address \***

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Phone Number**

Area Code

Phone Number

**Your email for a copy of the contract \***

example@example.com

**The use of the space owned by Lighthouse Festival on \***



(Select Date)

**For the performance/event of \***

(Show Title)

## THE CORPORATION FURTHER AGREES

To provide a representative whose duties shall include:

- Manage all ticket sales and provide revenues to Lessee (when event is for charity, final payment will be made to charitable organization), 10 complimentary tickets will be provided for the Lessee, additional tickets are subject to a surcharge
- That ticket sales in full (less expenses agreed to by both parties to this agreement) will be paid to the Lessee within seven business days after the event, events are processed each Tuesday and subject to personnel availability
- Provide a technical rehearsal to the Lessee the day of the event, within the ten (10) or twelve (12) hour rental period
- Provide a House Technician the day of event who will remain to ensure facility is secure (PLEASE NOTE the Sound Technician for live mix is an additional cost, see Section 2)
- Box office personnel on site three hours prior to event start
- Arrange front of house duties including bar services
- Ensure cleanliness of space including washrooms
- Ensure availability for Lessee's concessions

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## THE LESSEE AGREES:

- Stage must be clear of all performers, personnel and technical staff forty-five (45) minutes prior to start of event
- To leave the facility undamaged and in tidy condition, with all refuse gathered and all event materials removed from the building upon termination of the rental time. Should additional janitorial services be necessary after the event, the corporation will invoice the lessee. All representatives of the Lessee will adhere to all requirements, which is binding to this contract
- To supply at their own expense any additional equipment and/or personnel not included in the rental agreement
- To provide adequate supervision and security to prevent any loss, damage or injury to the property

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In addition to the contract, please note that the following information is integral to the agreement and must be adhered to:

1. A Lighthouse representative will supply the schedule for your event.
2. All set ups and sound checks must be completed one (1) hour prior to your event start.
3. All intermissions will be 20 minutes, unless authorized in advance by Executive Director.
4. There will be no bar sales after intermission.
5. Place all garbage and recyclable material in containers provided.
6. Lighthouse Festival is not responsible for valuables.
7. Sound levels will be monitored, and will not exceed 92dBa (decibels). Excessive sound levels may result in a penalty to the Lessee of \$500.00.
8. Absolutely no smoking permitted in any area of the building, greenroom, or in the booths.
9. No alcohol is permitted in the backstage area.
10. No access is permitted to any locked areas.
11. Please note emergency procedures, located on notice board in dressing room and bar area.
12. If alarm system sounds, please evacuate immediately.
13. No access to lighting and sound booth without prior approval of Lighthouse Festival management.
14. All seats are reserved. No general admission seating is accepted.
15. Theatre volunteers may operate a 50/50 draw.

CONFIRMED\*

Please upload proof of insurance. If you do not have proof of insurance at this time PLEASE NOTE proof of insurance must be received by the theatre 60 days in advance of your event.

Below is the coverage recommended:

1. Minimum \$2,000,000 per occurrence Commercial General Liability limit
2. Cross Liability included
3. 30 Days Written Notice of Cancellation to the Certificate Holder (Lighthouse Theatre)
4. Broad Forms Tenants Legal Liability limit of \$500,000 (minimum)
5. Medical Payments \$2500 limit (minimum)
6. Non-Owned Automobile Liability limit \$2,000,000 (minimum)

Browse Files

**LIGHTHOUSE FESTIVAL** to provide a stocked bar and bar sales available forty-five minutes prior to the performance, and available for 20 minute intermission. No bar proceeds will be retained by the Lessee. \*

CONFIRMED

**THE CORPORATION** nor any officer, agent or employee of the Corporation shall be liable for any damages, loss or injury, however caused, and that the Lessee shall indemnify all the above-mentioned persons for any loss, damage or injury incurred or suffered by any person attending at, or participating in, any event sponsored or conducted by the Lessee at the facility. The Lessee must provide proof of insurability. \*

CONFIRMED

**LIGHTHOUSE FESTIVAL** is the venue for your event, not the presenter. All advertising material must be authorized by a representative of the Theatre, who will provide approval in a timely manner. If not adhered to, materials will be required to be reprinted at the Lessees expense. \*

CONFIRMED

**THE CORPORATION** shall not be liable for any non-availability of the facility as a result of any strike, civil strife, utility failure or Act of God. \*

CONFIRMED

**THE CORPORATION** has the right to cancel the event, if deemed a detriment to the Corporation. \*

CONFIRMED

**THIS AGREEMENT** shall insure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors and assigns. It shall be construed and enforced in accordance with the laws of the jurisdiction in which this agreement has been executed. This agreement constitutes the entire understanding and agreement between the parties and may not be modified or amended except by agreement in writing. \*

CONFIRMED

**WAIVER:** No waiver or modification of this agreement will be valid or binding unless in writing and signed by both the Theatres and the Lessee. \*

CONFIRMED

The theatre values the contributions and participation of all citizens. To facilitate this involvement, the theatre is committed to providing goods and services that are accessible to all in a timely manner that respects their dignity and independence while providing for integration and equality of opportunity for all people, regardless of ability. Our policy can be found on our website. \*

CONFIRMED

**I will be renting the MAIN STAGE at: \***

- Lighthouse Theatre Port Dover
- Roselawn Theatre Port Colborne
- Simcoe Little Theatre Simcoe

**Is this a Charitable event? \***

- Yes
- No

**If this is a charitable event please provide your charity number. \***

Name of Primary Contact:  \*

Email Address:  \*

Phone Number:   \*

### **Lighthouse Theatre Port Dover - MAIN STAGE (346 seats)**

#### 2023 RENTAL RATES

All Main Stage events require a \$250 non-refundable deposit at signing of contract payable by e-transfer or cheque.

*\*Rental rates and fees are subject to change\**

**Main Stage (non-charitable event) \***

- \$1200.00 or 12% of tickets, whichever is greater (10 hour/1 performance rental)
- \$1550.00 or 12% of tickets, whichever is greater (12 hour/2 performance rental)

**Main Stage (charitable event) \***

- \$600.00 Charitable Rate (10 hour/1 performance rental)
- \$850.00 Charitable Rate (12 hour/2 performance rental)

**Will you require an extra day of rehearsal time at Lighthouse Festival Theatre? (No Rehearsal on Sundays)**

- \$350/day Monday - Thursday
- \$1200/day Friday - Saturday
- No I will not require an extra day for rehearsals

## Roselawn Theatre Port Colborne - MAIN STAGE (216 seats)

### 2023 RENTAL RATES

All Main Stage events require a \$250 non-refundable deposit at signing of contract payable by e-transfer or cheque.

*\*Rental rates and fees are subject to change\**

#### **Main Stage (non-charitable event) \***

- \$800.00 or 12% of tickets, whichever is greater (10 hour/1 performance rental)
- \$1100.00 or 12% of tickets, whichever is greater (12 hour/2 performance rental)

#### **Main Stage (charitable event) \***

- \$350.00 Charitable Rate (10 hour/1 performance rental)
- \$650.00 Charitable Rate (12 hour/2 performance rental)

#### **Will you require an extra day of rehearsal time at the Roselawn Theatre? (No Rehearsal on Sundays)**

- \$250/day Monday - Thursday
- \$800/day Friday - Saturday
- No I will not require an extra day for rehearsals

## Simcoe Little Theatre - MAIN STAGE (114 seats)

### 2023 RENTAL RATES

All Main Stage events require a \$250 non-refundable deposit at signing of contract payable by e-transfer or cheque.

*\*Rental rates and fees are subject to change\**

#### **Main Stage (non-charitable event) \***

- \$450.00 or 12% of tickets, whichever is greater (10 hour/1 performance rental)
- \$650.00 or 12% of tickets, whichever is greater (12 hour/2 performance rental)

**Main Stage (charitable event) \***

- \$275.00 (10 hour/1 performance rental)
- \$475.00 (12 hour/2 performance rental)

**Will you require an extra day of rehearsal time at Simcoe Little Theatre? (No Rehearsal on Sundays)**

- \$150/day Monday - Thursday
- \$450/day Friday - Saturday
- No I will not require an extra day for rehearsals

**What type of event are you presenting? \***

- Live Performance
- Seminar/Lecture
- Private Function

**What time will your event begin? (NOTE: If you are doing two shows in one day please put both times down)**

- 2:00 pm (matinee)
- 7:30 pm (evening)

**What is the cost of your ticket? (Example: \$35. NOTE: The theatre will add a \$1.50 surcharge to the amount you specify thereby the public will see a \$36.50 ticket price)\***

**Please select the date you would like your event to go on sale and up on the website (pending receipt of deposit). Please NOTE, if you'd like your event up ASAP, it'll be a minimum of 21 days from receipt of deposit.\***

(Select Date)

**SOCAN remittance for musical performances/bands/use of music: \***

- We, the renter, have our own SOCAN number and will remit directly to SOCAN ourselves.
- Please add 3% of all net ticket sales to the rental fee, the total of which will be remitted by the venue on our, the renters, behalf.
- There is no music in this show, performed or otherwise.

**If paying SOCAN directly, you must provide your SOCAN number here. \***

All events are posted on the Lighthouse Festival website, allowing online sales available to patrons. Please upload your show graphic. (NOTE: Graphic must be sized 900 PX wide by 1125 PX tall) \*

no file selected

Please paste your show description below for our website \*

SAMPLE

## SECTION TWO

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Here is an example of standard schedules for one (1) and two (2) show days. Our Technical Director will confirm a schedule with you based on your preferred set up time:

### ONE SHOW DAY (2pm):

9am - sound technician setup

10am - band load in/setup

11am - sound check

1pm - stage cleared for final touches

1:30pm - house opens

2pm - show time

### ONE SHOW DAY (7:30pm):

1:30pm - sound technician setup

2:30pm - band load in/setup

4:30pm - sound check

6:30pm - stage cleared for final touches

7:00pm - house opens

7:30pm - show time

### TWO SHOW DAY (2pm and 7:30pm):

9am - sound technician setup

10am - band load in/setup

11am - sound check

1pm - stage cleared for final touches

1:30pm - house opens

2pm - show time

7:00pm - house opens

7:30pm - show time

**What time will you arrive to set up your event? \***

:  (PM)   
Hour            Minutes

**How many acts are in your production? (NOTE: All intermissions are 20 mins) \***

- 1 Act
- 2 Acts
- Seminar/Private event

**How long is your first act? (if applicable)**

**How long is your second act? (if applicable)**

**Do you require space in the lobby to set up a Merch Table? \***

- Yes
- No

**Do you require a Merch Table to be provided? \***

- Yes
- No

**Is late entry to your event permitted? \***

- Yes
- No

**Is photography at your event permitted? \***

- Yes
- No

**Is video at your event permitted? \***

- Yes
- No

**Is a Sound technician required? (NOTE: Our theatres are equipped with X32 sound consoles. This is for live mix. If you only require audio playback, that is included with the House Technician.) \***

- Yes, we need a sound technician supplied (NOTE: Cost \$300)
- No, we have our own
- No live sound at our event

**Does your event require a projector? \***

- Yes
- No

**If so, who will provide the projector? \***

- I have my own
- I will need one supplied

**If projection is required who's computer will run the show? \***

- I have my own computer
- I would like the theatre to run the show

**Does the Lessee require stair access to the audience? \***

- Yes
- No

**Will Patrons be invited on stage? \***

- Yes
- No

**Please upload your stage plot if applicable.**

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**Please upload your setlist if applicable.**

Browse Files

**Please upload your lighting cues if applicable.**

Browse Files

**Please upload your script if applicable.**

Browse Files

**Please upload any video files if applicable.**

Browse Files

**Please upload any sound files if applicable.**

Browse Files

**If there are any other special technical requests outside of this form, please state those here:**

Type here...

**Lighthouse's Technical Director will follow up with all the above technical questions and options two (2) weeks minimum prior to your event should you need to adjust or add any info to our records. \***

CONFIRMED

## SECTION THREE

How would you like Lighthouse to pay you after your event? Please note that payment can take up to 5 business days to be processed. \*

- Direct Deposit (If you've rented with us previously and have used Direct Deposit, select this method)
- Cheque Mailed

Please provide the name of payment recipient.  \*

Institution Number:  \*

Transit Number:  \*

Account Number:  \*

Email address for payment notification:  \*

Please provide address for it to be sent to. \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

The Corporation applies \$1.50 fee at point of purchase to the purchaser, which are not reimbursable to the Lessee. Additionally the Corporation will apply a surcharge of \$1.50 for each additional complimentary ticket, beyond the 10 included, to the Lessee. The total sum of this fee will be deducted from rental ticket sales upon reconciliation post event. \*

- CONFIRMED

A 3.5% fee per credit card and interac transaction will be calculated for all credit card and interac purchases. These fees will be deducted from the final statement. \*

- CONFIRMED

Any COVID related ticket or show cancellations or postponements can result in refunds to the ticket holders. Cancellations due to COVID will result in a refund of the deposit to the Lessee. \*

- CONFIRMED

The Lessee agrees not to exceed a span of time greater than the chosen 10 or 12 hour rentals. The Lessee agrees to adhere to the time restrictions noted on the technical information sheet and agrees to a penalty payment of \$30.00 for every fifteen-minute period beyond the indicated exit time. \*

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The Corporation may provide person(s) to distribute hard copy posters, supplied by the Lessee, for a fee of \$50 per event. Please be sure to include the location of the event and the Lighthouse Festival website. Please note, posters must be 8.5 x 11, or 8.5 x 14. Posters can be dropped off at the box office of the theatre in which your rental is taking place. Roselawn Theatre: 50 posters max Lighthouse Theatre: 100 posters max \*

Yes (Note: Cost \$50)

No

The Lessee understands a non-refundable deposit of \$250.00 for Main Stage rentals is required. In the case of cancellation, the fee will not be returned. The Lessee also understands the rental agreement will not be considered confirmed until the deposit is received by Lighthouse Festival Theatre. Deposit needs to be received no later than 2 weeks from contract signing date. This date will only be held for you once payment has been received. \*

CONFIRMED

Payable by e-transfer to [lisa@lighthousefestival.com](mailto:lisa@lighthousefestival.com) or cheque to:

Lighthouse Festival

P.O. Box 1208

247 Main Street

Port Dover, ON N0A 1N0

ETransfer (preferred)  Cheque \*

**Total Cost of Your Event (Please note: this is just a reference, actual cost is dependent on ticket sales as stated above)**

**Signature \***

Please use your cursor to sign your name

[Clear](#)